

# *Circle of Friends Preschool*

Edgewood Early Childhood Center

8045 W. St. Rd. 46

Ellettsville, IN 47429

812-876-6325

## *Parent Information*



*The Big Shoe*

## **RBBCSC Vision**

“Living, learning and leading together.”

## **EECC's MISSION STATEMENT**

To ensure that all children attending our preschool develop a positive self-concept, the ability to problem solve, the ability to negotiate with their peers, and engage in a variety of hands-on, language rich, learning experiences that will establish the foundation for lifelong learning.

## **BELIEFS**

- We believe that families are the primary teachers for their children
- We believe that all children have the capacity to learn and grow as individuals
- We believe that young children learn best by doing
- We believe that children learn through active involvement with their environment
- We believe that each new experience adds to the learning process
- We believe that children learn best through play

## **GOALS**

### Early Literacy:

- 80% of our Pre-K (4-5 years) students will identify at least 14 upper case letters as measured by PALS Pre-K prior to exiting preschool.
- 80% of our Pre-K (4-5 years) students will demonstrate print and word awareness as measured by PALS Pre-K prior to exiting preschool.

### Early Numeracy Skills:

- 80% of our Pre-K (4-5 years) students will orally count to at least 30.

### Social Emotional Development:

- Each child will develop a positive sense of self worth
- Each child will develop the confidence to challenge himself/herself
- Each child will develop an acceptance and appreciation of the similarities and differences among everyone

### Cognitive Development:

- Each child will expand his/her play skills
- Each child will build upon his/her problem solving skills
- Each child will expand upon his/her curiosity of the environment and the events that occur in his/her environment
- Each child will acquire concepts and information that lead to a greater understanding of his/her world

### Speech and Language Development:

- Each child will expand upon his/her ability to communicate with friends during play
- Each child will expand upon his/her ability to communicate wants, needs, ideas, and thoughts
- Each child will expand upon his/her understanding of language

### Physical Development

- Each child will participate in a wide variety of games and activities with friends that incorporate both fine motor and gross motor skills
- Each child will expand upon his/her ability to explore and learn from the environment

## **Welcome**

The staff at EECC wants to officially welcome your child and family to the Edgewood Early Childhood Center. EECC is your school. We are excited for your child to experience all of the fun and engaging learning opportunities that we have planned. Please know that you always welcome at EECC. We encourage you to participate in your child's experiences at EECC whenever possible. Monthly newsletters provide information about what is happening in the classroom as well as upcoming school activities or events. Periodically, throughout the year, activities are planned for your child and family to participate in together. Some of the activities include the following:

- Story and snack with grandparents or special friend
- Fall make-n-take
- Valentine's Luncheon
- Science Night
- Family Fun Night

## **Family Involvement**

Families are always welcome to visit and participate in their child's classroom. Please sign-in at the front desk if you visit your child's classroom. Additionally, we welcome family members who may be interested in volunteering at the school. The preschool follows school corporation policy regarding classroom volunteers. This includes completing a Classroom Volunteer Release Form and waiting for approval from RBBCSC following State Criminal Background Check. We also have several other avenues available for supporting your child's education: cutting materials (can be done at home), preparing Box Tops for Education, and shelving library materials.

## **PARENT GROUP**

The EECC family support group is open to all families who want to become more involved at EECC. Contact the EECC office to find out who will be coordinating the parent group this school year.

## **COMMUNICATION WITH FAMILIES**

Parent-teacher conferences will be held at least once a year. Additional conferences can be held at parent request. At these conferences, parents will get an update on their child's progress and be able to ask questions about the classroom. A monthly newsletter will be sent to families by the Director to provide information to parents on what is happening at EECC. Classroom teachers may also communicate directly with families about activities specific to their classrooms when needed. EECC also posts updates on our Facebook page and reminder emails are sent to parents about important information from the preschool secretary.

## **Questions & Concerns**

Should you have any questions or concerns regarding your child please don't hesitate to ask. Your first contact is always your child's teacher. If you have additional questions/concerns that your child's teacher may not be able to address, please talk to the Director.

## **Enrollment**

The Edgewood Early Childhood Center follows the Richland-Bean Blossom Community School Corporation approved calendar. Preschool begins each morning at 8:45 am with doors opening at 8:40 am. The preschool day ends at 3:00 pm for students in a PM class or full-day class. Wednesday classes begin at 9:15 am with doors opening at 9:10. This allows preschool staff to participate in our Professional Learning Community meetings and / or staff development.

Your child will be officially enrolled in preschool upon receipt of the following information:

- Completed Enrollment through Harmony
- Copy of child's birth certificate
- Copy of the child's immunization record  
See additional information regarding immunization requirements in the School Health Section

Enrollment and request for classroom placement (i.e. am/pm sections; Pre-K full-day class) is filled on a first come, first serve basis. Enrollment must be updated annually for returning students.

Three-year-old children are offered ½ day preschool classes (either a.m. or p.m.). A full day placement will only be considered for a 3 year old student if the child will turn age 4 by November 1<sup>st</sup>, does not take afternoon naps, and is potty-trained. EECC only offers a limited number of full-day spots for 3 year old children.

Four- and Five-year-old children have the option of either a full or half day PreK program. Enrollment can range from as few as 2 days to as many as 5 days per week.

## **Material Fee**

A \$60.00 material fee is required upon enrollment. The material fee covers the following for your child: consumable art supplies, consumable materials for science experiments, consumable materials used to create rotating pretend play centers, and a Weekly Reader for your child. If your child qualifies for free or reduced lunch / textbooks, your material fee will be waived or reduced.

## Supplies

Upon enrollment, you will receive a supply list for your child's class. Additionally, please send a clean, dry change of clothes that is kept in your child's bag or backpack. If your child is not yet independent with toileting, please bring diapers. You can either bring in a bag of diapers labeled with your child's name or send a couple diapers on a daily basis in his/her backpack.

## Tuition

Tuition is due by the 1st school day of every month. We accept personal check (made payable to EECC), money order, cash (exact amount only), and credit/debit card. Please see the preschool secretary when paying. You will receive a receipt of payment each month at the time of payment. December and March are pro-rated due to winter break and spring break. All other months require full tuition. We will credit tuition when the corporation operates on a two hour delay due to inclement weather on a day that your child normally attends. The credit will be applied to the next month. We typically do not credit tuition when the school is closed due to inclement weather since the school day is made up at a later date. All unpaid tuition and material fee will be subject to collection via the RBBCSC Central Office procedures for collections.

<b>FULL-DAY CLASS (\$22.50/DAY)</b>	
<b>DAYS ATTENDING PER WEEK</b>	<b>MONTHLY TUITION</b>
2	\$180
3	\$270
4	\$360
5	\$450
<b>HALF-DAY CLASS (\$10/DAY)</b>	
<b>DAYS ATTENDING PER WEEK</b>	<b>MONTHLY TUITION</b>
2	\$80
3	\$120
4	\$160
5	\$200

## Snack

Snack time is considered a learning time when teachers sit with children and help to facilitate social conversation. Good experiences at snack time help children develop positive attitudes regarding nutrition. Teachers will emphasize nutrition and healthy eating choices throughout the school year. **Families are asked to provide nutritious snack and drink for the class on a monthly basis for approximately 15 children.** Here are some examples of snacks and drinks for your child to bring to school.

### Drink Options

Milk  
100% Fruit Juice  
Water

### Snack Options

Cheerios	Cheese & Crackers
Yogurt	Pretzels
Fresh Fruit	Pudding
Applesauce	Animal Crackers
Fruit Snack Cups	Graham Crackers
Fresh Vegetables	Fruit Bite Snacks

## Lunch

Lunch is available through RBBCSC food service for students attending all day. The cost is \$2.45 for paid lunch (\$12.25/week) and 40 cents for reduced lunch. Milk is available for those students who bring a sack lunch from home. The cost of milk is 45 cents. **A reminder that lunches are not to be charged.** Please prepay on your child's account on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). If you prefer to pay by check, please mail to attention: Vickie Coffey, Richland-Bean Blossom Community School Corporation, 600 S. Edgewood Drive, Ellettsville, IN 47429. Please be sure to pay ahead as it can take up to 24-72 hours for the money to post to your child's account. You may view your child's account balance free of charge on the website above. Please set up phone app and email notifications to notify you of low balances. Students will be provided with a complimentary meal that includes all 5 components of MyPlate if they do not have an account balance. We do not let our students go hungry.

Note: If parents want to buy a lunch at school, the new regulations ask that the parents pay the \$3.10 lunch cost as they go through the line. Parents are no longer allowed to charge to their child's account.

## Breakfast

We provide breakfast for those students who wish to take advantage of this service. The cost of breakfast will be \$1.10 for paid breakfast and 30 cents for reduced breakfast. Students will be served breakfast shortly after arriving at school. Students will not miss any instruction during the time they are out of the classroom eating. **A reminder that breakfasts are not to be charged.**

## **Birthdays**

Please talk to your child's teacher if you plan to bring a special snack or treat to celebrate your child's birthday. We welcome your family to take part in snack time on/near your child's birthday. Typically, birthday treats are shared during snack time. Additionally, nutritious birthday snacks are available for purchase through the RBBCSC food service department. Please contact Vickie Coffey, Food Service Director for RBBCSC at 812-876-7100 regarding available special snack options.

## **RBBCSC Wellness Policy**

As mandated by the Child Nutrition Reauthorization Act, Public Law 108-265 enacted June 30, 2004 Section 204 – Local Wellness Policies are mandated no later than the first day of the school year beginning after June 30, 2006, each local educational agency shall establish a local school wellness policy.

Richland-Bean Blossom Community School Corporation adopted the Wellness Policy on Monday, May 15, 2006. Our Wellness Committee's approach to our district's policy is that we as educators should teach good nutrition and physical education to our students in all aspects of the school day.

Our policy can be downloaded from our New Wellness Website link to the RBBCSC website [www.rbbcsc.k12.in.us/](http://www.rbbcsc.k12.in.us/). You can also find helpful tools (like health recipes and suggested school snacks) to help you and your family learn to live healthy. Your continued support is essential for our success in teaching our students good nutrition and physical education.

## **Outdoor Play**

Gross motor play is part of the daily preschool schedule. Gross motor activities such as running, climbing, pedaling a tricycle, swinging, and playing ball provide valued opportunities for overall development. Developing strength and coordination builds the necessary foundation for being able to use small muscles (i.e used for writing, cutting, etc.) effectively in the classroom. Additionally, these activities provide opportunities to engage socially with peers. On most days, the class goes outside. We go outside unless it is raining, snowing, or below 33 degrees. Please dress your child accordingly.

## **PALS-PreK Screening**

The Phonological Awareness Literacy Screening (PALS- PreK) is administered to all Pre-K students (4 & 5 year olds who will attend kindergarten the following school year) three times per year. "PALS-PreK is a measure of young children's knowledge of important emergent literacy fundamentals including: name writing, alphabet knowledge, beginning sound awareness, print and word awareness, rhyme awareness, and nursery rhyme awareness." (PALS-PreK - University of Virginia). You will receive information regarding your child's present levels in the above mentioned literacy areas at least two times per year.

### **Drop-Off & Pick-Up**

The school is open to drop your child off 5 minutes prior to the start of each class. For the morning class that time is 8:40a.m and for the afternoon class that time is 12:25p.m. It is important to be on time for school. Late arrivals can be an interruption to the class. Children need to be picked up no later than 5 minutes following the conclusion of preschool. For the morning class that time is 11:20a.m, and for the afternoon class that time is 3:05 p.m. Please pick up your child by the scheduled pick up time. If you are late picking up your child, you will be charged the \$5.00 Latch Key fee. When your child arrives for preschool, we ask that you walk your child into the building to his or her classroom. Also, when class is dismissing, we ask that you come into the building to pick your child up in his/her classroom.

**EECC has late start Wednesdays each week. Start time is 9:15a.m. Doors open at 9:10a.m.**

Please have your ID available when picking up your child. Children will only be permitted to leave with persons listed in Harmony as parents or emergency contacts.

Please supervise your child in the “Big Shoe” room during drop off and pick up. Please encourage your child to return the riding toys and other items to their designated areas. Cars, bikes, and wagons have designated areas.

**Please park in a designated parking space during drop off and pick up.** The driving lanes next to the school are to be used only by RBBCSC school buses and emergency personnel (i.e. police, fire, ambulance).

### **Latch Key**

Latch Key is available before and after school at EECC. Hours are 6:45-8:45a.m. and 3:00-6:00p.m. A.M. Latch Key is \$4.00 per day and P.M. Latch Key is \$5.00 per day. Students must be enrolled before they can attend the Latch Key program. A limited number of spots are available for Latch Key.

### **Withdrawal**

Please complete withdrawal information sheet located at the front desk if you decide to withdraw your child for any reason. **Families are charged tuition until withdrawal papers are submitted.**



## **Paths to Quality**

We are pleased and excited to announce that Edgewood Early Childhood Center has achieved a Level 2 Paths to QUALITY rating. Paths to QUALITY is Indiana's voluntary quality rating and improvement system. We have been working to make quality improvements within our program and are proud of our achievements. This rating means we have successfully met Indiana's requirements for creating an environment that supports children's learning. You can be confident that as a Paths to QUALITY Level 2 program, we will be meeting the State's standards for health and safety. As a Level 2 program, EECC is able to take CCDF vouchers for preschool tuition for those families who are eligible.

## Safe Conditions Policy

1. EECC maintains the required child/staff ratios in classrooms and on the playground with qualified staff that have met all required employment/certification criteria.
2. EECC employees are required to complete a comprehensive background check, drug and TB testing, fingerprinting, as well as complete training modules on child abuse, health, safety, child development, and Indiana educational foundations as conditions for employment at EECC.
3. EECC students are never left unsupervised. Students are always within sight and/or earshot of an adult.
4. EECC maintains a Health Aide in the building that can handle student illness or injury, and who can contact the school nurse or other medical personnel for more serious situations when needed.
5. EECC staff have current First Aid training and designated staff members are CPR trained. An AED is also available in the preschool building.
6. EECC has procedures for emergency situations such as fire, inclement weather, intruders. The procedures are practiced with the students on a scheduled basis in order for them to know what will happen in an emergency situation. Emergency and evacuation procedures are posted throughout the building.
7. EECC staff are constantly on the lookout for any safety hazards that could endanger students both within the building and outside. Custodial and maintenance staff conduct regular checks of the premises for safety issues. Any safety issue is reported and dealt with promptly.
8. EECC requires daily cleaning in classrooms and common areas that is completed by both teaching staff and custodian. Extensive cleaning and sanitizing is completed at least 4 times per year when students are on extended breaks from preschool.
9. EECC has posted handwashing procedures for all staff and students. Gloves are required when diapering and cleaning up accidents or illness. Areas are sanitized following clean-up.
10. EECC keeps all toxins, chemicals and medications in cabinets or closets that are inaccessible to students.
11. EECC requires all regular visitors to the building to complete a volunteer/visitor background check before coming to events or spending time in the classroom. Other visitors must sign in the front office and be escorted in the building. Visitors are never left alone with children.
12. EECC doors are locked when students are present in the building. Individuals must be buzzed into the building or use a code at the front door to enter. Cameras also monitor the front and back entrances.
13. EECC does occasional field trips that require transportation to another location. Your child will only be transported if we have a permission slip signed by a parent/guardian. Students are transported on RBB school buses with appropriately licensed bus drivers using the necessary seat restraints (car seat/seatbelt) for preschool age students.

## Behavior Support

The Circle of Friends Preschool supports and encourages positive, pro-social behaviors through a variety of methods. Typically, preschool children need to be taught and positively reinforced for demonstrating prosocial behaviors. Some examples of prosocial behaviors include: requesting to take a turn with a toy by verbally asking or using a “My Turn” card, inviting peers to play by verbally asking or using a gesture, etc. Methods to teach pro-social behaviors are incorporated throughout the preschool curriculum. This includes establishing classroom rules (students and teachers together) at the beginning of the year. The rules are printed using pictures and are reviewed and demonstrated through role playing (often times may incorporate puppets to demonstrate). Children also learn how to express their emotions in a manner that is respectful to all. Staff includes positive reinforcement to all children demonstrating prosocial behaviors through verbal praise, smile, and positive attention.

When an inappropriate behavior occurs, staff addresses it immediately. Staff will try to identify why the behavior occurred (i.e Does the child want a toy that another child is playing with? Does the child want to join a group already engaged in a play activity and is unsure how to join?). Staff will review with children how to respond next time the situation arises and may even help children role play more appropriate strategies to use next time. If inappropriate behavior occurs repeatedly, staff will communicate with parents and develop a plan that will support the child to develop positive prosocial behaviors.

When a child demonstrates physically aggressive behavior towards peers or staff, the child is directed to sit for a couple minutes. The rule is “if you hit, you sit.” Staff will then review with the child how to respond next time. Sometimes pictures are paired with words so that the child better understands what to do next time.

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Parent Signature

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Printed Name

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Date

## **Disaster Plans**

### **Severe Storm Drills**

The school has a disaster plan that will be implemented in case of severe storms, winds, or tornados. If alerted by authorities, children will be taken to their designated safe place until an all clear is received. We practice these drills while in preschool.

### **Fire Drills**

Fire drills are held once a month in accordance with state regulations. Maps of buildings escape routes are posted in each room.

### **Safe Harbor Drills**

Safe Harbor drills are held once a semester. To protect children from potential situations (e.g. biochemical or anthrax exposure, or bomb evacuation), the students will evacuate the building to a safe place.

### **Lock Down Drills**

Lock Down drills are held once a semester. To protect children from problems in the building (intruders), teachers will keep students away from doors and windows and will lock the classroom and bathroom (where they take shelter) doors.

## **Inclement Weather**

The Circle of Friends Preschool follows the approved Richland Bean Blossom Community School Corporation Calendar. Additionally, the preschool will be closed whenever the School Corporation closes for inclement weather.

- RBBCSC closes school for the entire day: NO preschool A.M or P.M or Full Day
- RBBCSC institutes a two hour delay: NO A.M preschool. P.M classed *do* attend.
- Early Dismissal due to inclement weather: A.M preschool may be released early, and there will be NO P.M classes.

School closings and delays are announced on the Richland-Bean Blossom Community School website, recorded phone call from the Superintendent, WBWB-FM B97, WTTS-FM 92.3, WGCL-AM 1370, or watch TV channels 6 or 8. The announcement of school closings will be made as early as possible. IF you have not heard an announcement by 7:00 A.M, you may assume that school will be in session as usual.

Early Dismissal: If the school should let out early, due to inclement weather, the announcements will be made in the same fashion as school closings or delays.

## **Edgewood Early Childhood Faculty**

2018-2019 School Year

812-876-6325

812-935-0160 (Maggie's direct line)

### **Director**

Jennifer Anderson

### **Secretaries**

Maggie Burks, EECC

Jenny Johnson, Forest Hills

### **AM Preschool (3 & 4 year olds)**

Megan Carpenter

Barbara Hill, IA

### **PM Preschool (3 & 4 year olds)**

Megan Carpenter

Barbara Hill, IA

### **AM Pre-K (4 & 5 year olds)**

Kim Ford

Hitomi Kido, IA

Jablonsky, Samantha IA

### **PM Pre-K (4 & 5 year olds)**

Kim Ford

Hitomi Kido, IA

### **Full Day (4 & 5 year olds)**

Amber Harrison

Macy Volrich, IA

### **Full-Day (4 & 5 year olds)**

Jennifer Thacker

Karen Sherfick, IA

Beth Sexton, IA

### **Support Staff**

- Mary Beckwith, Inclusion Teacher
- Speech and Language Pathologist
- Kristi Bevis, School Psychologist
- Brenda Burton, Occupational Therapist
- Sarah Casper, Physical Therapist
- Katie Edwards, Preschool Coordinator: Contact for requesting an evaluation to determine need for early childhood special education services, including speech and language evaluations.