



**Eastbrook Panther Preschool**

**Handbook**

**2022-2023 School Year**

# Table of Contents

Philosophy Statement	2	Dress Code	11
Mission Statement	3	Emergency Plans	12
Student Goals	3	Emergency Drills	12
Admission	6	Lunch	13
Withdrawal	6	Transportation and Field Trips	13
Financial Obligations	6	Inclusion	13
Medical	7	Outdoor Play	13
Medication	8	Rest Time	13
Illness	8	Visitors	14
Doctor Appointments	9	Volunteers	14
Authorization for Pickup	9	Weather Emergencies	14
Child to Staff Ratio	9	Parents as Partners	14
Toilet Training	9	School Hours	15
Communication	10		
Discipline Policy	11		



## **Eastbrook Panther Preschool**

### **Eastbrook Panther Preschool Philosophy:**

It is the philosophy of the Eastbrook Panther Preschool Programs that children are encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment.

We believe that each child is a unique individual and that all children can learn. Our preschool programs provide inclusive settings that recognize children's varied abilities, interests, needs, and learning styles.

We believe children learn best through meaningful play. Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help, and aesthetic areas for total development of each child. Meaningful play encourages children's curiosity, discovery, and problem solving which allows for individualized growth and development of a positive self-image.

We recognize that parents are a child's first teachers. Children learn best when parents are involved in their education. The primary bridge between home and school is the involvement of family and community members.

The goal of the staff is to build an adequate foundation for the child's public school years. The program we pursue is geared toward helping children develop habits of observation, questioning and listening. We want to ease the transition from home to school - helping them to learn how to get along with other children and adults, to develop skills through active games and spurring emotional growth through group activities. We want you, as a parent, to look into our busy, happy, noisy, creative classrooms and see your child at work and play. We want you to realize the validity of that play and the importance of what is being learned. Parents and teachers together can help children to develop their full potential.

The statement of beliefs in this philosophy reflect the position of the National Association for the Education of Young Children (NAEYC).

**Eastbrook Panther Preschool Mission Statement:** Eastbrook Panther Preschool promotes high-quality early learning for all children by providing play based learning through developmentally appropriate activities.

#### Core Values

- ❖ The appreciation of childhood as a unique and valuable stage in the development of human life.
- ❖ Base our work and knowledge on how children learn and develop
- ❖ Appreciation and support the bond between children and their families
- ❖ Recognize that children are best understood and supported in the context of family, culture, community and society
- ❖ Respect diversity in children, families and colleagues
- ❖ Recognize that children and families achieve their full potential in the context of relationships that are based on trust and respect.

#### **Student Goals:**

##### Social and Interpersonal Skills

Human beings are social, and much of students' learning involves social interactions:

- ❖ Getting along with other children and adults and developing good relationships with teachers
- ❖ Helping others and developing caring attitudes
- ❖ Playing and working cooperatively
- ❖ Following classroom rules

##### Approaches to Learning

I am sure you have heard the old saying that you can lead a horse to water but you can't make him drink. In some regards, the same is true for children. Even though on the one hand we talk about children always being ready and eager to learn, on the other hand, professionals understand that all children are not equally ready to learn. Consequently, with today's emphasis on early learning, there is an accompanying emphasis on supporting children's motivation to learn and helping them develop positive dispositions toward learning. This is particularly important for children who are at risk for school failure. Approaches to learning (also known as dispositions to learning) include these components:

- ❖ Self-regulation of attention and behavior
- ❖ Effective social skills to develop a positive relationship with others
- ❖ Positive attitude toward learning
- ❖ Self-motivation for learning
- ❖ Listening skills
- ❖ Ability to set goals and develop and follow through on plans

- ❖ Understanding, accepting, and following rules and routines
- ❖ Finding more than one solution to a question

### Learning to Learn

Learning how to learn is as important as learning itself—in fact, learning depends on the acquisition of learning skills:

- ❖ Self-help skills to promote a good self-image and high self-esteem
- ❖ Knowledge of self, family, and culture
- ❖ Sense of self-worth Persistence, cooperation, self-control, and motivation to learn
- ❖ Growing confidence
- ❖ Responsibility for age-appropriate tasks
- ❖ Turn taking during activities with other children

### Academics

As academics plays a more central role in preschool curriculum, some key areas of knowledge include these:

- ❖ Names, addresses, and phone numbers
- ❖ Colors, sizes, shapes, and positions, such as under, over, and around
- ❖ Numbers and prewriting skills, shape identification, letter recognition, sounds, and rhyming
- ❖ Simple sentence structure
- ❖ Simple addition and subtraction
- ❖ Ways to handle a book

### Language and Literacy

There is a great emphasis on helping preschool children learn literacy skills. To develop language and literacy skills, preschoolers must work on a variety of capabilities:

- ❖ Oral language skills
- ❖ Vocabularies
- ❖ Conversations with other children and adults
- ❖ Proficiency in language
- ❖ Literacy skills related to writing and reading
- ❖ Letters of the alphabet
- ❖ Listening comprehension
- ❖ Motivation to read
- ❖ Print awareness
- ❖ Ways to use and appreciate books

### Character Education

Many schools and school districts identify, with parents' help, the character traits they want all students to demonstrate. Children need multiple opportunities to learn about and demonstrate character traits such as these:

- ❖ Positive mental attitude
- ❖ Persistence
- ❖ Respect for others
- ❖ Cooperation
- ❖ Honesty
- ❖ Trustworthiness
- ❖ Sensitivity

### Music and the Arts

Brain research supports the use of music and the arts to encourage learning in all areas.

Preschoolers can learn about music and the arts in many ways:

- ❖ Varied materials (e.g., crayons, paint, clay, markers) to create original work
- ❖ Different colors, surface textures, and shapes to create form and meaning
- ❖ Art as a form of self-expression
- ❖ Music activities
- ❖ Varieties of simple songs
- ❖ Movement to music of various tempos
- ❖ Dramatic play with others

### Wellness and Healthy Living

When children are not healthy, they cannot achieve their best. Helping children learn healthy habits will help them do well in school. Healthy habits include the following:

- ❖ Good nutritional practices
- ❖ New foods, a balanced menu, and essential nutrients
- ❖ Management of personal belongings
- ❖ Ability to dress oneself appropriately
- ❖ Personal hygiene, such as washing one's hands and blowing one's nose

### Independence

Skills of independence help children have the confidence they need to achieve in school activities:

- ❖ Doing things for themselves
- ❖ Taking responsibility for passing out, collecting, and organizing materials
- ❖ Learning self-direction

**Admission:**

Eastbrook Panther Preschool does not discriminate based on race, color, national or ethnic origin in the welcoming and admission of students and families. Applications for enrollment may be accepted any time during the school year. Admittance will be on a first come basis. Applications for admission shall provide the following:

- ❖ Up-to-date immunization records
- ❖ Birth Certificate
- ❖ Sign all online forms including but not limited to the discipline policy and illness policy
- ❖ Read and sign that you have read the Preschool Handbook

**Withdrawal:**

Parents of any student who is withdrawing during the school year should contact the building principal. If your child is not officially withdrawn from the program you will be responsible for the tuition costs until the child is withdrawn.

**Financial Obligations:**

- ❖ Annually - \$3,600 Due August 31 to (receive a 10% discount for paying annually).
- ❖ Semi-Annual - \$1,800 Due:
  - August 11, 2022
  - January 9, 2023
  -
- ❖ Monthly - \$360 Due:
  - August 11, 2022
  - September 6, 2022
  - October 3, 2022
  - November 7, 2022
  - December 5, 2022
  - January 9, 2023
  - February 6, 2023
  - March 6, 2023
  - April 3, 2023
  - May 1, 2023
  -
- ❖ Weekly - \$95 Must be paid a week in advance with first payment due August 11, 2022

**Medical:****Immunizations**

All immunizations must be up-to-date before the start of the school year. Invalid or incomplete immunizations records must be rectified within 20 days of the start of school, wherein the student will not be allowed to return to school until the immunizations are completed. A current list of the required immunizations can be found on the school's website under "Parent Resources." Please refer to Indiana Code 20-34-4 for any questions regarding the state mandated immunization requirements.

## **Injury and Illness**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

In the event of a life-threatening occurrence, trained faculty will use the following life-saving treatments:

Epipen: life-threatening allergic reactions (anaphylaxis)

AED (Automated External Defibrillator): Sudden Cardiac Arrest

Parents who do not wish for their child to receive these treatments must provide that information in writing to the school nurse at the beginning of the school year. Students who have known life-threatening allergic reactions will need to provide the school with a personally prescribed Epipen.

The following remedies may be dispersed to students in the health clinic:

Cough Drops

Tums

Antibiotic ointment

Benadryl creams

Parents who do not wish for their child to receive these treatments must provide that information in writing to the school nurse at the beginning of the school year.

*PARENTS SHOULD BE CERTAIN THAT AN UP-TO-DATE EMERGENCY PHONE NUMBER IS ON FILE IN THE SCHOOL OFFICE AT ALL TIMES.*

## **Medication**

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school.

Medication shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations and/or remedies.

Any prescription or non-prescription medication must be transported to school by the parent/guardian of the student and must be immediately taken to the principal's office or nurse's office upon entering the building and presented to school personnel for safe keeping. No medication may be kept by individuals or in one's locker or clothing while on school premises.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Board of School Trustees shall require the written prescription from the child's physician for all prescription drugs accompanied by written authorization from the parent/guardian. In the case of non-prescription drugs, preparations or remedies, a written

authorization from the parent/guardian must be on file with the principal's office prior to the administration of the medication and/or treatment. These documents shall be kept on file in the principal's offices. Written consent of the parent/guardian shall be valid for one school year only, and must be renewed if any changes occur in medication, dosage, schedule, and/or procedure, or if the medication is eliminated.

All medication, prescription or non-prescription (over-the-counter), must be in the original container. All medication will be kept in a locked and secure location in the nurse's offices. Prescription medications in the original container must have the physician's name, child's name, date of prescription, and the dosage before it can be administered in the school setting. The label on the original container may serve as the written prescription. Parent/guardians, or students authorized in writing by the physician and the parent/guardian, may administer medication or treatment but only in the presence of school personnel. Any unused medication that is unclaimed by the parent/guardian will be destroyed by administrative personnel when the prescription is no longer valid or at the end of the school year.

The Board of School Trustees shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

### **Bee Sting Medication**

Schools are to be notified in writing by the parent/guardian or the child's physician of a student who is sensitive to bee stings. In all cases, this information should be conveyed to the school nurse who will be responsible for ensuring that selected staff members have received appropriate instruction in the administration of the Epipen medication. The notation will be made on the student's emergency medical card and serve as authorization for use on school-sponsored trips. The medication will be made available to the trip leader who will be trained in its administration.

The student's parent/guardian will be responsible for providing the medication. They will be notified that emergency medical services will be summoned each and every time the medication is administered to their child unless otherwise discussed with the parent.

### **Illness and Returning To School**

There are some practical suggestions about when to send children back to school after they have been ill. Three things are needed to return to school after an illness:

- ❖ The child must be free of fever of 100 degrees or above for a full 24 hours.
- ❖ The child must feel well enough to be in class and learn or participate.
- ❖ The child must look well enough not to be sent home from school.

The determination of when to send a child to school after an illness is a judgment call on the part of the parents. Returning a child to school before they have recovered from an illness can spread that illness to other children and can further delay the sick child from getting well. We all have to go to work or care for our families some days when we are not feeling perfectly well. Children

can be encouraged to attend school if the parent considers them “well enough”.

### **Dental and Medical Appointments**

Special efforts should be made to use winter, spring and summer vacations for extensive treatment of a continuous nature. However, if necessary, students may be excused from school for an appointment.

- ❖ The dentist's or doctor's appointment card should be presented to the school. If these are not available, a note must be written by the parent to confirm the visit.
- ❖ Parents MUST report to the office before picking up the child.
- ❖ Students MUST check in with the office when leaving and upon returning before going to the room.

### **Authorization to Pick Up**

Only parents or guardians listed on the individual student’s authorization to pick up form will be allowed to pick up the student. Parents are to keep the teachers up to date and informed on any changes to the list. Parents/Guardians are to have identification when picking up a student.

### **Child to Staff Ratio**

The teacher to child ratio in the Three year old classrooms is 1:9. There is one staff member for every 9 students. The teacher to child ratio in the PK (four year old) class is 1:10. There is one staff member for every 10 students.

### **Preschool Toilet Training Policy**

Children enrolled in preschool must be toilet trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is NOT considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- ❖ There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our classrooms are not equipped for this.
- ❖ When an adult is busy changing a child’s soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class. We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- ❖ Communicate to the teachers that he/she needs to go to the restroom before they need to go.
- ❖ Alert him/herself to stop what he/she is doing, to go and use the bathroom
- ❖ Pull down his/her clothes and get them back up without assistance
- ❖ Wipe him/herself after using the toilet (with minimal assistance for 3 year olds)
- ❖ Get on/off the toilet by him/herself
- ❖ Wash and dry hands
- ❖ Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- ❖ Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned. It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff.

### **Communication**

Parent teacher conferences will be scheduled for all students in October to discuss progress with your child's teacher. Conferences may be requested by a parent/guardian or the teacher at any time. Classrooms will use ParentSquare, newsletters, and daily interaction as means of communication. If parents have any questions or concerns they are encouraged to reach out to the teacher or office as needed. Only legal parents or guardians will be given any personal information about the child.

### **Discipline Policy**

It is important that a child's development is nurtured through caring, patience, and understanding. However, while caring for your child, staff may have to respond to a child's behaviors such as hitting, kicking, spitting, or other hostile behaviors.

In response to these behaviors, staff will NOT use:

- ❖ Threats or bribes
- ❖ Physical punishment
- ❖ Deprive your child of food or other basic needs
- ❖ Humiliation or isolation

In response to these behaviors, staff WILL:

- ❖ Respect your child
- ❖ Establish clear and consistent rules and expectations
- ❖ Be consistent in enforcing rules
- ❖ Use positive reinforcement and language to explain desired behaviors
- ❖ Speak calmly while making eye contact at the child's level
- ❖ Give clear choices
- ❖ Redirect your child to a new activity
- ❖ Move your child to a time-away area for an appropriate time

If your child's behavior continues to be disruptive or harmful to him/her or other children, staff will discuss the issue with you privately.

## **Dress Code**

The following clothing requirements have been adopted in order to prohibit appearance and apparel that are unhealthy, obscene, and distracting. Students who violate these requirements will need to change their attire and may have their parents contacted.

Eastbrook Community Schools Elementary Handbook 2019-2020 Page 11

- ❖ Clothing with profane, obscene, suggestive, or vulgar words or that advertises tobacco products, alcohol, or drugs are not permitted on school premises.
- ❖ All clothing apparel must be modest. The principal will have discretion concerning the wearing of garments of inappropriate length. Clothing that is ripped or inappropriately revealing due to tears/holes will not be permitted.
- ❖ Footwear must be worn by all students.
- ❖ Headgear, including bandanas, is not to be worn inside the building.
- ❖ Jewelry that presents a danger will not be permitted (e.g. spiked bracelets, spiked rings, sharp objects, chains longer than 12" or dangling freely, etc...).
- ❖ Book bags and oversized coats are to be kept in the students' lockers, closets or hooks during the school day.
- ❖ Excessively long pants, below the heel, cause a safety hazard and are inappropriate for many activities. They are prohibited.
- ❖ Any clothing or physical appearance which disrupts the learning environment may be

prohibited by the principal.

### **Emergency Plans**

In the event the school would need to close, parents/guardians will be notified through ParentSquare. In the event of a school evacuation students will be moved and parents will be contacted.

### **Emergency Drills**

The School complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.

Safety drills will be conducted twice per semester. Teachers will provide specific instructions on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

In the event of school evacuation, students may be picked up by parents/guardians only at these locations:

North Campus  
Van Buren United Methodist Church  
108 S Second Street  
Van Buren, IN 46991

South Campus  
Upland Community Church  
439 W Berry Street  
Upland, IN 46989

or  
The Red Barn  
168 S Second St  
Upland, IN 46989  
(if evacuation involved an intruder on the South end of the building)

**Lunch**

Cafeteria rules will be discussed in each classroom, and they are posted in the cafeteria. Disciplinary action for infractions is at the discretion of cafeteria supervisors and/or the principal.

Students will be served breakfast and lunch. Breakfast costs are \$1.50 a day and lunch is \$2.30 a day. Students can also bring their own breakfast and lunch.

**Field Trips and Transportation**

Eastbrook Preschool does not transport children to or from school at any time. If there is a field trip, a separate field trip permission slip will be sent home with the information about the field trip.

**Inclusion Policy**

Eastbrook Panther Preschool offers speech therapy through Eastbrook Community Schools. Any child who needs speech therapy must first be evaluated. The parent/guardian must give signed permission for such an evaluation.

**Outdoor Play**

Children will have outdoor play every day the weather permitting. It is important that children come to school in weather appropriate clothing. When weather does not allow students to go outside alternative activities for gross motor will be provided in either the gym, cafeteria, or classroom.

**Rest Time**

Students attending full day will have a rest time. Students are not required to sleep but are required to have a quiet time. Cots are provided, along with individual nap mats to lay one. Each student will have their own cot and mat. Students may bring a pillow or stuffed animal to hold during rest time. Students who choose not to nap will be provided with quiet activities during rest time.

**Visitors**

All visitors must sign in at the front office when entering the building for any reason. Visitors will be required to wear a designated badge. Visitors should sign out at the time of departure.

## **Volunteers**

Volunteers are important to our school. We encourage you to sign up to help. If you are willing to help, please contact the office. Any volunteer helping in the school or on a field trip will be expected to complete a limited criminal background check once during the year. This is for the safety of all children in the school. The following guidelines are established by the School Corporation:

- ❖ Should complete the volunteer form at the school where they hope to volunteer, this should include ALL volunteers, i.e. coaches, parents, college students, etc.
- ❖ Form should include full name, date of birth, sex, and race
- ❖ A Limited Criminal History Check will be done at NO COST to the volunteer
- ❖ Principals will be notified if the volunteer is NOT approved
- ❖ Limited Criminal History Check on volunteers will be done each year

## **Weather Emergencies**

In the event of inclement weather or an emergency condition which causes school to be delayed, dismissed early, or canceled, announcements will be made on various radio stations. The release of such information is made to the media as soon as such a decision is reached as well as the message being sent out on the global calling system, Parent Square.

Radio stations who will be reporting school closing information are WBAT (AM 1400), WGOM (AM 860), WXXC (FM 106.9), WIPB (FM 92.1). Television stations reporting school closing information are Fort Wayne channels 15 & 21, and Indianapolis channels 6, 8, 13 & 59. Listen for information on any of the listed radio and television stations and **DO NOT CALL THE HOMES OF SCHOOL OFFICIALS**. Please have a plan made for your child should an early dismissal occur. Parents and students are responsible for knowing about emergency closings and delays.

In order for the global calling system to work accurately, please make sure the school office has an updated phone number at all times.

## **Parents as Partners**

### **WHAT PARENTS SHOULD EXPECT FROM THE SCHOOL**

- ❖ That the school be operated in a business-like manner, with both requirements and regulations being reasonable and understandable.

- ❖ That the student's progress be the primary priority of the school.
- ❖ That parental inquiries, visits, and complaints receive prompt and courteous attention and that the school's response to these inquiries reflect a constructive and helpful attitude.
- ❖ That the school will do its best to maintain a wholesome school atmosphere and wholesome student behavior.

### **WHAT THE SCHOOL EXPECTS FROM PARENTS**

- ❖ That the student's attendance be regular and punctual.
- ❖ That the parents encourage and promote both good habits and acceptable behavior in their children.
- ❖ That parental inquiries are first registered with the teacher, and then the principal.
- ❖ That the parents demonstrate a positive attitude toward the school. A negative home climate toward school will too often damage the student's outlook and affect his/her behavior and success.
- ❖ That a parent calls the principal to arrange a classroom visitation.
- ❖ That the parent calls the school for an appointment with a teacher or the principal in the event of a serious problem or misunderstanding that has not been satisfactorily resolved between the child and the school.

### **School Hours**

The preschool day runs on the elementary school schedule. The school day begins at 8:00 a.m. Dismissal begins at 2:45 p.m.