

WAYNE TOWNSHIP PRESCHOOL

DEVELOPING YOUNG MINDS


- P Preparing our learners
- R Respect for children's individual differences
- E Engaging activities
- S Stimulating environment
- C Caring and dedicated staff
- H High quality curriculum
- O Outstanding facility
- O Options for families (preschool, child care)
- L Learning through PLAY

Wayne Township Preschool
Mrs. Nicole Caulfield, Principal

WAYNE TOWNSHIP PRESCHOOL

DEVELOPING YOUNG MINDS



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 @WTPAdventures

Community Preschool
Parent Handbook

2023-24

Classroom Visits

You are welcome to visit your child's classroom at any time. Parents will be required to check-in at the office upon entering the building. We use a school check-in system that requires a picture ID. If you have questions regarding visitor passes please contact our office.

Classroom visits are a wonderful time for you to see the classroom in action. Visits are not a good time to discuss questions or concerns with the teacher. If needed, a meeting can be scheduled to discuss specific concerns or questions. Questions regarding preschool should be directed to the preschool teacher, and questions regarding child care should be directed to the child care teacher.

Field Trips

Your child's class may take field trips during the school year. Children will not be able to attend the field trip without your written permission prior to the date of the field trip.



Payment

Payment for preschool and child care must be submitted prior to the week of service. Late fees of \$1.00 per minute for each child not picked up by 6:00 pm from child care will be added to the account. Child care services will be suspended after more than one late pick-up. Payment is not expected for the days that child care and/or preschool are closed.

Payment must be made for each child for each day regardless of whether or not the child is in attendance. If any account becomes two weeks behind, termination of preschool and child care will occur until payment has been arranged. We accept cash, check, Visa and MasterCard.

Materials Fee

All students, regardless of your child's education plan, are required to pay the Materials Fee (this includes Free/Reduced and CCDF students). This fee is due once per school year upon enrollment. The Materials Fee is necessary for the materials required for your student's education and care.

On My Way Pre-K

Wayne Township Preschool is an On My Way Pre-K provider. If you have questions about the application process please visit the On My Way Pre-K website.



Welcome!

Welcome to Wayne Township Preschool. Our school is a fully licensed, Paths to Quality Level 4 and NAEYC accredited facility. We have a dedicated and energetic staff that strive every day to provide young children ages 3-5 with a positive learning environment where they can grow academically, socially, and emotionally. We serve a diverse population including students with special needs.

Mission

The mission of **Wayne Township Preschool** is to create a positive, safe learning environment where a solid foundation for school is established and love for learning is nurtured.

Guiding Beliefs

- Family education and participation is vitally important.
- Children learn through intentional play and a multi-sensory approach.
- All children can and will learn.
- Diversity enriches our school community.



Programs/Fees

Wayne Township Preschool offers a range of programs designed for young children.

Registration Fee

A **Registration Fee of \$50** is required to process an application for enrollment. Additionally, all families must pay an **\$80 Materials Fee** per child.

Preschool Sessions

Classes are taught by licensed teachers. There is a teacher and paraprofessional in each class of students.

- **Morning Session** 9:00am - 11:55am
- **Afternoon Session** 12:40pm - 3:30 pm

Community Preschool

\$100/week

Child care

Wayne Township Preschool offers high quality child care from 6:30am to 6:00pm.

The cost is \$200/week for child care and preschool.

Wayne Township Preschool accepts Child Care Development Fund (CCDF) vouchers and On My Way Pre-K Funding.

Conscious Discipline

Wayne Township Preschool uses Conscious Discipline. This research based program identifies 7 areas to help create Emotional Intelligence.

- Composure
- Encouragement
- Assertiveness
- Choices
- Empathy
- Positive Intent
- Consequences

Working together, we want every child to be successful at Wayne Township Preschool!

Drills

In order to keep Wayne Township Preschool children and staff safe we participate in fire, tornado, and lockdown drills. Specific information is shared with children in each class to prepare for these drills. Order, safety, and speed are essential skills taught during drills.

Accreditation

Wayne Township Preschool is nationally accredited through the National Association for the Education of Young Children (NAEYC).

Paths to Quality

Wayne Township Preschool is a Level 4 Paths to Quality facility which is the highest quality rating. Information regarding this designation can be found on the Paths to Quality website.

Discipline

Just as children need the security of being loved, they also need secure boundaries and limits that are geared toward the development of self-respect, healthy interpersonal relationships, skills in problem solving and ultimately the ability to make wise decisions for themselves. Setting reasonable limits on the child's behavior gives children the security of knowing exactly what is expected.

Classroom rules are intended to protect the rights of all students and staff and promote a safe learning environment. The behavior of a child must not interfere with his/her safety or that of other children or adults in the classroom. When a child's behavior poses imminent danger to the physical well-being of her/himself or others, interventions may be used which could include:

- Parent/Guardian conference.
- Cummins Mental Health support
- Referral to preschool team to develop a plan of action, developed with input from parent/guardian and staff
- Adjustment of hours or days of attendance, to meet the child's ability to comply with safety requirements
- Recommendations for referral for special education testing

If all appropriate interventions prove to be ineffective, other alternatives will be considered for the child which could include suspension.

Peer Friends

Some 4 year old students may be selected to serve as Peer Friends in Developmental Preschool classes. These classrooms are designed primarily for students with special needs, but utilize peer friends to encourage social and language development. A screening will be conducted before a child is selected as a Peer Friend. Enrollment as a Peer Friend in a morning or afternoon session of Developmental Preschool is **\$30 per week**.

Registration

The following items are required to register your child for preschool:

- Student Enrollment Form
- Birth Certificate
- 2 Proofs of Residency
- Student Information Sheet
- Financial Agreement/Parent Information Guide
- Physical Examination Report/Immunizations

Staff

Our AM and PM preschool teachers are licensed teachers and certified in early childhood and special education. Our child care providers have been trained to work specifically with young children.

Staff-to-child ratios at Wayne Township Preschool adhere to Indiana's Child Care Licensing regulations.

Delays/Cancellations

Our preschool follows the delays and cancellations of the MSD of Wayne Township. In the event of a 2-hour delay, AM preschool will be cancelled, but PM sessions will continue at the regular time. Child care will maintain regular hours when there is a delay. In the event of a school closing, preschool and child care will be closed.

Withdraw

If your child is absent for 10 days and you have not called the office, your child will be withdrawn from preschool and/or child care.

Attendance

Regular **attendance is important**; however, children must be kept out of school for **24 hours after**:

- Fever over 99 degrees
- Vomiting
- Diarrhea
- Undiagnosed skin rash

If your child exhibits any of these symptoms at school, they will be taken to the clinic where their symptoms can be evaluated and/or monitored by our Registered Nurse. Parents will be notified and required to pick up their child from school if deemed necessary by the School Nurse.

Note: Children should be fever free for 24 hours without the use of fever reducing medication before returning to school. In the event that your child will be absent, please call the school office at 317-988-7900 and state the child's name, teacher, and reason for absence.

Curriculum

Wayne Township Preschool utilizes the **High Scope Curriculum**. This research-based curriculum has been found to lead to positive outcomes for young students as they progress through school. This curriculum guides our mission to create a nurturing and safe environment where each child may learn and develop to his or her full potential. The High Scope curriculum aligns with *Indiana's Early Learning Standards* and addresses the following areas:

- **Language, Literacy, and Communication**
- **Social and Emotional Development**
- **Physical Development, Health, and Well-Being**
- **Arts and Sciences**
- **Math, Science & Technology, Social Studies, Arts**

This curriculum promotes active rather than passive time where children make choices, share ideas, and interact with peers and adults.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parent/Teacher Communication

Parents are vitally important in the success of their children at school and can expect communication with the school in various ways:

- Parent Square Messaging System
- Parent/Teacher Conferences
- Classroom Newsletters
- Twitter
- Wayne Township Website

In addition, parents may contact their child's teacher by phone or email. We value parents as partners in each child's education and look forward to working together to help each child progress! Our school social worker, assistant principal, and principal are also available and eager to partner with families! Family events are offered periodically throughout the year. All parents are encouraged to participate in these valuable experiences.

Assessment

Wayne Township Preschool uses ISPROUT to track student progress. Parents receive a report at the end of each 9-week period. These reports cover progress in Social Foundations, Language and Literacy, Mathematics, Physical Well-Being and Motor Development, Science, and Fine Arts.

Student Health

Any medical needs should be noted on enrollment forms. All medications must be sent to school in original containers. Any over-the-counter medications (lotions, chapstick, etc.) must be in original containers and accompanied by a physician's statement specifying dosages. Parent permission is required for medication to be provided at school. Storage and administration of medication is under the the supervision of our school nurse.

Photographs

We may take photographs of children for several purposes: portfolio, documentation of progress over time, classroom displays, etc. We may also use photographs to promote the great things that occur every day at Wayne Township Preschool. Parents are asked at the time of enrollment to initial a media permission for these situations. School Pictures will also be taken each fall and spring by a professional photographer, and photo packages will be offered to parents for purchase.



Volunteers

Volunteers are often needed to support the activities occurring within the classrooms. Parents or family members interested in volunteering should work with their child's teacher to schedule volunteer opportunities. Each volunteer will be required to complete a criminal history check. Wayne Township Preschool may also utilize student volunteers from Ben Davis University High School. These students would be available to support the activities in the classroom and will be supervised by the classroom teacher at all times.

Dress

Children should wear comfortable and washable clothes to school. Preschool is an active learning environment and casual, comfortable attire best supports students in their daily work. Staff and children attempt to be clean and careful, but food and craft accidents do occur among young children. Tennis shoes are recommended because of the movement and gross motor activities that occur daily. Please do not send your child in flip flops. If weather permits, children may go outside, so dress your child in weather appropriate outerwear for the season. All children must have an extra full set of clothes at school.

Snacks/Meals

Food is provided to children daily. Parents must indicate any food allergies on the student enrollment form. Children in AM preschool will receive breakfast. Children who participate in the child care program will receive a lunch if they are in attendance at that time. Students in PM preschool receive a snack. All food served at Wayne Township Preschool must meet federal and child care guidelines for food preparation and nutritional standards. Parents should indicate children's special dietary needs due to medical requirements on the enrollment form so that accommodations can be made. Any food items brought to school for special events must be store-bought and pre-packaged.

School Supplies

Parents are asked to supply the following items for each student:

- Backpack— no wheels
- 1 full set of extra clothes
- 1 box primary color markers
- 3 glue sticks
- 1 box tissue
- 2 packages wet wipes
- 1 pocket folder

Please place your child's name on each item.

If your child uses diapers, teachers will ask that you supply the needed diapers and wipes for your child.