



## **Early Learning Community**

### Parent Handbook 2018-2019 School Year

#### **Johnson County Learning Center**

Northeast Elementary  
99 Crestview Drive  
Greenwood, IN  
317-889-4080 ext. 6307

#### **Westwood Elementary School**

899 Honey Creek Road  
Greenwood IN 46143

Welcome to the Early Learning Community Preschool family!

As the preschool directors, we are committed to making your child's preschool experience the very best it can be. We are very proud to be associated with a highly professional team of women who work diligently every day to provide an educational program that ranks among the best preschool programs.

Anytime you enter the preschool doors, you will find children going about the business of learning. Oh, you may think that they are playing – (we certainly hope the kids see coming here as play!) – but, actually, the kids are working very hard. There is a purpose behind all the activities the teachers plan for the children. The activities are developmentally and age appropriate and are designed to maximize learning.

We welcome your questions, comments and ideas. Please feel free to call or stop by the office. If you are unable to reach the directors on the office phone, please text or call Dawn on her business cell phone, 317-908-9165, between 7:00 a.m. - 6:00 p.m. We look forward to partnering with you in your child's education.

Thank you,  
Dawn Underwood  
Ashley DeLong  
ELC Directors

## **PHILOSOPHY**

The Early Learning Community is a non-profit corporation founded in 2010. Early Learning Community believes in engaging the natural curiosity of children in an active, child-centered learning environment. The Early Learning Community staff utilizes its knowledge of child development phases to adapt to your child's individual needs regardless of learning style, level of ability, and social maturity. This flexibility means the teacher acts as a guide, providing meaningful activities that foster experiential learning to meet your child's needs. Your child will be a member of a unique learning community where social emotional skills are taught in tandem with the academic skills to prepare your child for kindergarten. The Early Learning Community believes in empowering children through hands-on learning experience in subjects such as science, math, language, art, and music.

## **GOALS**

- Partner with families to bridge the gap between home and school
- Promote a love of learning
- Prepare your child for kindergarten (academically and socially)
- Model and develop valuable life social skills of kindness, respect and self-discipline

## **ADMISSION REQUIREMENTS**

Early Learning Community is dedicated to serving families of all backgrounds and will not discriminate on any basis. This list is the requirements for admission to our preschool program:

- Online registration form must be completed and a \$50 registration fee must be paid in order to secure placement
- Child must be between 3 and 5 years old
- Child must be potty trained and able to use the bathroom independently
- Parent agreement must be signed by a parent and the Director
- Enrollment packet including a copy of birth certificate must be by the child's first day of school
- Students have equitable access to educational opportunities that enrich their lives and prepare them for future success. ELC partners with Earlywood Educational Services in Johnson County and Greenwood Community Schools to support and provide supplementary aids and services, accommodations, modifications for students with an IEP that has been recommended by a case conference team for community preschool placement.

## CURRICULUM

ELC realizes that "one size does not fit all" therefore an integrated approach to curriculum is used. Along with curriculum listed below, ELC utilizes developmentally appropriate learning materials and a multi-age classroom.

The goals and objectives that guide our planning and instruction are aligned with the Indiana Preschool Foundations. In order to meet our goals and objectives, ELC uses Handwriting without Tears, Second Step and Conscious Discipline curriculums. Assessments are completed in the areas of language, math, social-emotional, personal care, fine and gross motor skills in the fall and spring.

It is important to note that the critical component of any curriculum is the teacher. For the program to be successful, it is vital that teachers are well prepared and knowledgeable. Collectively, the directors and preschool teachers contribute information from a variety of sources including knowledge regarding child development, individual characteristics of children, knowledge of various disciplines, values of our culture, parent desires, and knowledge that children need to function competently in our society. That body of professional knowledge guides the development and implementation of the preschool program.

## COMMUNICATION

In an effort to save money and natural resources, ELC will be primarily communicating using the Seesaw app. There is no fee to use the app. If you do not have a smartphone, you will be able to access the information on a computer at <https://app.seesaw.me>. You can expect to receive weekly newsletters, weekly reports and pictures of your child. Whether in the classroom or in the car line, pickup and drop off are not the best time for parent teacher communication because of safety reasons, supervision and time. Please feel free to call or email the directors or use Seesaw to contact the teacher at any time to ask questions or discuss any concerns.

## ATTENDANCE POLICY

***ELC is not responsible to reduce or refund tuition for daily absences due to weather, holidays, illnesses or vacations. Absences of any type do not exempt you from tuition payments.*** In the case of an illness, vacation or emergency, please contact your child's teacher or program directors. In the event of a classroom teacher being unavailable for the day, qualified substitute child care staff will be called in in order to maintain the 1:10 staff/child ratio.

**Full Day:** Upon arrival, please record time and initials on the classroom attendance sheet. Full day classes typically start their day between 8:30 - 8:45 a.m. Full day families must notify the child's teacher no later than 9:00 AM regarding absences or late arrival.

The teachers will be ready to start class on time, so please be considerate and try to arrive on time.

## TUITION & HOURS

### Half Day Preschool Program:

Tuesday & Thursday	9:00 a.m. - 11:30 a.m.	\$100 per month
Monday, Wednesday, Friday	9:00 a.m. - 11:30 a.m.	\$145 per month
Monday - Friday (Northeast)	12:30 p.m. - 3:00 p.m.	\$200 per month
Monday - Friday (Westwood)	12:00 p.m. - 3:00 p.m.	\$200 per month

### Full Day Preschool Program:

Monday - Friday	7:00 a.m. - 5:00 p.m.	\$590 per month
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- Tuition for students attending the Early Learning Community must be paid by 1<sup>st</sup> of each month. Invoices will be sent via email on the 15<sup>th</sup> of each month, families can pay using the link in the invoice, mailing in a check or signing up for auto-withdrawal. Tuition for each upcoming month can be paid between the 16<sup>th</sup> or the 1<sup>st</sup> of the month. For example, tuition for February is due between January 16<sup>th</sup> and February 1.
- If tuition is not paid by the first, it is considered late. The student will not be allowed to return to school until a late fee of \$25 is received in addition to the monthly tuition or with director's discretion. I also understand that I am responsible for a \$25 fee if my payment bounces.
- Tuition is due in full, even if late, unless the Early Learning Community has received thirty days notice of a child's withdrawal.
- Auto-withdraw can be set up to come out once at the 1<sup>st</sup> of the month or twice per month (1<sup>st</sup> and 15<sup>th</sup>).
- This will be part of an academic year contract only, from August through May.  
*ELC reserves the right to terminate enrollment should an account become overdue.*
- A \$5 fee will be charged if a child is not picked up within five minutes of the program's ending time. An additional \$1 fee will be assessed for each additional minute that the child is not picked up.
- Families receiving scholarships are responsible for registration & supply fees and must also adhere to the tuition due date policy.
- Families receiving CCDF vouchers are responsible for paying any amount of tuition not covered by vouchers by the tuition due date.

## SCHOOL SUPPLIES

Please bring the following items to share with our school family on back to school night:

### ALL STUDENTS

\$10 Supply Fee\*

1 box of small (3oz) cups

3 packages of snack size paper plates

1 box of Kleenex

**Half-day students**

1 box gallon sized ziploc bags

1 roll of masking tape

1 Package of Markers

1 bottle Liquid glue

**Full-day students**

1 Box sandwich sized ziploc bags

1 Package small glue sticks

1 Package of dry-erase markers

1 Package of child-sized underwear

\*Supply fee: \$5 fee for Portfolio and \$5 for snacks

Everyday, ELC children will need to bring book bag with change of clothes. Please make sure the extra changes of clothes is the correct size, weather appropriate and includes a underwear, pants, shirt and socks. Teachers will send home ELC folders at the end of every week. Families will need to send folders back to school at the beginning of every week. Please be sure to check the contents of your child's backpack each day so that you can find important information, artwork, etc.

***Full day only:*** Students in the full day class should bring a blanket, small pillow and a stuffed animal for rest time. These items should be small enough to fit inside a 13x15 plastic crate and will remain at school. Rest items will be sent home at the end of each month to be washed before they should return to school.

**DROP OFF/PICK UP PROCEDURES**

Each class will be notified of exact doors for drop off & pick up prior to the student starting. If you are picking up or dropping off during school hours (8:30 a.m. - 3:45 p.m.), you must come to the elementary school office.

**DAILY ACTIVITIES**

Children participate in a variety of activities including the following: circle time, play centers, sensory experience, snack, computer time, art projects, small group learning and outdoor play. Our full day classes also include lunch and rest time. All children will be provided an opportunity to rest each day, but are not required to sleep. The rest time routine will be consistent from day to day to ensure that children feel secure and can relax.

**DRESS CODE**

Children should wear comfortable play clothes each day. These clothes should be weather-appropriate and able to get messy. There will be many art projects and creativity lessons with the possibility of outdoor play. Smocks will be used, but accidents happen. Clothing should also allow a child to use the restroom independently. An extra set of labeled, weather-appropriate clothing must be in children's book bag in the event of a potty accident. Please include extra socks and underwear in the set of clothing. Also, if your child has

outgrown any clothing, please feel free to donate them to be stored with our extra clothes.

### **SNACK/LUNCHESES**

Snacks will be available to all children once each half day. Snack time will encourage independence, as children are encouraged to get their own drinks, count out the pieces of their snack, and clean up their area as they finish. Parents must notify school office by bringing a Dr's note if a child is allergic to any type of food. If a child follows a special diet, then the family will need to provide their child's snack.

**Full day students:** These classes will receive a morning and afternoon snack. They can bring a lunch from home or purchase a school lunch. School lunches can be purchased from the cafeteria for \$3.50 per day. Menus are provided via Seesaw as well as our website. If your child is bringing their lunch, please label the lunch box clearly with your child's name. ELC will not be able to heat food for lunch. If you will be arriving late, please notify the teacher by **9:00 a.m.** if your child will be purchasing a school lunch.

### **OUTDOOR PLAY**

Children enrolled in the Preschool Program will have a scheduled outdoor play time each day, unless it is raining, snowing heavily, or the temperature and wind chill are lower than 35 degrees. Please dress your child appropriately for the weather. Sandals are not permitted on the playground, so please send your child to school in close-toed shoes. The length of time spent outside will depend on the weather.

### **ILLNESS & MEDICATION POLICY**

Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to sinus infections or a deep cough.

If one or more of the following symptoms is present in your child, we will notify you to pick up your child from preschool:

- Temperature higher than 100F
- Nausea or vomiting
- Red, pink or crusted eyes
- Earache
- Diarrhea
- Rash/infection of skin
- Sore throat
- Loss of energy/decrease in activity/falling asleep

A child should **not** attend the Early Learning Community if:

- They have or have had a temperature of 100° or greater within the last 24 hours
- They have a contagious illness or skin rash
- They are not feeling well enough to participate in daily activities
- They have vomited or had diarrhea within the last 24 hours
- They have frequent coughs, a sore throat, or an excessive runny nose

*Your child must be fever free for 24 hours, **without the use of fever-reducing medication (such as Tylenol or Ibuprofen)**, before returning to school. A child should be on antibiotics for at least 24 hours before returning to school.* Parents must notify the teacher or directors if a child is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms or any other of the diseases common to a school environment. The notification is important so that ELC can inform the parents within your child's classroom to be on the lookout for symptoms. ELC will not release personal information during such notifications.

Medication should be given before or after a child attends the Early Learning Community whenever possible. Prescription medications must have the original label with the child's name, physician's name, doctor's note, and pharmacy. All medications must be given to either the child's teacher or the directors and will only be administered after the center has obtained a consent form signed by parent and doctor. Please ask the directors for the proper required form. They will be stored in the office and will not be accessible to children.

**Lice:** If a child is suspected of having lice, they will be brought down to the office and checked by the directors or school nurse. If nits or live bugs are found, child will be required to leave school and be treated. Before child can return to classroom, they must come by the office and be checked by either a director or the school nurse. A letter will be sent home to the rest of the class to notify parents of the lice. Parents please check your child to make sure he/she does not need treated. Please notify ELC if your child has been affected so we can make proper cleaning arrangements for the classroom.

The Early Learning Community is dedicated to providing a safe and healthy learning environment. With active children, however, accidents may happen. To help avoid unnecessary injuries, please:

- Inform the center of any conditions that may make a child susceptible to injury
- Keep your child's health record up-to-date
- Complete and submit the health form provided by ELC
- If your child has an allergy, please send in a note from doctor stating allergy and treatment if child comes into contact with allergen.
- Make sure the center has at least one working emergency contact number of a relative that can give consent for medical treatment if you cannot be contacted. To give consent, an individual must be a relative of at least 18 years of age.
- Inform the Early Learning Community of any injuries received at home



If an injury does occur, standard medical treatment will be administered by either the child's teacher or school nurse. Antibiotic ointment will be used to cuts and scrapes. A teacher or a director will complete a Minor Injury Report for daily incidents, and this form must be signed by a parent upon picking up their child from the center that same day. For additional medical treatment, an employee will contact you or another emergency contact on file. Children will be taken to Community Hospital South in the case of a more severe emergency.

## **SCHOOL CLOSINGS/INCLEMENT WEATHER**

ELC follows Greenwood Community School schedule. When GCS is closed for holidays or snow days, we are closed. If Greenwood Schools are on a 2 hour delay, the half day class hours will remain the same and ***only the full day class will have a 2 hour delay.*** Please look for Greenwood Community Schools on the news and not the Early Learning Community. Every effort will be made to notify families of school closures and delays by 7:00 a.m.

## **EMERGENCY PROCEDURES**

### **Tornado Watch and Warnings/Drills**

The Early Learning Community will adopt and follow the emergency procedures of the school building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State law. The alarm system for tornadoes is different from the alarm system for fires. During a severe storm warning, parents are allowed to pick up their children at any time, but please do not call after a tornado warning is issued. The staff will be preoccupied tending to the children, and will be unable to answer the phones.

### **Fire Drills**

Fire Drills will be conducted every month. Children will be reassured that these are for practice only. Evacuation plans will be posted in each classroom at the child's level. Parents will be contacted by phone in the event of a real emergency.

### **Safety Drills**

Safety drills will be conducted throughout the school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in the 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.

***Please look for communication on Seesaw in the event of an emergency or drill.***

## **DISCIPLINE/GUIDANCE POLICY**

ELC is committed to providing a safe and positive learning environment for all children. It is very important to ELC that a child's development is nurtured through patience and understanding. Teachers model appropriate behavior and guide positive interactions among children. Nurturing social skills is a central component of Second Step and Conscious Discipline, our social-emotional curriculums. We expect misbehavior as preschoolers are learning what's appropriate in a school setting. When a problem arises, we see this as an opportunity to teach children coping skills, problem-solving skills, social skills and presenting scenarios or stories to reinforce desired classroom behavior. Our program ensures that activities are child-centered, age-appropriate and play based to promote positive social interactions.

When a child experiences a particularly challenging time, ELC encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will observe and document a child's behavior, discuss the behavior with a parent, and follow up with the parent as needed.

In response to misbehavior, ELC will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Remove child from situation

If a concern persists, a conference may be held with the teacher, parent and director to discuss options to help the child further develop appropriate social skills. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child will not be permitted. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve an ongoing issue, you may be asked to make other preschool arrangements immediately.

## **DISMISSAL FROM PROGRAM**

Early Learning Community reserves the right to remove a child from our program for the following reasons (but not limited to):

- Failure to pay
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs without additional staff
- Lack of compliance with handbook regulations
- Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. If providing care is not within our means (care would require a burden of cost not within ELC's ability), we may decline service.

## **CHILD ABUSE POLICY**

All ELC teachers are trained annually to recognize warning signs for child abuse and neglect. In accordance the State of Indiana law, the Early Learning Community will report any suspicions of child abuse or neglect to Child Protective Services.

## **SAFE CONDITIONS POLICY**

The following steps will be taken to ensure that your child is safe while at our preschool program:

Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen and negative TB test and have completed all required trainings). ELC follows a 1:10 teacher to child ratio in all classes.

Our preschool will not care for children in areas that are being remodeled, repaired, or painted. Greenwood School Corporation is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment and furnishings in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts or materials containing poisonous substances.

The preschool program will take the following steps to maintain the preschool:

1. Clean the preschool classrooms daily.
2. Keep the preschool in a sanitary condition at all times.
3. Sanitize toys, furniture, and other equipment used by children, weekly and when they become soiled or contaminated.
4. Wash all soiled items prior to sanitation.

## **PARENT INVOLVEMENT**

Parent involvement is one of the most important predictors of a child's success in school. As your child begins the exciting adventure of school, ELC encourages you to become involved in his/her education. We offer a variety of options for parent participation at the school as well as ongoing suggestions and resources for learning at home.

- **Parent/Teacher Conferences:** If you need to conference with your child's teacher, please call ahead to schedule a time that is best for both of you. You are always encouraged to ask for a conference anytime you have questions or want to know how your child is doing.
- **Your Child's Special Day:** A child's special day, such as their birthday, gives parents an opportunity to come to class and become familiar with their child's daily activities.
- **Parents as Visitors:** Parents are always welcome as visitors to their child's classroom during the program's regular hours of operation. A background check must be completed before you visit your child at school. Once the background is clear, you are free to visit your child anytime. If you would like to join your child for a meal, make arrangements ahead of time so you will be included in the meal count.
- **Parents as Volunteers:** Some parents work as volunteers at ELC and helpers are always needed. These experiences are not limited to the classroom, so if you have an idea or area of interest that you would like to become involved with, let us know!
- **Parents as Advisors:** ELC values input from parents and will incorporate these suggestions as is reasonable to do so. A survey will be sent out yearly and the administration staff is always open to feedback.
- **Independent Agreements between Parents and Staff:** From time to time parents have made agreements with staff that are outside of the regular programs here at Johnson County Learning Center. We caution parents to understand that time spent with a teacher outside of ELC are optional activities and are not covered by our insurance nor does JCLC assume any responsibility for accident or injury.

## **BIRTHDAYS AND CLASS PARTIES**

Simple birthday snacks may be provided by parent to recognize children's birthdays. Your child may celebrate their birthday with their class on or near their birthday (or half-birthday for summer birthdays). Please set a date with the teacher at least two weeks in advance, so they may plan accordingly. Snacks provided by families must be store bought or prepackaged, small portions (one cookie, mini-muffin, mini-cupcake, doughnut hole, etc.). We are unable to serve homemade treats.

## **FIELD TRIPS**

ELC typically provides enriching experiences for our children in the classroom. In the event of an out of classroom field trip, information and permission slips will be sent home in folders each time a field trip is planned. In order to attend a field trip, each child needs a signed permission slip and/or payment of any necessary fee. Each parent will drive his or her child directly to and from the field trip destination and remain with their child for the duration of the field trip. The only exception to this is for our full day class, in which we will provide transportation through Johnson County Access buses and require parent volunteers to help with child:adult ratios.

## **VOLUNTEERS**

We have a number of volunteers and visitor who are in our classrooms. JCLC supports education programs from Franklin College, IUPUI and Ivy Tech and we enjoy the assistance of a number of parent and local church volunteers. Any volunteer must have a criminal history check on file in the elementary school office before being allowed to work in the classroom. Visitors are asked to sign in at the front office when entering the building and wear a visitor's sticker. Staff is strongly encouraged to introduce parents to any new people in the classroom. If you see a new face, never hesitate to inquire who is present in your child's classroom.

## **FUNDRAISERS**

ELC holds fundraising events throughout the school year to raise money for scholarships, program and/or classroom improvements. We request that families participate in these events and, in so doing, promote community spirit as well as support our program. Some of our past fundraisers have included Chicago Pizza gift cards, Square 1 art, holiday poinsettias, cookies & canvas and Scholastic book orders.

Early Learning Community Preschool - Northeast  
2018-2019 School Year

July 31 First Day of School

September 3 Labor Day - **No School**

October 15-19 Fall Break - **No School**

November 19-23 Thanksgiving Break - **No School**

December 21 Winter Break - **No School**

January 3 First day back to School

January 21 Martin Luther King Day - **No School**, snow make-up day if needed

February 15 **No School**, snow make-up day if needed

February 18 Presidents' Day - **No School**, snow make-up day if needed

March 15 - **ELC Closed** - IAEYC Teacher Training - **No School**

March 18-29 Spring Break - **No School**

May 23 Last Day of School

**Additional event & fundraiser dates will be listed on our calendar,  
located on our website:**

<http://www.jclearningcenters.com/resources/calendar.cfm>

**Please call 889-4080 x6307 if you have any questions.**