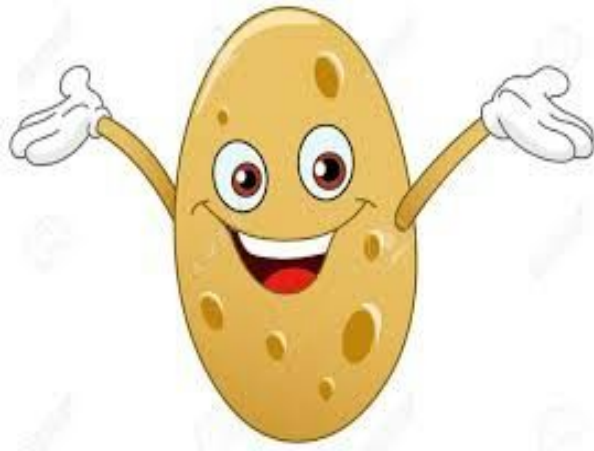


Welcome to
Eminence Community Preschool
Taters and Tots



Parent Information Packet

Eminence Elementary School
6760 State Road 42 North
Eminence, IN 46125

Guidance Office:

Phone: 765-528-2141

Fax: 765-528-2276

PK-12 Office:

Phone: 765-528-2222

Fax: 765-528-2276

Principal:

Mrs. Corey Scott

CScott@eminence.k12.in.us

Assistant Principal:

Mr. Dustin Adams

DAdams@eminence.k12.in.us

Guidance Counselor:

Ms. Katie Piatt

KPiatt@eminence.k12.in.us

Preschool Instructor:

Mrs. Carissa Kemp

CKemp@eminence.k12.in.us

ECSC Mission

We believe that it is the shared responsibility of the students, parents, teachers, staff, administrators and community to provide a creative learning environment where each child can develop intellectually, socially, emotionally and physically to master the essential skills necessary to become successful, lifelong learners.

ECSC Vision

"A Great Place to Learn!"

Preschool 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.

Class Theme 2016-2017

Grounded and Growing

Preschool Pledge

Preschool is a safe place to be.

Everyone Cares about me.

I will do the right thing.

I will treat people right.

Belief Statements

- 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 & Objectives

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 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

Preschool ABC's

Refer to our handbook for information pertaining to the 2016-2017 school year.

A

At Drop Off

All students must be dropped off at the North Doors (Door #5) beginning at 8:00 AM (8:30 AM on Wednesdays).

At Pick-up

All students must be picked up within five (5) minutes from the end of class. Parents must pick-up their students in the main lobby at the front of the school (Door #1). All students will need to be signed out with the teacher by a parent/guardian. Please be prepared to show proper identification (i.e. Driver's License, State ID) to verify identity.

- If you are picking up a three (3) year old you may park along the curb by the main entrance (Door #1).
- If you are picking up a four (4) or five (5) year old you must park your vehicle in a proper parking space within our lot (due to buses arriving and end of day dismissal).

B

Birthdays

Birthday treats are welcome in our classroom. All treats need to be store bought and packaged. The treats will be enjoyed during lunch time (approximately 10:30 AM). Please contact the Preschool Instructors ahead of time to discuss possible food allergies.

C

Classroom

Our class will establish common procedures for daily progress. We will work together to keep a clean and safe environment.

D

Daily Schedule

3 year olds:

- Question of the Day- Every student will be asked a letter, number, color or shape question on the board outside our classroom. Once they have decided how to answer the question, he/she will place their decision stick in the bucket for their answer.

- Check in- Each student will find his/her name stick, and place it under "I Am Here!" On the board. The instructors will help the students locate their name. This is an opportunity for the students to begin to recognize their names in print. Students will turn in their folder and notebook.
- Table Time- Children are expected to participate in activities that are set out on their tables- art activities, counting activities, blocks, or puzzles.
- Circle Time- Sing songs, read stories, learn rhymes, count questions of the day, talk about the weather, day of the week, review readiness skills such as: colors, shapes and other math and language activities.
- Free Play- Children are free to choose what they would like to play. During this time the instructors will move around the room helping children to advance play and social skills with their peers.
- Quiet Read- Children are encouraged to choose a book of their choice from the shelf and look through it independently.
- Craft Time- Students will do coloring, drawing, and gluing crafts to develop creativity and following directions independently. This is a time to engage in hand and eye coordination.
- Gross Motor Skills- Students will play outside/inside (weather permitting.) Children can climb on playground equipment, play ball, and run around.
- Dismissal- Pack backpacks and prepare to leave.

4-5 year olds:

- Question of the Day- Every student will be asked a letter, number, color or shape question on the board outside our classroom. Once they have decided how to answer the question, he/she will place their decision stick in the bucket for their answer.
- Check in- Each student will find his/her name stick, and place it with their lunch choice for the day. The choices will be a picture of a lunch box or the picture of a school lunch tray. The instructors will help the students locate their name. This is an opportunity for the students to begin to recognize their names in print. Students will turn in their folder and notebook.
- Table Time- Each student is expected to participate in activities that are placed on their tables- art activities, puzzles, counting, blocks, letters, and blocks.
- Circle Time- Sing songs, read stories, calendar, talk about the weather, count and discuss the question of the day, review other readiness skills such as colors, shapes, and other math and language skills.
- Free Play- Children are free to choose what they would like to play at this time. During this time the instructors will be moving around the room helping

the children to advance their play and social skills with their peers.

- Gross Motor Skills- Students will play outside/inside (weather permitting.) Children can climb on playground equipment, play games, play ball, and run around.
- Quiet Book Time- Children choose a book they want from the shelf and look/read through it independently.
- Rest Time- The class will take a break to rest and relax during this time. It is important that the children be given a time to allow their bodies and minds to stop and rest.
- Craft Time- Students will do coloring, drawing, using scissors and gluing crafts to develop creativity and following directions independently. This is a time to engage in hand and eye coordination.
- Dismissal- Pack backpacks and prepare to leave.

As we adapt to new Indiana Early Learning Standards, we may update our wonderful daily schedules.

E

Enrollment

The Preschool follows the Eminence Community School Corporation approved calendar. Three (3) year olds meet on Tuesdays and Thursday from 8:00 AM until 11:00 AM. Four (4) and five (5) year olds meet on Mondays and Fridays from 8:00 AM until 2:45 PM and on Wednesdays fro 8:30 AM until 2:45 PM.

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

- Completed Enrollment Pack
- Copy of child's birth certificate
- Copy of child's immunization record
See additional information regarding immunization requirements in the School Health Section
- Receipt of 1st month's Tuition Payment and Annual Material Fee
-

Enrollment is filled on a first come first serve basis. A new enrollment pack must be completed every year your child returns to Eminence Preschool. Enrollment forms for the next school year are accepted beginning in March. (i.e. for the 2016-2017 school year - enrollment forms will be accepted beginning March 2016). Enrollment forms are date stamped upon receipt.

Emergency Procedures

The students will be part of regularly scheduled drills for our school. This will be used as a chance to share in ways to be prepared and stay safe during bad weather, fire safety or other emergencies. You will find additional information concerning emergency procedures towards the end of this packet.

F

FM Stations

Every attempt will be made to keep school open in accordance with the adopted school corporation calendar. However, because of road conditions, power failure, etc., it may be necessary to close school. On mornings that are questionable, please listen for announcements on WCBK FM 102 or watch TV channels 6, 8, 13 or 59. You will also receive a phone call regarding cancellation via our School Messenger notification system. 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.

G

Guest Speakers

Suggestions for guest speakers to come and share with the children will be greatly appreciated. Short, hands-on experiences are great activities for launching new units of study. Guest speakers, and study trips are emotional hooks to get students excited to learn content. Please e-mail the classroom instructors any suggestions for guest speakers.

H

Home/School Behavior Support

Eminence 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, 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 instructors together) at the beginning of the year. The rules are printed using pictures and are reviewed and demonstrated. 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.

I

Involvement (Volunteering)

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. All class helpers, field trip chaperones and party planners will need a background check on file in the PK-12 Office.

J

Joining Playtime

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 the 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 or severely cold. Please dress your child accordingly.

K

Knowledge

Eminence Preschool will provide children with experiences focusing on developing the crucial knowledge, skills and understanding that help them to make sense of the world, and who they are.

L

Literacy Links

The Literacy Links are based on the 7 Keys to Comprehension Strategies. They include Comprehension, Connection, Phonemic Awareness, Put in Order, Prediction, Fluency, and Fun. These links can be used with any literary text. They can be used with songs, poems, big books, welcome messages, hallway greetings, read- alouds, knock-knock jokes, finger plays, and much more! The Literacy Links will be a fabulous resource for our teachers and families to use every day!

M

Material Fee

There is an annual material fee of \$50.00 payable with your first payment. The material fees are used for purchasing supplies such as construction paper, paint, and other supplies used throughout the curriculum.

N

Non Emergency Situations

There are situations when the injury or illness of the students is not considered an emergency. In such situations:

- We will notify the parent to pick-up the student and provide whatever information is available to help the parent decide whether or not the student should receive medical care.
- If the parent has no available transportation, discuss other possible alternatives they might have (i.e. emergency contact list).

O

Online Resources

During the 2016-2017 school year the Preschool Instructors will provide suggested online links and resources for families to help reinforce skills being learned in the classroom.

P

Preschool Pledge

By reciting our pledge to begin the day we are able to review our goals. Our Preschool Pledge says, "Preschool is a safe place to be. Everyone cares about me. I will do the right thing. I will treat people right."

Q

Questions

The best way to forward questions and comments from parent to staff is through e-mail. You can find a list of staff members e-mails on our website. E-mails will be checked regularly. Feedback is always appreciated.

R

Required Records

Each school shall maintain a record of immunizations for every student that shall include the date of each individual immunization.

S

Snack

Snack time is considered a learning time when teachers sit with the children and help to facilitate social conversation. Good experiences at snack time help children develop positive attitudes regarding nutrition. Teachers will be emphasizing manners, nutrition and healthy eating choices throughout the school year. Families

will be asked to contribute snacks for all students in the classroom one time per month. The preschool instructors will provide an approved list of snacks.

Supplies

Please send a clean, dry change of clothes that is kept in your child's classroom.

School/Home Connections

Periodically the instructors will send home a newsletter highlighting what students have done and will be doing. Often these letters have valuable information, such as study trip permissions, important dates, requests for donations or materials, etc.

T

Transportation Changes

If there needs to be a change in transportation for your students either:

- Send in a note in with your child
- Call the PK-12 Office at, 765-528-2222

Do not email the Preschool Instructors with transportation changes as they have limited access to e-mail during the instructional day

Tuition

3 Year Olds: \$72.00 per month (\$9 per day)

4-5 Year Olds: \$84.00 per month (\$7 per day)

The tuition payment for December will be adjusted to account for Fall Break, Winter Break and Spring Break. December's tuition payment will be as follows:

3 Year Olds: \$36.00

4-5 Year Olds: \$42.00

U

Unanswered Questions

Should you have any questions or concerns regarding your child, please do not hesitate to ask. Please speak with your child's instructor first about any questions or concerns you may have. Should you have additional questions or concerns your child's instructor may not be able to address, please speak with Mrs. Corey Scott, PK-12 Principal.

V

Visitors

All visitors must sign-in at Guidance Office and receive a badge identifying them as visitors.

W

Withdrawal

Please contact the Guidance Office if you decide to withdraw your child for any reason. Families are charged tuition until withdrawal papers have been submitted.

X

Extreme Weather/Disaster Drills

Severe Storms Drills

The school has an emergency preparedness plan that will be implemented in the case of severe storms, winds or tornadoes. If alerted by authorities, children will be taken to their designated safe place until an all clear is received.

Fire Drills

Fire drills are held in accordance with state regulations. Maps of building escape routes are posted in each room.

Snow/Weather

Our preschool follows the approved Eminence Community School Corporation calendar. Additionally, the preschool will be close whenever ECSC closes for inclement weather.

- ECSC closes school for the entire day: NO preschool
- ECSC institutes a two-hour delay: NO three (3) year old preschool. four (4) and five (5) year old preschool classes will meet at 10:00 AM.
- Early Dismissal due to inclement weather: Parents will be notified and all students must be picked up.

School closing and delays are announced on the Eminence Community School Corporation web site. You may also listen for announcements on WCBK FM 102 or watch TV channels 6, 8, 13 or 59. You will receive a phone call regarding cancellation via our School Messenger notification system. 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.

Y

Yearly Calendar

The ECSC school year calendar is available at, www.eminence.k12.in.us .

Z

Zones

We will work to label zones of our building for visitors. For example, we will create signs for bus loading zones, entrance/exit zones, employee only zones and designated visitor badge pick-up zones.