



Richland-Bean Blossom Community School Corporation

EDGEWOOD EARLY CHILDHOOD CENTER

Caring. Daring. Preparing.



2021-2022 Parent/Student Handbook

Edgewood Early Childhood Center

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Welcome!

We are thrilled to be your partners in early childhood education for your child. At Edgewood Early Childhood Center (EECC), the preschool program of the Richland-Bean Blossom (R-BB) Community School Corporation, we offer a play-based, child-centered place for children to develop a positive self-concept, the ability to problem solve and negotiate with their peers, and to engage in a variety of hands-on, language-rich activities that will establish the foundation for lifelong learning. EECC is a Paths to Quality Level 3 preschool (in.gov/fssa).

In addition to this handbook, additional information about district-wide protocol and procedures can be found in the Richland-Bean Blossom Community School Corporation handbook.

Our School Corporation: Caring, Daring, and Preparing

We are a family who cares about our students, their families, and the community. We dare to promote bold innovations to help all learners succeed and to prepare them to change their world for the better.

At R-BB, we will:

- Provide authentic and relevant learning by building relationships with community and industry partners
- Develop and maintain family and community connections through engaging and empowering experiences
- Encourage the use of innovative tools within flexible and inviting spaces
- Promote workforce readiness by helping students develop the necessary skills and career awareness
- Nurture the whole child by providing for the social and emotional needs of our students

Edgewood Early Childhood Center Beliefs

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

Enrollment

Current class offerings and enrollment information can be found on our corporation's website (www.rbbschools.net/enrollment) or by scanning the QR code below.



A non-refundable \$125.00 deposit is due at the time of enrollment. This deposit will be applied to the first tuition payment(s) of your child's school year. In addition, your student's birth certificate and immunization record are required before starting school at EECC.

Curriculum and Instruction

At EECC, we use The Creative Curriculum from Teaching Strategies to help children master Indiana's Early Learning Foundations. The Creative Curriculum is a playful centers-based experience for children and their peers that creates a deep classroom community for learning and growth.

For more information about our curriculum, visit teachingstrategies.com or scan the QR code below.



For more information about Indiana's Early Learning Foundations, the standards the state recommends for kindergarten readiness, visit doe.in.gov or scan the QR code below.



Assessment

While we typically avoid the use of formal assessments at EECC, Indiana's ISPROUT tool gives us guidance on a child's progress toward Early Learning Foundations as the child progresses from entry into preschool through the start of kindergarten. Student portfolios help us know whether students are growing in their understanding of those foundations. In a student's portfolio, we keep and date pieces of student work that demonstrate their progress toward learning goals. These portfolios are shared at parent-teacher conferences.

Typical Daily Schedule

Our full-day classes meet from 9:00-2:40 each day.

Our half-day morning classes meet from 9:00-11:20 each day.

Our half-day afternoon classes meet from 12:20-2:40 each day.

While each classroom varies in its time spent at school (half day/full day, two/three/five days a week), some elements of our schedule are consistent for each class.

- Centers: Students participate in a wide variety of play-based classroom centers, including but not limited to centers for block play, dramatic and dress-up play, toys and games, art, sand and water, library, discovery and science, music and movement, cooking, technology, and outdoor play.
- Circle Time: Students form community in their classroom circles, a time to celebrate each other, hear stories, and share experiences.
- Rest: For full-day students, a rest time is provided. Some students sleep during this time, while others engage in restful activities like listening to stories or other calming exercises.
- Snack (and Lunch for Full-Day Students): This is a time for students to sit together and nourish their bodies. In addition, it is part of the way we build community and conversation in our classrooms. Current classroom snack policies are available by contacting your student's teacher or the preschool director.
- Outdoor/Gross Motor Play: Each day, students have multiple opportunities for gross motor play, outdoors when possible and indoors if not. We will be outdoors when the temperature/wind chill is twenty degrees or higher. We also might go outdoors in mildly inclement conditions (light rain, snow, etc.). Please dress your child appropriately for the weather each day.

Health Policy

We are committed to providing a safe, healthy environment for each child and our staff. Staff and students should **not** attend preschool if, in the past 24 hours, they have any of the following symptoms or conditions:

- Fever (100 degrees or higher)
- Diarrhea
- Vomiting
- Undiagnosed rash
- Red eyes with discharge
- Nasal discharge (sinus infection)
- Severe cold or sore throat
- Any other contagious illness

Staff and children should not attend preschool until 24 symptom-free hours have passed without the use of over-the-counter and/or fever-relieving medications.

If a child exhibits these symptoms or conditions while at preschool, they will be cared for by the school health office until a parent/guardian is able to pick them up.

In the event of a serious injury, staff will contact emergency personnel, then immediately contact the family.

Additions or modifications to these procedures may be made in the event of unusual health situations.

Behavior Support

Preschoolers are often entering an environment with peers outside their families for the first time. EECC teaches and encourages positive, prosocial behaviors through a variety of methods, including establishing classroom procedures together at the beginning of the year. We will demonstrate consistency in expectations related to these procedures, using positive language to remind students of procedures, giving clear choices when appropriate, redirecting students as needed, and collaborating with you and each other as a staff to best help students learn, understand, and follow procedures. We help children learn how to express their emotions in a

manner that is respectful to all: self, peers, and staff. We model this respect in our interactions with each child and will never use threats, bribes, physical punishment, deprivation of basic needs, or humiliation in an effort to regulate a child's behavior.

When our classroom community procedures are not followed or a child exhibits behaviors that are not respectful to the needs of self, peers, or staff, our role is to help children understand their emotions and actions, then regulate behavior. If inappropriate behavior poses a significant risk or occurs repeatedly, staff will communicate with parents and develop a plan that will support the child to develop positive prosocial behaviors. On occasion, we might contact a family to remove a child from school whose behavior poses a significant risk to themselves or others and cannot be regulated in the school environment.

Parent-Teacher Contact

Parent-teacher conferences are held, at minimum, once a year and are also available as needed. If you have thoughts or questions regarding your child, please reach out first to your student's teacher. If you have additional questions that your child's teacher might not be able to address, please contact the preschool director.

Transportation

Parents/guardians are responsible for transporting their children to and from EECC. Bus transportation is only available to students whose IEPs dictate the need for transportation services.

School Security: Building Entry and Child Pick-Up

All visitors to the school building must complete the corporation's Volunteer Release form (available on the R-BB website) and receive subsequent approval in order to enter the school building. This form gives the corporation permission to complete a background check. In order to pick up a child from preschool, an individual must have permission from the family in our online student database. A car picking up a child must display a current school pick-up tag obtained from EECC.

Drop Off and Pick Up

Doors open five minutes before the start of each class. Children must be picked up no later than five minutes after the conclusion of preschool. Late pickups are subject to a \$5.00 late fee. Current drop-off and pick-up areas and procedures are available by request to the preschool director.

Volunteering

We welcome volunteers as needed by classroom teachers and school staff. If you are interested in volunteering, please contact your child's teacher or the preschool director to inquire about immediate or ongoing volunteer needs. Volunteers serving onsite at EECC must complete the corporation's Volunteer Release form (available on the R-BB website) and receive subsequent approval in order to enter the school building. This form gives the corporation permission to complete a background check.

Tuition, Payments, and Fees

The current preschool tuition rate is \$15.00/day for half-day students and \$27.50/day for full-day students. Because EECC is a Paths to Quality Level 3 preschool, tuition assistance is available for qualifying families through Indiana's On My Way Pre-K program (www.onmywayprek.org). Tuition is billed weekly and is automatically withdrawn each Friday from a provided checking account via our online billing system. Tuition payments must be current one week ahead of a student's attendance. In the event tuition payments fall two weeks behind, the student will be removed from the preschool program. A student may be re-admitted if there is available space in the class, payments are made current, and a \$35 re-enrollment fee is paid. If, after re-enrolling, a two-week payment deficit should occur a second time, the student will not be permitted to enroll again during the same school year.

Tuition is due for any day preschool services are offered to a child. Credits will be given in the event of two-hour delays or cancellations by the school corporation. In the event of a two-hour delay, full-day students will be credited for a half-day's worth of tuition.

If a student is sick, tuition will be credited when a parent/guardian provides a doctor's note detailing the illness of the child and the prescribed amount of time the student should be excused from school.

A \$60.00 materials fee is required at the start of the school year. This fee covers consumable art supplies and other materials used by your child during the school year. If your child qualifies for free/reduced lunch, this fee will be waived or reduced. A supply list will be provided before your student starts school.

Any unpaid tuition or fees are subject to collection according to the R-BB Central Office procedures for collections.

Student Withdrawal

Please contact the preschool director if you plan to withdraw your student. Tuition will be charged until notification is given.

Breakfast and Lunch

Breakfast: Breakfast is available to half-day AM and full-day preschool students through the school cafeteria. Breakfast is an optional activity and students who do not eat breakfast from the cafeteria are not required to bring a breakfast from home.

Lunch: Full-day students may bring a lunch to school or purchase lunch and/or milk from the school cafeteria.

In order to purchase items from the school cafeteria, pre-pay on your student's account at www.myschoolbucks.com.

Guests may be able to join their students for lunch and should contact the preschool director for current procedures.

Weather Policies

We will participate in outdoor activities when the temperature or wind chill is twenty degrees or higher and in mildly inclement weather situations (such as light rain or snow). Please dress your child appropriately for the weather and provide two bagged sets of clothes to be kept onsite at all times.

EECC follows the R-BB calendar and will be closed when the district closes for inclement weather situations.

If R-BB closes school for the entire day, all preschool classes for that day will be cancelled.

If R-BB institutes a two-hour delay, morning preschool classes will be cancelled. Afternoon classes will not be affected by the delay.

Occasionally, the district needs to release students from school early in the event of severe weather. Please have a plan for your student in this event.

School delays, closings, and other important announcements are communicated by a recorded phone call from the superintendent, as well as postings on the corporation website.

Disaster Plans: Severe Storm, Fire, Lockdown

In the event of a severe storm, children will be taken to a designated safe place.

In the event of fire, students will be escorted along a safe escape route to an outdoor area.

In the event of a soft lockdown, classroom activities continue as normal, but doors are secured and window blinds are closed. All students remain in the classroom.

In the event of a hard lockdown, students are gathered into an area of the classroom not easily seen through doors or windows. Doors are secured and window blinds are closed. Students remain silent.

Drills for all disaster plans are practiced regularly. Maps of buildings and escape routes are posted in each classroom.