

Child Care
Network, Inc.
Preschool

**Parent Handbook
2019-2020**



113 North Chestnut Street, Suite 305
P.O. Box 346 ~ Seymour, In 47274
Phone: 812.524.2585 ~ Fax: 812.523.8139
www.childcarenetworkinc.org
a Jackson County United Way Partner

Introduction

Child Care Network, Inc., a Jackson County not-for profit organization, responded to the Jackson County Education Coalition's plea for additional quality, public, early childhood education programs by establishing four Preschool Program options.

Program Overview

Purpose

The purpose of Child Care Network, Inc.'s Preschool program is to (1) prepare children for school success and (2) encourage parents to become active partners with their child's learning.

Description

Child Care Network, Inc.'s Preschool Programs will accommodate children in an appropriate environment to readily enhance each student's skill and emotional growth. Preschool classrooms have learning areas (i.e. math, blocks, reading, art, science, dramatic play, writing, music). Each learning area is equipped with books, materials, tools and activities to promote developmental skills in seven areas:

- Language, Literacy, and Communication

- Mathematics

- Science and Technology

- Social Studies

- Creative Arts

- Physical Development and Health

- Social and Emotional Development

Curriculum

Child Care Network, Inc.'s Preschool teachers develop individual and learning area plans from High Scope Curriculum materials. High Scope Curriculum aligns with National and Indiana early childhood education standards and is based on recent research and findings regarding child development and effective practices.

Parents will receive detailed information regarding the curriculum used in their child's classroom during the Getting Ready for School Night held prior to the first day of school.

Parent Engagement

A time will be scheduled to allow the teacher an opportunity to share specific goals, assessment data and upcoming plans. During this time the teacher will also offer tools and tips for teaching at home. Family Events will also be held during the year.

Assessment

Child Care Network, Inc. will utilize IN DOE's ISTAR-KR (Indiana Standards Tool for Alternate Reporting of Kindergarten Readiness) to assess students. This web-based instrument allows the teacher to record their ongoing observations of students engaged in typical daily routines and activities. The teacher will input data into ISTAR-KR at the beginning and end of the school year. This record will let the teacher know what concepts are understood and which are not yet grasped.

Program Basics

Admission

Child Care Network, Inc. will accept children who are the appropriate age and have family members truly interested in the growth and development of their child. (i.e. children must be four years of age by August 1 and toilet trained)

Inclusion Policy

Parents must notify Child Care Network, Inc. upon enrollment about any special needs (i.e. physical and/or emotional challenges, special medications). The more information that is shared about a child, the more adequately staff can assist a student with his/her needs. Any information from a pediatrician, therapist, case worker, or other service provider that may be working with your child will be helpful. Child Care Network, Inc. will cooperate and communicate with outside agencies that may be involved in planning for future educational and developmental growth. Referrals to school and/or community programs that are deemed appropriate will be made.

Each student's growth and development is important to Child Care Network, Inc. Decisions regarding individual students are based upon and reflect the safety and ability of success for the class as a whole.

Entrance Requirements

- A health examination by a physician is required for each child to be admitted to a Child Care Network, Inc. Preschool program along with a list of immunizations. All information pertaining to admission, health, family, or discharge of a child is confidential.
- Payment Determination (i.e. IN On My Way Pre-K Scholarship, private pay)
- The following forms must be completed and submitted before a child is considered enrolled and attends:
 - a) State Form 49969 – Child Care Center Health Form completed within twelve (12) months prior to first class day of pre-k
 - b) Child Care Network, Inc.'s OMW Enrollment Form
 - c) Child Care Network, Inc.'s Parent Declaration Form
 - d) Online registration

Location

Child Care Network, Inc.'s Preschool Program is located in Brownstown Elementary School (612 S Base Rd, Brownstown), Brown Elementary School (550 Miller Lane, Seymour), Seymour – Redding Elementary (1700 N Ewing St, Seymour), and Emerson Elementary (500 Emerson Dr, Seymour). Preschool students are permitted to use the facility's playground area and gymnasium at specific times when accompanied by the teacher and/or classroom assistant.

Hours of Operation

- Brownstown Elementary Preschool
Monday through Friday, 8:30 a.m. – 2:55 p.m.
- Brown Elementary Preschool
Monday through Thursday, 8:30 a.m. – noon or 12:30 – 4 p.m.
- Seymour – Redding Preschool
Monday through Friday, 8:30 a.m. – 2:45 p.m.
- Emerson Preschool
Monday through Friday, 8:30 a.m. – 2:45 p.m.

Registration /Account Set Up Using On-Line Software

CCN Preschool utilizes an on-line software and it can be accessed at <https://www.ezchildtrack.com/ccn/parent>

ALL PARENTS ARE REQUIRED TO CREATE AN ON-LINE ACCOUNT PRIOR TO REGISTERING YOUR CHILD!

Registration Fee

A \$25.00 registration fee is due upon enrollment for all families attending CCN Preschool, regardless of pay status. One registration fee is charged per school year. Note the \$25.00 registration fee is charged per family NOT per child.

Tuition

Tuition for Child Care Network, Inc.'s Preschool Program is:

- Half-day session - \$70/week
- Full-day session - \$140/week

If tuition is not paid in a timely manner, the student will not be allowed to attend the preschool program.

****Program fees are due and must be paid even if a student is absent****

Payment of Program Fees

Preschool Program fees are due on the first day of each week of the school year. CCN Preschool accepts payment by cash, check, money order or through our on-line site <https://www.ezchildtrack.com/ccn/parent/>. CCN Preschool will also

accept credit cards (extra fee). Checks should be made payable to Child Care Network Inc. Please write the name of the child's school and the child's first and last name on any check you submit; the payee's phone number must also be on the check.

Payment is billed and due on the first day of each week. A payment will be considered late if paid on the last day of the week. An Account will be considered **delinquent** when the balance due is \$100 after the payment due date (1st day of the next week). If your account has an outstanding balance of any amount on the last day of any month you will be charged a late fee of \$25.00.

An account will be **Suspended** if the outstanding balance is NOT PAID by the 2nd of the month. A suspended account will have the Registration and Information sections removed from your parent portal within the EZ Child Track Software and attendance will be blocked for your child(ren). A payment must be made to this account for it to be considered ACTIVE and for your child to attend Preschool.

If a parent has not made a payment in the last 2 weeks (regardless of balance), parents will be contacted on Monday by phone and correspondence and informed that payment must be received by Thursday of that week. If payment is not received by Thursday, the child will not be allowed to attend the program the following week.

On My Way PreK Grants

Child Care Network, Inc. will accept On My Way Pre-K Scholarships processed by River Valley Resources. Scholarship Grants must be presented before a child can attend.

Families that have been approved for the On My Way Pre-K grant funding will receive a swipe card from River Valley Resources. CCN staff members will record the students' attendance by noon each Friday. It is the parent's responsibility to approve their child's attendance each week by phone or online by the following Tuesday by 5 pm. Failure to approve the time by the deadline may result in a \$25 fee for each day the attendance is not approved. If a parent fails to approve their child's time for an amount of time that causes CCN to not receive the On My Way PreK funding, the parent may then be responsible for paying the full weekly tuition.

Attendance

Students who attend preschool regularly will benefit the most. Students with an On My Way Pre-K Scholarship receive 20 personal days to use throughout the school year. Families of students receiving grant funding that exceed their personal days may be held responsible for paying weekly fees. Please notify the teacher if he/she will be absent before class begins if possible.

Teacher – Preschool Student - Parent Responsibilities

Teacher Responsibilities:

- Maintain a safe, learning environment for children
- Provide an environment where discipline is fair, equal and respectful of children
- Provide a variety of developmentally appropriate activities
- Foster school readiness
- Communicate with parents in a positive, informative manner

Preschool Student Responsibilities:

- Remain with the teacher at all times
- Respect the teacher, classroom assistant, and other children
- Treat all materials properly
- Abide by school/classroom/facility rules while in the building as well as on the playground

Parent Responsibilities:

- Prepare your child for a successful day at preschool (9-10 hours of sleep the night before class, healthy breakfast, coat-hat-gloves when cold)
- Observe rules as set forth in this handbook, including:
 - a) Park in the designated area
 - b) Deliver children on time to the designated area
- Pick up children on time at the designated area
- Inform the teacher of absences, change of address, change of phone number, concerns
- Be open to communication from the teacher
- Promote your child's learning through positive encouragement and involvement
- Attend Family Events and engage in activities

Nutrition / Snacks

Appropriate snacks and meals will be served during each class session. If the parent wishes to provide a meal or snack from home due to religion, personal beliefs, or special diet, the food must be checked by the center to verify temperature and a "Safe Transportation of Food Responsibility" form must be signed. All food allergies and special diets must be approved in writing by a physician. Parents will be asked to complete a Medical Statement for Children with Special Dietary Needs form as well.

Parents may not provide home-made treats for the class during the school day. Soda will not be accepted or served. Speak with the preschool teacher for alternative, treat ideas.

Safety

For the safety of all children, regular fire, tornado and safety drills will be conducted and explained. School procedures will be followed during all drills.

Accidents

If a child experiences an injury from an accident while attending preschool the teacher and/or assistant will tend to the child and thereafter contact the parent/guardian/emergency contact to share details (i.e. how the injury occurred, type of injury, type of first aid administered). The details of any/all accidents will be recorded by the teacher for reference. Per state regulations, Child Care Network, Inc. will file a report with the IN Bureau of Child Care should an injury require treatment.

Child Care Network, Inc. is not responsible for a child's medical expense, injury or loss.

Discipline

A positive method of discipline will be used at Child Care Network, Inc.'s preschool. When necessary, students will be re-directed toward a positive and more constructive activity. A calm down area is available in each classroom if a student needs additional time to interact with the teachers or other students in a safe and respectful manner. Preschool students are expected to treat the teacher/classroom assistant/fellow students with respect and kindness, to follow class rules, and take good care of the supplies-materials-room furnishings.

Recurring disciplinary problems will be addressed with parents and documented. CCN Preschool staff will work with parents/caregivers to problem solve ways for each child to be successful in the program. Extreme and/or ongoing behavior problems (i.e. intentional hitting, pinching, punching, kicking, spitting, biting) will not be tolerated and may result with the student being dismissed from the program.

Illness/Medication

Please do not bring a sick child to school. Children who are ill will not be allowed to attend. If a preschool student appears to be ill, complains of illness, appears to have a fever or has a fever, a parent/guardian/emergency contact will be contacted and asked to pick the child up immediately.

Any preschool student with a fever or possible contagious condition will be isolated in a supervised area until an appropriate party arrives to pick up the child. The child needs to be symptom/fever free for 24 hours, without fever reducing medication, prior to returning to the classroom.

If at all possible, please give all medications to your child at home. If medication must be given during preschool hours, the medication must be in the original container and prescribed by a physician. All medication containers must be directly handed to the preschool teacher from an adult.

Head Lice

In order for your child to attend Kids Klub, he/she should be free of live bugs. Infected children's parents will be contacted. A note from the school nurse, your physician or the Health Department may be necessary upon returning.

Personal Belongings

Personal belongings are the responsibility of the preschool student. Please label your child's backpack to prevent confusion. Because of possible mix-ups, losses and damaged items, we ask that you please do not allow your child to bring toys or games to preschool.

Please provide a change of clothes (i.e. pants, shirt, dress, underwear) for your child. The items will be placed in a plastic bag, labeled and returned at the end of the year.

Contact Information

Open communication between the teacher and parent/guardian is essential. Parents/guardians have an opportunity to communicate with the teacher briefly during drop off and pick up times. Time for longer, private, discussions can be scheduled. If problems should arise, they should be brought to the immediate attention of the teacher. If a problem cannot or is not resolved by the teacher, the situation may be referred to Child Care Network, Inc.'s Preschool Program Manager, the Executive Director of Child Care Network, Inc. and/or Child Care Network, Inc. Board of Directors.

Child Care Network, Inc. works closely with Seymour and Brownstown Community School administrators. Child Care Network, Inc.'s Preschool has its own specific rules however host rules must also be followed.

Questions or inquiries about Child Care Network, Inc.'s Preschool should be directed to the teacher or Child Care Network, Inc.'s Pre-K Program Manager (812-524-2585, 9 a.m. – 4 p.m., Monday – Friday) NOT to the school office.

Drop-Off and Pick-Up

Preschool students MUST be accompanied by an adult to the site's designated "drop-off" and "pick-up" area each day. An authorized person MUST be at the designated area to pick up each child each day.

If a student is picked up late from the preschool, the family may be charged a late fee of \$5 for each 10 minutes past the preschool dismissal time. This is applied to all students, regardless of pay status.

If a student is not picked up from the preschool and a parent/guardian does not make contact with Child Care Network (teacher, translator, administrator) within thirty minutes after dismissal time, the police will be called (abandoned child).

Preschool students will only be released to the individuals listed on the enrollment form. A picture ID will be required for individuals unknown to the preschool staff. No child will be released to an intoxicated or impaired person.

Three "late pick-ups" may result with the student being dismissed. No amount of tuition will be refunded should a student be "dismissed".

Weather –Related Closings

The preschool's weather-related closings are based on Seymour and Brownstown Community School's determination. Please listen to the local radio stations for school closing announcements.

If Brownstown and Seymour Community Schools are delayed in the morning, the AM preschool session at Brown will be canceled. The sessions at Brownstown, Redding and Emerson will begin 2 hours later (10:30 a.m.)

If Brownstown or Seymour Community Schools are closed all day, all sessions of preschool will be canceled.

Weather-related Make-Up Days

A Make-Up Schedule will be provided to all students and parents if classes are cancelled and need to be rescheduled. CCN Preschool follows the make up schedule of the school system.

General Information

No child or family will be discriminated against because of race, gender, color, handicap, religion or national origin.

Unscheduled visits by a custodial parent or guardian of a student shall be permitted at any time when the child is in attendance.

Photographs of pre-k students may occur throughout the year. Permission to publicize photographs of your child is automatically granted when a child is enrolled. If you have concerns, please speak with the teacher.

All Child Care Network, Inc. staff members are required by law to report any suspected child abuse or neglect to Child Protective Services.

Use of alcohol, tobacco, illegal substances and/or firearms is prohibited on Seymour Community School property. If an authorized, intoxicated or impaired person insists on removing a child from a site, staff shall immediately report the incident to the local police agency.

If a Court Order exists preventing a particular individual from having contact with a child attending Child Care Network, Inc.'s Preschool Program, a copy of the Court Order must be in the child's file and Child Care Network, Inc.'s staff shall comply with the order.

Preschool students will not participate in extracurricular activities that require transportation. Special guests will conduct presentations throughout the year.

*******MUST BE SIGNED AND RETURNED TO CCN Preschool*******

RELEASE AND INDEMNIFYING AGREEMENT

I, the parent or guardian of:

Child(ren)'s First Name

Child(ren)'s Last Name

Hereby consent that my minor child(ren) named above has/have permission and my approval to participate with all play and activities offered through Child Care Network's Kids Klub and/or Preschool programs.

I, the undersigned as the parent or guardian of the above named child(ren), do hereby waive any claim that I may have or any claim my child may have and do release Child Care Network from all liability arising thereby or connected there within.

I, the undersigned, further agree to hold Child Care Network harmless for action, claim or demand that may be made by me, the said child, or anyone acting on behalf of my child, arising out of said child's attendance and participation or any injuries arising thereby or connected there within, and agree to indemnify for such loss arising out of any claim or demand.

ACKNOWLEDGEMENT STATEMENT OF PARENT HANDBOOK

I acknowledge receipt of the Parent Handbook applicable for the current school year. I understand the content of the Parent Handbook, including the **Discipline Policy** and **Late Payment Policy and Immunization Record Policy**.

Parent/Guardian _____

Date: _____