Little Rams Pre-K Handbook

2026-2027

An On My Way Pre-K - Level 3 Provider

Start Date: August 10, 2026

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Today is a great day to be a RAM!

Throop Elementary Little Rams Preschool

301 Elm Street, Paoli, IN 47454
(812)723-3537

The following policies and procedures are in place to provide children with a clean, safe, and comfortable environment in which they can play, learn, and grow under guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operations of the **Throop Elementary Little Rams Preschool,** in accordance with the rules and regulations set forth by the Paoli Community School Corporation Board of Trustees and the Family and Social Services Administration. These policies become effective upon acceptance by the parent/guardian and the childcare provider.

Little Rams Preschool shall accept only children at a stage of growth and development that enables them to benefit from its program and for whom the center is staffed and equipped to provide care. **Little Rams Preschool will accept only children who are 4 years old by January 30, 2027.** Exceptions will be made if a child transfers to the PCS District and has been in an established preschool. Proper documentation will be required.

Little Rams Preschool shall not admit or maintain any child whose needs it cannot obviously meet or whose behavior would be dangerous to other children in the center. Explicit, documented reasons for refusing to admit or provide child care for a child shall be provided in writing to parents. There will be no discrimination based on race, color, religion, gender, national origin, or handicap.

Calendar

- Throop Elementary Little Rams Preschool will operate on the same calendar as Paoli Community School Corporation, with a few exceptions (start date August 10, 2026).

Recommended:

- 4-year-olds not going to kindergarten in the 2026-2027 school year- ½ day
- 4-year-olds - 5-year-olds going to kindergarten in the 2026-2027 school year - full day

Required:

- To attend Little Rams Preschool, all students must be fully potty-trained. Students who have two or more accidents in one day will be sent home.
- Students will be released from Little Rams Preschool if they have a daily potty accident.

Popsicles with Principals & Teacher Meet & Greet

- Monday, August 3, 2026, from 5:00 - 6:30 p.m.

Hours of Operation:

8:00 a.m. - 3:20 p.m.

Arrival:

- **Walkers** can go to class at **8:00 a.m**
- **Parent Drop-Off: Car Riders** will arrive at Door 22 from 8:15 to 8:30 a.m. For the safety of all students, do not enter the parking lot before 8:10 a.m.
- Students can attend preschool all day or half-day.
- The two-hour delay starts at 10:00.
- Half-day students will attend preschool from 10:00 -12:00 on two-hour delay days.

Dismissal:

- All students must be picked up by 3:20 p.m. (Door 22).
- Students attending a half-day must be picked up by 12:00 p.m. (Door 22).
- The adult must pick up students who leave the Throop Gymnasium between 3:00 and 3:15.
- At 3:15, preschool students will be moved from the gym to the Throop Office for pickup.
- Please pick your child up by 3:20 p.m. to avoid additional charges for after-school care.
- If the school nurse sends a student home, the student must be picked up within 1 hour of notification.

Full & Half Day:

- **Full Time – 8:15 -3:20**
- **Part Time - 8:15 - 12:00**

Authorization for Child's Release:

- The students will be released only to the parent or designated adult listed on the enrollment form. For the child to be released, all designated persons must be listed on the release form
- Any change to dismissal must be communicated via email or by note from the student's legal guardian.

Meals:

- Breakfast – served 8:30 - 9:00 a.m. daily
- Lunch – served at 12:10 p.m.
- On early-release days, lunch will be served before students are dismissed.

- Full-day preschool students will receive breakfast, lunch, and one snack.
- Half-day preschool students will receive breakfast and one snack
- Snacks - Every student will bring his/her snack
- Half-day preschool students will need to bring one snack each day
- Full-day preschool students will need to bring one snack each day

- **Due to severe allergies on campus, Throop Elementary is a nut-free campus for the 2026-2027 school year.**
Thank you for your understanding and support.

Little Rams Preschool Forms Needed:

- New Student Information
- Handbook Acknowledgement
- Proof of Residency Form
- CHIRP Consent
- Immunization Records
- Consent for Personal Assistance
- Permission to Administer Medication (if applicable)
- Discipline Policy
- Payment Policy

Child Care Fees:

- **There is a set fee regardless of vacations or attendance. Exceptions are made for certain circumstances.**
- **The full-day preschool fee is $100/week.**
- **The half-day preschool fee is $50/week.**
- Paoli Community School Corporation staff members will receive a 20% discount.
- Each family will receive a payment policy at the beginning of the 2026- 2027 school year. An adult signature is required.
- **Cash or check payments are remitted in the Little Rams Preschool envelope**.
- Payments must include the student label. (Student labels will be provided.)
- There are two payment options:
    - Pay two weeks in advance
    - Pay monthly

- If payment is not received by the due date, an additional $25 late fee will be charged.
- Returned checks will incur an additional fee of up to $20. Fees for days your child is absent will still apply.
- Accounts delinquent for over two weeks will have their preschool services terminated until the balance is paid in full.

Requirements:

- All Little Rams Preschool students must be potty-trained.
- All Little Rams Preschool students must be 4 years old by January 30, 2027.

Transportation:

- Paoli Community Schools does not provide transportation.
- **Parents will NOT be permitted entrance into the school building past the foyer.**
- If students arrive after 8:30 a.m., their caretakers will drop them off at the Throop Main Office.
- If transit services are utilized, preschool staff must be aware of the student's scheduled arrival time to meet the van.

Discipline:

- At no time will a child be subjected to physical punishment or shaming, frightening or humiliating methods, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal.
- No person, including, but not limited to, parents, guardians, or other family members, may use such methods of discipline while on the premises of Throop Elementary School.
- A shortened day or suspension is an option if a student repeatedly exhibits inappropriate behavior.
- A meeting will be called among caregivers, teachers, and the administration if behaviors occur frequently. A behavior plan will be created.

Emergency Medical Care:

In an emergency with your child, parents will be called, and if necessary, the child will be transported by ambulance to the nearest hospital. Please make sure phone numbers and addresses are up to date in Harmony and with the preschool teachers.

Administration of Medication:

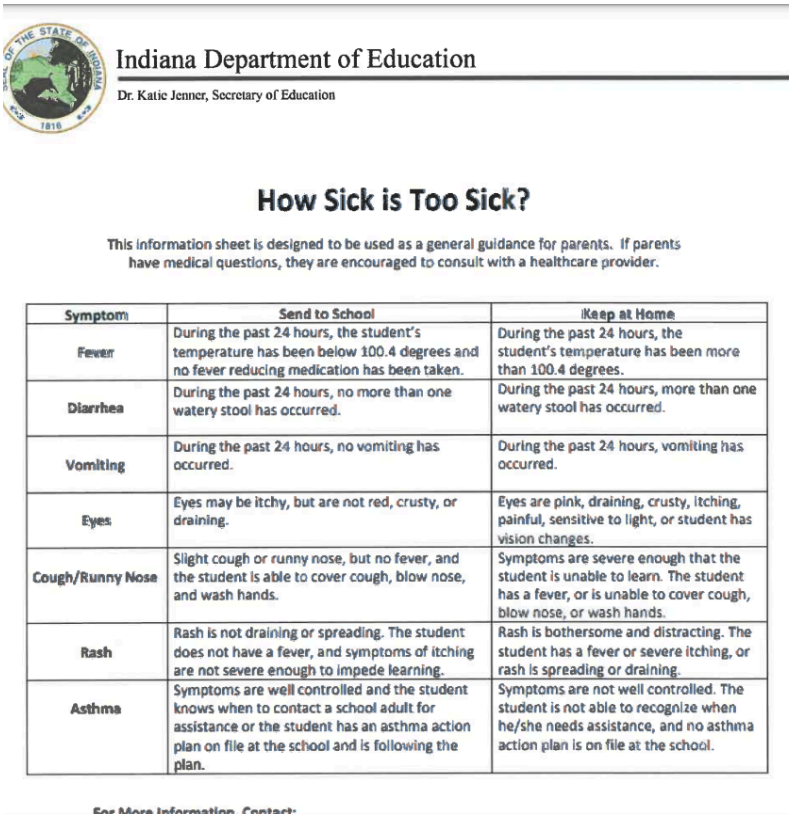
- No child will be given any medication, prescription or over-the-counter, unless the parent provides written permission and supplies the medication to the school.
- Parent Medication Consent Forms must be completed by the parent/guardian.
- Prescription medications must include the child's name, the medication's name, the doctor's name, the pharmacy's name, the prescription number, the date, and directions for administration. They must also be in the original container as dispensed by the pharmacy.
- Over-the-counter medications must be in the original packaging.

Parent Notification:

- Parents of any child who becomes ill or is injured while at school will be notified immediately if the illness or injury requires professional medical attention or causes symptoms that moderate the child's comfort, such as pain, elevated temperature, vomiting, or diarrhea.
- Unique problems or significant developments will be communicated to the parents as soon as they arise.
- If the school nurse sends a student home, the student must be picked up within 1 hour of notification.

Illness:

- If the school nurse sends a student home, the student must be picked up within 1 hour of notification.
- Ill children may return to care 24 hours after their symptoms end. This means that if a child is sent home with a fever, diarrhea, or vomiting, they cannot return until they have been symptom-free for 24 hours without medication. Please refer to the "How Sick is Too Sick" document from the Indiana Department of Education for information on school attendance and illnesses.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

How Sick is Too Sick?

This information sheet is designed to be used as a general guidance for parents. If parents have medical questions, they are encouraged to consult with a healthcare provider.

Symptom	Send to School	Keep at Home
Fever	During the past 24 hours, the student's temperature has been below 100.4 degrees and no fever reducing medication has been taken.	During the past 24 hours, the student's temperature has been more than 100.4 degrees.
Diarrhea	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
Vomiting	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
Eyes	Eyes may be itchy, but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or student has vision changes.
Cough/Runny Nose	Slight cough or runny nose, but no fever, and the student is able to cover cough, blow nose, and wash hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever, or is unable to cover cough, blow nose, or wash hands.
Rash	Rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	Rash is bothersome and distracting. The student has a fever or severe itching, or rash is spreading or draining.
Asthma	Symptoms are well controlled and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

For More Information, Contact:

Teacher Notification:

Please communicate with Ms. Carmichael or Mrs. Love via email.
If your child is absent from school, please email the teacher.
lovej@paoli.k12.in.us
carmichaelb@paoli.k12.in.us

Emergency Plans:

The following procedures will be followed in the circumstances listed below:

- Fire: Refer to Throop Elementary Emergency Preparedness Plan
- Severe Weather: Refer to Throop Elementary Emergency Preparedness Plan
- Loss of Electrical Power: Remain calm. Report loss of power to the main office. If it is hot weather, open the windows, if possible. Put on warmer clothing or get blankets for the children in cooler weather. Call the parents if the power will be out for an extended period.

- ❖ Loss of Water: Bottled water should be available for drinking purposes. Report loss of water to the main office. Call the parents if the water will remain out of service for an extended time.

- ❖ Serious Injury to a Child: Contact Throop Elementary Administration. Keep the child calm and comfortable until medical service arrives. Call the child's parents to report the injury. The administration will direct contacts and complete an incident report.

- ❖ Loss of a Child: Contact Throop Elementary Administration. Ensure adequate supervision of other children. The Throop Safety Team protocol for a missing student will be followed.

- ❖ Death of a Child: Contact Throop Elementary Administration. Call the child's parents. Keep the other children calm.

- ❖ Injury or Death of a Provider: Throop Elementary Administration. Keep the other children calm. A counselor and social worker are on-site to help with students.

Parental Access:

- ❖ Any information the parent requests regarding the operation of Throop Elementary Little Rams Preschool or the child's care will be provided.
- ❖ Parent-teacher conferences will be scheduled in October, and an exit conference will occur in April or May. A student's guardian may request such a conference at any time.
- ❖ Guardians will be notified of any significant occurrences or problems affecting your student, including, but not limited to, exposure to a communicable disease and behavioral concerns.
- ❖ Throop Elementary Little Rams Preschool will adhere to Paoli Community School Corporation policies regarding volunteers and visitors.

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students have articles that interfere with school procedures.

- Such items include toy knives, laser pointers, radios, video games/electronic toys/games, etc. These items will be taken from the students.
- Balloons and glass vases are prohibited at school.

Notification of Others Providing Care:

All caregivers working with the children of Throop Elementary Little Rams Preschool for eight hours or greater in a given week will be required to have on record the following documentation:

- ❖ National Fingerprint Criminal History Check
- ❖ The results of a 5-panel drug test showing that the individual is free of the presence of illegal controlled substances.
- ❖ Results of a current intradermal Tuberculosis test before employment.

Required Reporting:

- ❖ IC 31-33-5 and IC 12-17.2-3.5 require childcare staff and volunteers to report suspected child abuse and neglect. Failure to do so is a class B misdemeanor.

Confidentiality:

- ❖ All information about a child's admission, health, family, or discharge is confidential.

CLASSROOM PARTIES

- Two major classroom parties will be held to celebrate Fall and Valentine's Day.
- *No gift exchanges between students*.
- Parents wishing to donate food items for students should first seek the teacher's approval.
- Donated food items should remain in their original, store-bought, sealed containers.
- All classroom volunteers must have a valid background check. The free background check applications are available on the Paoli Community Schools website. https://www.paoli.k12.in.us/

STUDENT DRESS/PERSONAL APPEARANCE CODE

Personal Appearance: Throop Elementary School operates on a philosophy that all students should be **Comfortable and Covered**. In addition to their educational responsibilities, school personnel at all grade levels recognize both the opportunity and the obligation to work with parents to develop positive student attitudes toward personal hygiene and appearance. and dress/attire. A spirit of support and cooperation between parents and school personnel is needed to ensure that students come to school appropriately dressed in attire that does not pose health or safety hazards and is not disruptive or distracting to the school environment.

Specific Throop Elementary appearance guidelines are as follows:

- No spaghetti straps or thin strap shirts or dresses without an overshirt worn at all times

- All tank tops should be four fingers wide--if the child puts a hand on his/her shoulder, the shirt should cover or approach covering the fingers on the hand
- No loose underarm shirts that expose the torso or chest areas without an undershirt
- All shorts/skirts should come mid-thigh (a good measure is to have the child's hands hang to his/her side--the shorts and skirts should all be below the longest finger--this is not a foolproof method, but is a good start)
- No rips/holes in jeans above mid-thigh that expose skin
- Shirts should all meet or exceed the waistband of the pants--no stomach exposures with raised arms
- No lewd or objectionable statements on clothing (including references to alcohol or drugs)
- No masks
- No face paint or face tattoos
- No hats or hoods indoors (unless a designated Hat Day)

Shoes:

- Heels are prohibited for the safety of all students. Your child will be active during PE, recess, and brain breaks daily.
- Flat, athletic shoes are best.
- Wheelies are prohibited.

End of School Year:

- A preschool graduation ceremony will be held at Throop Elementary.
- All Little Rams transitioning to kindergarten will have an exit conference with their preschool teacher at the end of the year.

Little Rams Preschool Playground Safety Plan:

At our school, your child's safety is our top priority—especially during outdoor play! We follow Indiana child care licensing requirements to ensure our playground is safe, supervised, and fun for all children.

Active Supervision

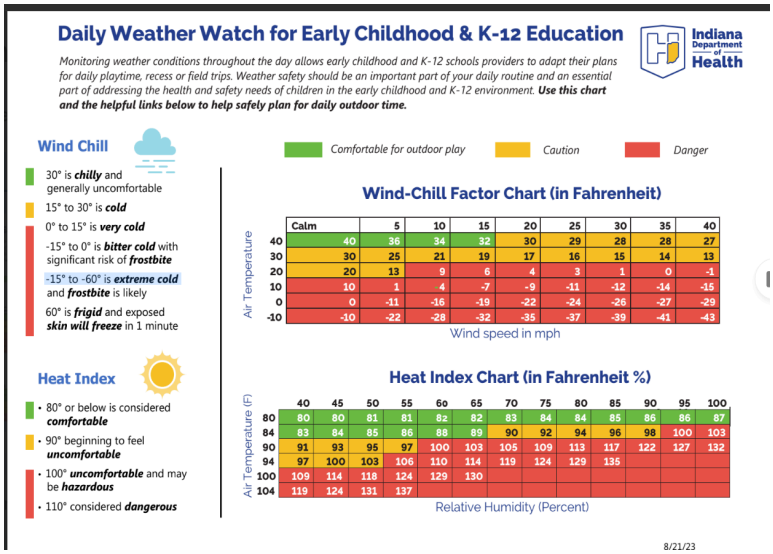
- Children are always supervised by trained staff.
- Teachers are positioned so that all children and areas are visible.
- Attendance is checked before and after outdoor play.

Safe Equipment & Play Areas

- All playground equipment is age-appropriate and regularly inspected.
- Unsafe equipment is immediately closed and repaired.
- Soft surfaces (rubber, mulch, or sand) are used under climbing areas to reduce the risk of injury.

Weather & Environment

- Children do not play outside during severe weather or unsafe temperatures.
- Shade and drinking water are provided on hot days.
- Play areas are kept free of hazards, such as debris or standing water.



Daily Weather Watch for Early Childhood & K-12 Education

Indiana Department of Health

Monitoring weather conditions throughout the day allows early childhood and K-12 schools providers to adapt their plans for daily playtime, recess or field trips. Weather safety should be an important part of your daily routine and an essential part of addressing the health and safety needs of children in the early childhood and K-12 environment. ***Use this chart and the helpful links below to help safely plan for daily outdoor time.***

Wind Chill

- 30° is ***chilly*** and generally uncomfortable
- 15° to 30° is ***cold***
- 0° to 15° is ***very cold***
- -15° to 0° is ***bitter cold*** with significant risk of ***frostbite***
- -15° to -60° is ***extreme cold*** and ***frostbite*** is likely
- 60° is ***frigid*** and exposed ***skin will freeze*** in 1 minute

Heat Index

- 80° or below is considered ***comfortable***
- 90° beginning to feel ***uncomfortable***
- 100° ***uncomfortable*** and may be ***hazardous***
- 110° considered ***dangerous***

Comfortable for outdoor play | Caution | Danger

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature	Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Wind speed in mph

Heat Index Chart (in Fahrenheit %)

Air Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							
104	119	124	131	137									

Relative Humidity (Percent)

8/21/23

Indoor/Outside Recess Policy

- **Throop students may play outside for recess unless the wind chill falls below 25 degrees. Here are some sites you can use to determine the temperature:**
  - **https://www.weather.gov**
  - **https://www.foxweather.com/**
  - **https://www.wave3.com/weather/**

- **Each teacher has the discretion to keep a student in from recess if the student is not wearing appropriate winter attire.**
    Here are the steps if a child is kept indoors:
    - **The student can visit the in-school support room (not a punishment).**
    - **Teachers will notify the student's adults that the child was kept inside due to inappropriate attire.**
    - **If the inappropriate attire situation continues, teachers will notify the administration.**

- **The teacher on recess duty may shorten outdoor recess due to inclement weather.**

	Recommended Clothing for Students
Feels like 25 - 30 degrees	• Long-sleeve shirt • Sweatshirt • Sweater • Heavy winter coat • Thick socks • Gloves • Boots • Winter headwear, earmuffs, scarf • Long pants/skirts
Feels like 30 - 40 degrees	• Long-sleeve shirt • Heavy winter coat • Thick socks • Gloves • Closed shoes or boots • Winter headwear, earmuffs, scarf

Playground Rules for Children

We teach children to:

- Use the equipment the right way

- Walk near the equipment
- Keep hands and feet to themselves
- Take turns and share
- Ask a teacher for help when needed

Health & Emergency Care

- Staff are trained in First Aid and CPR.
- First aid kits are always nearby.
- The school nurse promptly notifies parents of any injuries.

Inclusive Play

- We make accommodations so children of all abilities can play safely.
- Alternative activities are provided when needed.

How Families Can Help

- Send your child in **closed-toe shoes** for outdoor play.
- Dress your child appropriately for the weather.
- Talk with your child about safe play habits.

We appreciate your partnership in keeping our playground a safe and happy place for children to learn, explore, and grow!