Morristown Elementary School



Preschool Handbook

This handbook insert is to supplement the policies included in the Shelby Eastern Schools Elementary Handbook. You can find the complete version on the website. (shelbyeastern.org)

307 W. Main St. P.O. Box 910
Morristown, IN 46161
Phone: (765) 818-1997
Fax: (765) 763-6969

Director: Kylee Thomas
kthomas@ses.k12.in.us

ABOUT OUR PROGRAM

We believe young children possess a curiosity we must nurture to develop confidence and independence. When children enter school, they are developing an identity about what it means to be a learner. We want your child's first school experience to be positive and memorable, forging the path of success for many years to come and creating lifelong learners.

Morristown Elementary School's Little Yellow Jackets Preschool is a Level 3 Paths to Quality Childhood Education Program. We follow the Indiana Early Learning State Standards for Kindergarten Readiness by using the curriculum, Early Learning Matters (ELM) along with other age-appropriate resources. We accept Child Care and Development Fund (CCDF) Vouchers and On My Way-Pre-K Vouchers for qualifying families.

Our Mission is to shape, empower and support the minds of tomorrow.
We believe that early childhood education is the foundation for long-term success.
Our goal is to work together as a team to provide high quality childcare in a nurturing environment that is safe and secure.

CURRICULUM, INSTRUCTION, ASSESSMENT

At Morristown Elementary School Little Yellow Jackets Preschool, we believe in the development of the whole child including academic, social, motor, self-help, and social-emotional skills aligned with Indiana's Early Learning State Standards. We utilize the Early Learning Matters (ELM) curriculum for our lessons and skills focus. ELM was developed by reviewing scientific evidence on lasting outcomes and effective practices in early education programs combined with standards of developmentally appropriate practices. The curriculum provides resources for parents that we share each week.

Each classroom follows a schedule that includes the following areas: direct instruction, free play, learning centers, and physical movement. There are many opportunities for children to explore in the classroom, engage with others, and enhance their learning. We work hard to align our classroom experiences with age appropriate play and instruction while also fostering a love, desire, and passion for learning. Activities will be developmentally appropriate with hands-on learning experiences, through a play based approach to teaching. Children will be offered plenty of opportunities to learn through play and choices, balanced with structured experiences led by an instructor.

For assessments, we will send home reports using Educational Software for Guiding Instruction (ESGI) three to four times a year, indicating where your child is currently performing based on the Indiana Early Learning Standards.

TRANSPORTATION POLICY

Transportation is not provided by the school for Little Mohawks Preschool students unless they hold an Individual Education Plan (IEP) and live in our school district. See our district's special education transportation policy for more information on our district website. (shelbyeastern.org)

Only parents, guardians, or authorized individuals listed as an emergency contact will be able to pick up students from school. Should someone else need to pick a child up, we will require advance notice from the parent and the individual will be required to present an ID.

Arrival: Morning drop-off is from 7:55-8:15 Monday - Friday. You will utilize the car rider line at the front entrance of the building (Door 1). Please stay in line and have your child ready to exit the passenger side doors when a staff member approaches your vehicle. They will open the door and assist your child exiting the vehicle. They will NOT unbuckle your child. Once the line moves, or you are motioned by a staff member, you can proceed to leave the parking lot.

Dismissal: Afternoon pick up begins at 2:30 (2:00 on Wednesdays) unless other arrangements are made with the Director. A teacher will assist your child entering the vehicle. Please pull forward once all students are in vehicles, to buckle your child in their car seats. Do not get out of the line or out of your vehicle until you are past the pick up line.

Half-day Dismissal: Please meet your child's teacher outside Door 1 to pick up your child. A teacher will walk them to you. You may take your child and help them into the vehicle at that time.

SAFE CONDITIONS POLICY

Morristown Elementary Little Yellow Jackets Preschool follows proper hand hygiene guidance for adults and children, such as washing hands frequently with soap and water for at least 20 seconds. It is required that we wash our hands upon arrival; before and after eating meals and snacks; after blowing noses, coughing or sneezing; when in contact with bodily fluids; and after toileting or changing diapers. Surfaces are cleaned and sanitized before and after serving meals and snacks and between groups in each classroom. Toys are sanitized regularly along with items that are contaminated or placed in a child's mouth. Classrooms and restrooms are cleaned and sanitized daily by our custodial staff and as needed throughout the day.

SCHOOL CALENDAR

Little Yellow Jackets will follow the Shelby Eastern School Corporation's School Calendar. It is posted on the school's website and sent home each year. All scheduled breaks, eLearning, delays and closures will be in line with the corporation.

Half Day Program: 7:55-10:30

***In the event of a 2 hour delay; Half day students will not attend.

Full Day Program: 7:55-2:30 (2:00 on Wednesdays)

TUITION AND FINANCIAL ASSISTANCE

Monthly tuition payments will need to be paid in full by the first of each month. Online payments can be made through Brightwheel. If you are paying by check or cash, these payments can be dropped off at the front office or sent in your student's backpack. Please make sure to send in a marked envelope with your child's name and the amount enclosed.

Monthly payment plans can be made, if needed. Please contact the director to set that up in advance. If you are unable to make a payment at the required time, please contact us with a plan for when you will pay the remaining balance.

If you need tuition assistance, our licensed Preschool Program accepts CCDF vouchers and OMW-Pre-K. This is an income based program to help support families. Information on how you may qualify for this tuition assistance program can be found at https://earlyedconnect.fssa.in.gov/onlineApp/home

For families applying for the first time:

1. Go to the link above and create an account
2. To complete the application, the local eligibility office will need required documents. Documents do not need to be submitted before the online application, but can be uploaded at any point after by clicking the green Upload New Documents button. You will be asked to provide:
    a. Proof of identification for all adults in the household, all children's proof of birth and/or citizenship
    b. Proof of income (paystub dated within the last 60 days) and/or school schedule for all adults in the household
    c. Proof of address
    d. Proof of any other income received (SSI, Unemployment, TANF, etc.).

For families that have already been on vouchers and are re-applying:

1. We will need to submit a new provider form and parent agreement form

***You will only have 13 days to finish the application from start to finish or you will not qualify. All families will be placed on a waiting list until funds are available and then contacted and invited for Open Enrollment. You will be responsible for any tuition payments until you are approved and off the waiting list.

Refunds for advanced payment are available in situations where parents choose not to continue attending preschool at any point during the year. Refunds are paid back to the parent at a pro-rated rate for the number of days remaining and at only 80% of the initial value.

All tuition balances must be paid in full prior to re-enrollment or in order for additional children within the same family to be enrolled in our program.

Preschool Tuition

Program Option	Annual Tuition Cost	10 Monthly Installments	Pay in Full Discounted Rate
3 Half Days	$1,620	$162	$1,458
5 Half Days	$2,250	$225	$2,025
3 Full Days	$3,240	$324	$2,916
5 Full Days	$4,500	$450	$4.050

HEALTH RECORDS/CLINIC EXPECTATIONS

A copy of immunization records will be required. Please provide a copy of these to the front office upon enrollment. Families with religious or philosophical beliefs that prohibit immunization must complete a Religious Exemption Form with the school nurse. Students who may have a health condition interfering with their ability to be fully vaccinated must submit documentation from a physician. Health Record Forms and Immunizations must be turned in within 30 days of a child's enrollment. For children who are homeless and children in foster care, the Health Form must be provided within 90 days of enrollment.

We have a school nurse on site at Morristown Elementary that our Little Yellow Jackets may utilize. If your child has a life threatening allergy, asthma, seizure disorder, or other condition requiring medication or specific health action plan, parents should inform the director, classroom teacher, and school nurse prior to beginning school.

Please see the Shelby Eastern Schools Elementary handbook for more information.

COMMUNICATION EXPECTATIONS

At Little Little Yellow Jackets Preschool, we have a variety of ways we can communicate. Our school phone number is 765-763-6648. Email can be used for contacting the director, classroom teachers, or other staff members in the building. The best way to reach a Little Yellow Jackets Team member is through our communication app - Brightwheel. All Lead teachers and the director will have access to it during the school day. They will also send photos, messages, announcements and updates through the app. We will also send newsletter and/or parent tips indicating the focus skills

in the classroom. Please make sure to contact the school via phone and Brightwheel if your child will be absent.

OTHER IMPORTANT INFORMATION

Staffing: Our program's team members are highly skilled and trained professionals. We require over 20 hours of specialized training prior to working with early learners. In addition to training, all staff members hold current First Aid and CPR certifications. Our lead teachers hold at least a Child Development Accreditation. Our team is also required to pass a drug test, background check, and yearly evaluations completed by the director.

Breakfast/Lunch/Snacks: Little Yellow Jackets Preschoolers are able to purchase breakfast and/or lunch from the school cafeteria. To do so, they must have an account through our corporation platform My School Bucks. This can be located on the school's website. All students are given a morning and afternoon snack provided by the preschool program. If there are any dietary restrictions please let the director know.

Safety Drills: We will participate in all safety drills that Morristown Elementary conducts throughout the school year. At minimum, we will have a monthly fire drill. We will also have severe weather drills and lockdown drills. All disaster plans and procedures are posted in the classrooms.

Extra Clothing: Please make sure that your Little Yellow Jacket has at least two extra sets of clothing at school. We can get messy at times and it is always good to have a spare set.

Suspension and Expulsion Policy: Little Yellow Jackets Preschool will use the Prevention Checklist from the Office of Early Childhood and Out-of-School Learning as a guide in this area. https://www.in.gov/fssa/carefinder/files/IN_Suspension_-Expulsion_Checklist.pdf

BASIC INFORMATION/QUALIFICATIONS

- Little Yellow Jackets should be 3 or 4 years old by August 1, 2026.
- Little Yellow Jackets should be fully toilet trained during the daytime, or close to it, by the first day of preschool class.
- Little Yellow Jackets Preschool will occur Monday through Friday from 7:55 am to 2:30 pm. On Wednesdays, we release early at 2:00 pm.
- On delay days, the alternate schedule will be 10:00 am -2:30 pm (2:00 on Wednesdays). Morning only students will not attend.
- Children with special needs in the classroom may have mild to severe disabilities in one or more areas of development.
- Speech, occupational, and/or physical therapists work in the classrooms weekly. Your child may be asked to participate in these activities.
- Preschool follows the local school calendar which includes snow days, eLearning days, and delays.
- Parents of Little Yellow Jackets must provide transportation to and from Little Mohawks Preschool.

- Regular attendance is required for the entire school year.
- Monthly tuition fees are required to be submitted on the first day of each month.
- Parents will receive information on their child's overall classroom performance.

Little Yellow Jackets Discipline/Guidance Policy

It is very important that a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, we will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, we will:

- Respect your child
- Establish clear expectations
- 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
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Please contact your child's teacher and/or the program director. By signing the handbook, you agree to our program's discipline and guidance policy.

Morristown Elementary School

307 W. Main St. P.O. Box 910
Morristown, IN 46161

Phone: 765-818-1997 Kylee Thomas - Director Email: kthomas@ses.k12.in.us

---

Parent Handbook Acknowledgement and Consent

I, _____, parent of _____, who is enrolled at Morristown Elementary's Little Yellow Jackets Preschool, acknowledge that I received a Parent Handbook. I have read and understand the policies/procedures and will follow them while my child attends Little Yellow Jackets Preschool Program.

Please Initial the following:

_____ I understand that my child may be transported to a secondary location with MES students in the event of an emergency.

_____ I authorize emergency medical care to be provided to my child in the event of a medical emergency. 911 will be called and the child will be transported to MHP, if necessary.

_____ I have read and agree to the program's Discipline/Guidance Policy outlined in the handbook.

_____	_____	_____
Signature	Printed Name	Date