

Northeastern Early Learning Center Family Handbook



Belong • Grow • Contribute

314 West Main Street
Fountain City, IN 47341
765-847-2596 Ext. 931

The purpose of this handbook is to provide you with information about the policies and procedures at Northeastern Early Learning Center, NELC. It is our desire to have a good relationship with all our NELC families. We encourage you to become familiar with the handbook. If you have any questions or concerns, please do not hesitate to bring them to the attention of your student's teacher or Director.

Table of Contents

Mission, Philosophy & Goals	Page 2
Licensure, Confidentiality, Calendar/Hours, Contacting the School	Page 3
Enrollment & Tuition	Page 3-4
Change of Contact Information & Arrival/Dismissal	Page 5-6
Assessment & Curriculum	Page 6-7
Environment, Supply Lists, Parent Participation	Page 7
Field Trips & Family Involvement	Page 7-9
Home/NELC Communication, Birthdays, Celebrations & Transportation/Parking	Page 9-10
Personal Toys, Meal/Snack Time	Page 10
Nap/Rest Time & Clothing	Page 11
Outdoor Play, Lost and Found	Page 11-12
Toilet Training	Page 12
Health Policies	Page 12-16
Food Allergies, Visitors & Inclement Weather	Page 16-17
Fire and Emergency Drills & Guidance Policies	Page 17
Before/After School Care, Kindergarten Information	Page 17-18
Behaviors, Ongoing Behavior, Grievance Issues & Special Services	Page 18-21
Nondiscrimination Policy	Page 21
Payment Schedule	Page 22-24

Mission

We create a safe, inclusive environment that empowers every learner to meet personal goals through engagement in quality instruction and authentic opportunities to positively impact their lives and the community.

Philosophy

We believe...

Our school welcomes every learner.

All Knights must feel safe to teach and learn.

All Knights grow by learning something new each day.

Education is the shared responsibility of students, staff, parents, and the community.

In high expectations with a culture of accountability through support and feedback.

In providing real-world and authentic learning experiences.

Goals

The learning opportunities emerging within the Northeastern Early Learning Center community are designed to emphasize the development of the whole child: socially, emotionally, physically, intellectually, linguistically, and creatively. Specifically, consideration is given to:

- Establishing a positive family-school partnership which will contribute to a mutual understanding of the child and promote unconditional positive regard.
- To support student retention by providing high quality early care and education services.
- Assisting the child and family in belonging within the school setting with new peers, adults, environments, and routines.
- Fostering the development of each child's unique personality, learning styles, and modalities for self-expression.
- Supporting children in developing a respect for self and others.

Licensure

The Northeastern Early Learning Centers is a state licensed exempt facility (LLEP), with a Level 3 rating from Indiana's Paths to Quality Rating System. Both centers also meet requirements for On My Way Pre K (OMW) and Child Care Development Funding (CCDF).

Confidentiality of Children's Records and Information

Every effort will be made to maintain the confidential nature of the family-school partnership. No information will be shared with unauthorized persons without written permission from parents or legal guardians. Children's files will be kept securely locked to prevent unauthorized persons from viewing them. Only program administration and teaching staff are permitted access to student records. In addition, regulatory authorities have access to files upon request.

Calendar and Hours

Our program begins Wednesday, August 12th and ends Thursday, May 27th. All parents will receive a school calendar at the beginning of the academic year.

NELC hours are 8:20 am to 2:30 pm Monday, Wednesday, Thursday, and Friday. Tuesdays (early release day) hours are 8:20 am to 1:50 pm. Morning drop off begins at 8:15 am with a school start time at 8:20 am. Afternoon pick-up is at 2:30 pm.

In the event of a 2 Hour Delay, hours will be 10:15-2:30.

There will be no early release on Tuesdays if a 2 Hour Delay occurs. School will be released at the regular time.

Contacting the School

If your child's attendance is interrupted by illness, vacation, or delay, please let us know prior to the school day beginning by sending your student's teacher message on ParentSquare or call the main office at 765-847-2596 ext. 931.

Sign In/Out Procedures

When a student arrives late or needs to leave school for any reason, the parent/guardian is required to sign the student in/out of the school office. If it is necessary for a student to leave the building for any reason, parent verification will be made and he/she must sign out in the school office. Students will not be allowed to leave school grounds without the knowledge and permission of a parent or guardian. If signed in/out after 9:00 am or before 2:00 pm will count as an unexcused absence. Signing students out for lunch is not permitted.

Enrollment

A general education student must be 3 years of age on or before August 1st to enroll. If a student qualifies for Special Education, they will be enrolled upon qualification to receive services specified in their Individualized Educational Plan (IEP).

Requirements for Enrollment

- Birth Certificate
- Immunization records
- Social Security Card (optional)
- Proof of Residence (mortgage or rental agreement plus utility bill)
- Custody/Guardian papers, if applicable

Students who apply before June 1st will be given first priority for enrollment. If more students enroll before June 1st than can be admitted, in-district students and out-of-district students with siblings who attend Northeastern Wayne Schools will be given first priority. A public lottery will be held for the remaining spaces. The remainder of applicants will be on a waitlist by order of lottery. After June 1st, students will be accepted as spaces are available.

After the first day of school, only students who are in the district will be able to enroll if space is available.

Tuition and Fees

Tuition is set by the Northeastern Wayne Schools administration annually.

The Northeastern Wayne Schools elementary treasurer is responsible for collecting the tuition, and you will receive a statement each Friday. Payments may be made by cash or check and placed in the drop box outside of the NELC office. Electronic payment may also be completed for tuition payments. If payment is not received in a timely fashion, the balance will be turned over to collections. It is best to contact us or the treasurer's office if a situation should arise. On My Way PreK and Child Care Development Fund programs are also available for families who qualify. You may apply at the links below.

-<https://www.in.gov/fssa/carefinder/child-care-assistance/>

Weekly	\$115- 5 Day Program
	Tuition is not charged during scheduled school holidays or breaks. However, regular tuition fees apply to student absences and all E-Learning days (including unplanned closures, such as snow days). For every E-Learning day, students will be provided with an educational activity or assignment. For scheduled E-Learning days, these assignments will be distributed in advance. For unplanned closures, assignments will be provided when students return to school.

Change of Address/Phone Number

It is vitally important that we have your correct home and work addresses, phone numbers, and email contacts in case of an emergency. In addition, the name and phone number or a third contact person (a family member, friend, or neighbor) that can be reached in an emergency should be kept on file. If you move during the school year, or your phone number changes, please notify the school immediately.

Arrival and Dismissal

Regular attendance is important for your child to benefit fully from the program; regular attendance provides continuity in your child's daily routine.

Arriving at school on time allows the child to receive the maximum benefit from their school experience. Also, parents who are prompt in coming to get their children foster the development of trust. We want each child to experience all the NELC program has to offer – it is difficult if children miss activities.

Furthermore, prompt arrival and dismissal are essential for the staff and other classmates. The established departure times must be maintained.

The child is **never** dismissed to an adult not designated by the parent, adults appearing to be under the influence of alcohol or other substances, or against court ordered custody arrangements. If someone other than the parent is to pick up the child or if s/he is to go home with another child, the teacher must have written permission for this change or a phone call must be made to the main office. This is for the child's safety and protection. In an emergency, a phone call from a parent identifying the person who will pick up, along with personal identification provided by the person (driver's license) will be accepted or the student's car tag. **All dismissal changes must be made by 1:30 p.m. of the school day.** This ensures that the teacher receives the message.

Students who have transportation in their Individualized Education Plan may receive transportation to and from school. Those who are employees of Northeastern Wayne School Corporation may choose to have their student transported to the main campus. A permission slip will need to be signed in order for this to be approved.

*If your student is in the **Blue or Red room**, arrival and dismissal will take place on Fountain City Pike. For both arrival and dismissal, we ask that you stay by your car and wait for a staff member to pick your student up at arrival and bring your student to you for dismissal. We also ask that you DO NOT block the fire station drive.

*If your student is in the **Orange, Green or Yellow rooms**, arrival and dismissal will take place off of Mill Street. Those family members that are parked in the parking lot and that have been scanned will have a student released to them. We will not release students to any one that is parked along the street.

The car pick up lines are NO IDLE ZONES. Cars must be turned off due to ventilation and fumes entering the adjacent classrooms. The NELC parking lot car rider line is part of school property and is therefore a no smoking/vaping zone. Without a car tag, students will not be released. Adults will be required to show ID and office staff/SRO will contact guardians to

confirm the child(ren) can be released. If the guardians make arrangements prior to 1:30pm, this process will go much faster.

Assessment Policy and Plan

The Northeastern Early Learning Center relies on several formal and informal assessment methods, for a variety of purposes. Assessment is used for the following at the NELC:

- Curriculum planning
- Evaluation of child progress
- Identification of children's interests and needs
- Program evaluation and planning

Children are assessed in their classroom by adults who are familiar with them. Assessments are completed every 9 weeks. Results are kept confidential, and scores and progress will be discussed with parents at parent conferences and requested conferences. If for any reason a parent or teacher suspects a child has a delay, and further evaluation is needed, the NELC will refer the child to East Central Special Services with parent permission.

The NELC program is evaluated yearly by the parents and staff. This is done confidentially, and the results are tabulated and reported to the Director and personnel at Paths to Quality. Results are used for program improvements, to focus professional development training for staff, and to make changes to the NELC program.

If your child has an IEP, the team will share their learning goals with their general education teacher so that we may support these goals in our everyday curriculum. This information will be received at their child's annual case review held once a year with the case conference committee.

The teaching staff will make additional observations, which may include additional documentations, and another conference will be scheduled if concerns arise. Strategies and resources will be identified to address the needs of the child, family, and school program.

Curriculum

The curriculum, activities, experiences, and lessons the children experience at school is inspired by the whole child. We believe this provides the best overall results for children of all ages. These opportunities include literacy, math, social studies, science, art, music and social emotional instruction.

Our curriculum involves the whole child; meaning the social, emotional, cognitive, and physical realms of development and learning. In the classroom, we provide rich, diverse resources and respectful support to children's emerging interests. The teachers oversee the children to discover what they are interested in and build upon those interests. The children initiate the exploration and projects.

Scholastic On My Way Pre-K is the framework of implementation for instruction in the classrooms with a combination of teacher's knowledge and the interest and abilities of the children. Different approaches include activity-based, hands-on learning experiences, projects

that may last for a period of days (or weeks), opportunities to closely observe and document what they see and feel and encourage learning by working closely with peers.

In addition, Heggerty Phonemic Awareness Early Pre-K and Pre-K curriculum is used to supplement and support development of 7-10 early literacy skills. We also incorporate Learning Without Tears to assist in developing pre-writing readiness skills. When teaching phonics and alphabet skills, our teachers utilize the Zoophonics curriculum to provide a multisensory approach to reading, spelling, and writing.

The Environment

In preparing the classroom, the teacher and staff utilize a design that invites young children to become engaged in learning activities, to sustain focus our attention to activity, to demonstrate independence in decision making, and to initiate as well as maintain social interaction. They arrange the centers and accessories (culturally meaningful and reflective of children's background). Centers commonly available are block, reading, discovery, dramatic play, games and puzzles, books, Ipads, art, sensory, math, music and movement, and large motor. Child-sized tables, chairs, shelves and bathroom facilities promote independent behaviors. A well-organized environment with clearly defined learning centers, appropriately stocked with materials and tools for varying abilities, helps young children practice independence and self-control. Displays of children's paintings, pictures, dictated stories and messages, block construction, and other creative project work reflect the value of a child-centered environment.

School Supply List

Supply lists for each of the 3's room and 4's room are available in the school office and on our school website.

Parent Participation

Parent participation is welcomed at the NELC. Parent participation can take many forms. A background check will be required during these opportunities. Some ways in which parents may choose to be included are:

- Field trip chaperone
- Volunteering in classrooms during class parties or events.
- Participating in school events such as the Book Fair, Secret Santa Shop or Field Day
- Volunteering as a parent advisory board member.

Field Trips

Purpose of Field Trips:

Students in Northeastern Wayne Schools have many opportunities for first-hand learning experiences such as field trips. Field trips are planned to support all curricular areas. Teachers plan at-school activities to prepare students for what they will experience, as well as follow-up lessons. Teachers appreciate your support in these educational opportunities by both chaperoning

and providing any added expenses such as transportation fees, activity fees, meal costs, or entrance fees.

Chaperones

The selection of field trip chaperones is at the discretion of the school administration and/or trip sponsor. Due to space limitations, supervision needs, student safety considerations, and the educational objectives of the trip, not all individuals who volunteer may be selected to serve as chaperones.

In determining chaperone assignments, the school may consider factors including, but not limited to:

- The number of chaperones needed for the trip;
- The age and needs of participating students;
- Previous experience serving as a school volunteer or chaperone;
- The ability to effectively supervise students and follow school procedures;
- Completion of any required volunteer applications, background checks, or training;
- Student safety and supervision requirements; and
- Any other factors deemed relevant by the administration.

Selection decisions are made in the best interest of students and the school and are final. The school reserves the right to deny or revoke chaperone privileges at any time if it determines that doing so is necessary to maintain student safety, comply with school policies, or support the educational purpose of the trip.

Submission of a volunteer application or expression of interest does not guarantee selection as a field trip chaperone.

- ALL chaperones for field trips will require a Limited Criminal History check.

Chaperones must drive separately to all field trips. The bus that is taken to field trips has limited seating due to all students age 5 and below having to be in a five point harness.

Family Involvement

Parents and family members are young children's first and most important teachers. We expect that our center staff and family members will work together to create a program that truly reflects the lives of our children, families, staff, and community. Family involvement is also one of our standards that we must meet as part of our Paths to Quality regulations. In order to operationalize our belief, we make every effort to be culturally responsive by affirming human differences and by respecting the rights of participants to make choices about their own lifestyle. We seek to recognize, appreciate, and respect the uniqueness of each child and, in doing so, ensure that the child's positive regard for self and others is observed. We implement curriculum

plans that reflect the uniqueness of families. There will be several events throughout the year that families may participate in.

Home/NELC Communication

Parent-teacher conferences are scheduled once a year. Conferences are important parts of any educational environment. They enable the parents and staff to become better acquainted as well as provide opportunities to discuss the children's growth and development. In addition, conferences are valuable because of the information exchange between the home and the learning environment. Also, learning resources, such as books, activities or games, may be suggested that would enhance the child's development if they were available at home.

Parents should feel free to ask questions about their child's development at any time. It is only natural to be concerned and curious. Conferences can be scheduled at either the teacher or parent's request throughout the year. This enables parents to better relate to the teacher in his/her role. Parents also observe behavioral differences in their children from the home to the preschool.

Parent Square is utilized by teachers, office staff, and central office alike. It is our primary communication tool with families. Classroom information, school-wide information, closings, and delays will be communicated through this tool. It is extremely important that your email and cell phone information are correct in our Harmony system so that Parent Square information can be delivered to you appropriately.

NELC Classroom Newsletters - You can expect a classroom from your child's teacher via Parent Square once a month. This communication will have announcements, important updates, and reminders.

Children's Birthdays

Contact your student's teacher prior to your child's birthday to make arrangements for your child's celebration. **Food allergies need to be considered in planning and preparing a snack. Only store-bought items may be brought into the classroom.**

Community and Celebrations

Families, children, and staff will work together to plan and implement community events. Families and children will be instrumental in planning and preparing mutually agreed upon celebrations throughout the school year. The preschool staff supports the active involvement of families and their children in determining inclusive celebrations and events. If there are certain Holidays or celebrations that your family does not participate in, please let your child's teacher know.

Transportation and Parking

Every child who attends the NELC should be transported to and from school in an approved car seat. Information concerning best practice when using car seats is given out yearly. Therefore, it is very important that parents provide adequate protection for their child when someone else is picking the child up from school.

The center has designated parking spaces. These spots are used for staff or times that you are visiting the NELC. Please ensure that you do not park and leave your car while in line for dismissal.

Transportation from the Elementary in the afternoon to YCare is provided. Special transportation is also available if your student qualifies for an Individualized Educational Plan and lives in the Northeastern Wayne School district.

Classroom Pets & Therapy Dog

Studies show that pets enrich the classroom:

- o Observing and caring for an animal instills a sense of responsibility & respect for life.
- o A pet brings increased sensitivity and awareness of the feelings and needs of others.
- o Students learn that all living things need more than just food and water for survival.
- o The presence of animals tends to lessen tension in the classroom.

Class Jobs:

Students may apply and may be offered a job pertaining to caring for our class pet. These students will be in charge of helping care for our pet throughout the week in ways such as: feeding, water, and cleaning.

Personal Toys

As a general rule, personal toys are not permitted during school. The students will be provided with a wide variety of toys in their classrooms. If these items do make their way to school, the child will be asked to keep the toy in their backpack.

Meal and Snack Times

Each child will be provided with breakfast, lunch and a snack throughout the school day. Breakfast and lunch will be at a cost in excess of tuition fees, which cost is determined by NELC, while the snack is included in the preschool tuition fees. We encourage parents to apply for breakfast and lunch assistance through the National School Lunch Program. A form will be provided to all students at registration and can be requested at any time.

PRICES

BREAKFAST SERVED DAILY

PAID \$2.35, REDUCED \$.30

LUNCH SERVED DAILY

PAID \$2.85, REDUCED \$.40

***Parents will be notified of changes.**

Your student will have the option of school lunch or to pack their own lunch from home. If you choose to send lunch with your child, please make sure their name is listed on the lunch box. **We understand that some children have allergies or preferences of certain foods, it is important to let us know if there is a texture issue or food preference for your child.**

All children will be provided with low fat 1% milk at meals and water at snack times.

Children are not permitted to bring any type of soda or pop per State guidelines at any time. Children are also asked to have a water bottle daily. The bottle of water must be water only. No flavoring, juice or pop is permitted.

Nap and Rest Time

All children at NELC must rest or nap during the day. Parents are responsible for bringing a small child size blanket. Cots will be provided by the preschool. Blankets are sent home on Fridays to be washed. They will need to be returned Monday morning. All blankets should be labeled and will be in a designated area in the classroom. Small stuffed animals are not allowed during this time as it can be a choking hazard or a disruption. Due to limited space and resources, students who do not nap will remain in the classroom and are expected to participate in restful, quiet downtime so that other students may rest comfortably. If naptime behavior becomes an ongoing issue, a meeting will be scheduled between the family, classroom teacher, and the Director to address these concerns.

Children's Clothing

Children attending NELC should dress in comfortable, washable clothes while at school. There are "messy" art activities, sand, water experiences and outdoor activities that may occur during their day. Clothes that parents are not concerned about staining or soiling are best. Appropriate shoes, which protect your child's feet should be worn to school as they will be running, taking walks and riding bikes.

A change of clothes will need to be provided. All items should be labeled with the student's name. The change of clothes will be placed in a ziploc baggie and labeled with the student's name. Reminders will be sent out about changing the clothes out for each season. Children will go outside each day unless it is raining or the temperature/ wind chill falls below 25 degrees. Appropriate clothing for playing outside in the winter months includes a hat, mittens or gloves, a heavy coat and appropriate shoes. If you are not able to provide these items, please let Mrs. Harrell know and she will make arrangements.

To encourage independence, children's clothes need to be easily handled by them. Students are encouraged to zip their coat, put their shoes on, button pants, etc.

Changes of clothes must be restocked promptly upon the teacher's request. A note will be sent home with the change of clothes soiled or stained.

Outdoor Play

Children will go outside daily unless it is actively raining or the temperature or wind chill falls

below 25 degrees. If the temperature rises above 95 degrees and there is a heat advisory in effect, the children will not go outside. If the weather is hot outside, the children are encouraged to take their water bottle out with them.

Lost and Found

Articles of clothing found are placed in the “lost and found” area located in each wing of the building. Unclaimed articles are donated to charitable organizations. Parents are advised to write children’s names on lunch boxes, sweaters, coats, or any personal items.

Toilet Training

Students should be potty trained before beginning their school year at the Northeastern Early Learning Center. We understand that children develop at different rates; therefore, if a child is not fully potty trained by the start of school in August, a Toileting Contract & Action Plan will be established. This agreement will be created by the Director, classroom teacher, and parents to track progress, set supportive goals, and help the child meet this developmental milestone.

To support your child's independence and comfort during the school day, families must adhere to the following guidelines:

- **Supplies:** Diapers, pull-ups, and baby wipes must be provided by the family. Classroom teachers will notify you when these supplies are running low so they can be promptly replenished.
- **Clothing Requirements:** Please send your child to NELC in loose-fitting clothing that they can manage independently when using the restroom. To foster independence and prevent frustration or accidents, **please avoid** tight clothing, overalls, tight leggings, or pants with complicated snaps and buttons.

Failure to meet the goals outlined in the Toileting Contract or failure to provide necessary supplies may result in a formal review meeting with the classroom teacher and Director to determine next steps for the student's enrollment.

Health Policies

The school maintains health services for all children, so they may attend school with the best physical, mental, and emotional health conditions attainable to facilitate learning. State regulatory agencies mandate much of what we do in this area to help ensure as healthful an environment as possible.

The Northeastern Early Learning Center requires that families adhere to several health regulations while children attend the programs. These regulations are listed below:

Health Requirements for Enrollment

When a student enrolls in a school corporation for the first time, or any subsequent time, and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the school corporation with complete immunization records prior to the beginning of the school year

School Immunizations Required for School Attendance

Preschool	Required Immunizations: ☐ 3 Hepatitis B 4 DTaP* ☐ 3 Polio* ☐ 1 Varicella* ☐ 1 MMR ☐ 2 Hepatitis A
------------------	---

*4 doses of DTaP/DTP/DT are acceptable if the 4th dose was administered on or after the child's 4th birthday. *3 doses of Polio are acceptable if the 3rd dose was given on or after the 4th birthday and 6+ months after the previous dose.

*Physician documentation of Varicella disease history, including month and year, is proof of immunity. A parent report of disease history is not applicable.

A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the process of complying with all immunization requirements. A schedule of proposed immunizations must be on record at the school office. Such provisional admission shall be for a length of time not to exceed 20 days. Students who do not have proof of immunization will not be registered in school, or if registered, will be excluded from school until proof of immunization is presented to the school nurse.

Fever

A child presenting with a fever of or greater than 100.4 will be sent home and can return to school once they have been fever-free for 24 hours, without the use of fever-reducing medications. The corporation nurse reserves the right to send a child home based on symptoms.

Accidents

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that parents cannot be reached, the student will be discharged to the person designated as the "medical emergency contact" on the enrollment card. If you change your address or home/work telephone numbers during the school year, please inform the school as soon as possible.

Head Lice

Parents need to notify the school when their child has head lice. Children who have head lice will be excluded from school to be treated. After treatment, children will be checked by the school nurse before returning to the classroom. The following procedure will be utilized:

- Any child with severe itching of the scalp will be sent to the school nurse to check for signs of head lice.
- If signs of active head lice are found by the school nurse:
 - Parents will be notified and the student will be sent home
 - Students in the child's class will be checked for signs of head lice as deemed necessary
 - All siblings of the child will be checked at the school site

After the student has been properly treated and there are no lice in the child's hair, the child may return to the school but must be accompanied by an adult to the nurse's office for a recheck before returning to the classroom. An excused absence of 24 hours is allowed for effective treatment for the eradication of head lice.

E. Other Health Problems

Immediate first aid is provided in the event of illness or injury at school. Parents are contacted to assume responsibility in case of serious illness or injury. The school will call parents to take home any student who has a generalized rash or symptoms of a highly infectious disease, such as: chicken pox, scabies, impetigo, ringworm, and conjunctivitis. Students will be readmitted to school with a note from a medical doctor or proof of treatment.

Administration of Medication

Parental Consent

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

Non-Prescription Medication

All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

Prescription Medication

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick, to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the

physician shall be kept on file. All prescription and non-prescription medications to be administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's statement (in the case of non-prescription medicine) only by a school nurse or other employee designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Non-FDA Approved Medications or Treatments

Students may be administered non-FDA approved medications or treatments (such as CBD oil) under the following conditions:

1. Parent/Guardian will provide a prescription from a health care provider (as stated above).
2. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) must administer the prescribed dosage to the student.
3. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) must maintain possession of the medication. The medication will not be stored on school property.
4. Parent/Guardian may submit in writing a list of other adults that may come to the school to administer the dosage of the medication including parent signature. This list must be specific with names, dates, dosage, and time.

Self-Administered Medications (IC 20-33-8-13)

Students may possess and self-administer medication if the following conditions are met:

1. The student's parent or guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in (2.).
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. the student has been instructed in how to self-administer the medication; and c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in (1) and (2) above must be filed with the student's principal annually.

Release of Medication

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent or guardian; or 2. an individual who is:
 - a. at least eighteen (18) years of age; and
 - b. designated in writing by the student's parent or guardian to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school function with a student only if the student's parent or guardian provides written permission for the student to receive the medication.

Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol for the use of medication in emergency situations.

The above policies must be adhered to. There are NO exceptions.

Food Allergies

Families must inform NELC of any food allergies or food restrictions. Medical documentation will need to be provided to the corporation nurse, Krissy Moore. Please have the physician's office provide specific documentation regarding the steps to be taken for allergies and restrictions.

Visitors

To maintain safe conditions for our students, all visitors should enter through the secure entrance and main office upon their arrival to school. At this time, visitors are not allowed to eat lunch with a student or visit classrooms for birthday celebrations. They are welcome to drop off birthday treats. Visitors will not have access to classrooms during drop off/pick up or the school day. Visitors cannot attend recess in order to help us maintain a higher level of security.

Background checks may be required for any visitor.

Inclement Weather

The Northeastern Early Learning Center follows the Northeastern Wayne School Corporation cancellations snow policy. If NWS announces a delay, NELC will follow the delay. Arrival will begin at 10:15 a.m and regular dismissal time will stay the same (2:30 pm). If NWS is closed, then NELC will be closed. As always, we encourage families to use their own judgment in transporting young children in wintery weather. There will be no morning Latch Key on 2 Hour Delay days. Decisions to close or delay school are made by the superintendent. Northeastern Wayne Schools utilizes ParentSquare. This information should come to you according to your notification settings within ParentSquare. Parents can also obtain closing or delay information from additional sources: Radio - WKBVAM 1490, WFMGFM 101.3, or WQLKFM 96;

Television - WTHR Channel 13, WISH Channel 8, or WRTV Channel 6; Internet - www.nes.nws.k12.in.us; and various social media sites.

Early Dismissal Procedures

Our first concern, as always, is the safety of our students. Should weather conditions warrant an early dismissal, it is imperative that students know their family emergency plan. Although we want to ensure that every student will have a place to go when dismissed early, it is not possible for the office to call every parent to find out where the student should go. Our office will send out a Parent Square notification to families in the event of an early dismissal. It will also be broadcast on the previously mentioned media sources.

Please remember, the after school childcare program will not meet when school has been dismissed early due to emergency school closings.

Fire and Emergency Preparedness Drills

Fire drills are held once a month. Fire drills are indicated by the alarm system, which is a continuous buzzer type alarm. Students will also be made aware of what to do in case of an earthquake or tornado while at school as well as at home. Tornado drills are held once per semester. Students are also instructed as to what to do in the case of a man-made emergency: chemical spills, biohazards, or other impending threats to student safety. Northeastern Wayne Schools utilizes the SRP protocol to empower students and teachers to utilize a set of proactive strategies in the case of an armed intruder.

Guidance Policies

Helping young children acquire appropriate social skills, constructive ways to express feelings, and strategies to develop self-control are critical parts of an ongoing process in the early childhood classroom. Children need support and structure appropriate to the age and stage of development in order to gain control over actions and use of words while interacting with others. Children benefit from a well-organized environment with interesting materials and challenging equipment. They play more appropriately when given opportunities to make choices and engage in activities during large blocks of time. Children participating in the NELC facility experience a predictable routine and daily schedule that contributes to a sense of security. They learn to monitor and to engage themselves in purposeful activity.

Regarding direct guidance of young children, teachers at NELC demonstrate a respectful attitude toward children as they talk with them and model appropriate ways to communicate with others. They show warmth and caring. Other techniques teachers use include redirecting children as needed, affirming appropriate behaviors and using consequences that “fit the action”. Taking responsibility for one’s actions is emphasized through discussions about problem solving, limit setting, and how to resolve conflicts.

Before/After School Care

Before school care is provided by LatchKey. LatchKey begins at 7:00 a.m. each morning and ends at 8:15 a.m. If you arrive after 8:15 a.m., you will be asked to get in the arrival line. A

separate enrollment form will be available for this. The cost for LatchKey is \$2.00 per day that the child attends.

For after school care, we have partnered with the YMCA to provide YCare to preschools. Students will be transported to Northeastern Elementary for YCare. Students are provided with activities and a snack. YCare closes at 6:00 pm each night. A separate packet is available for this program.

Kindergarten Information

To qualify for kindergarten, a child must be five years of age by August 1st of the school year. Kindergarten Round-Up is held annually in April. Parents will enroll their child for school while the children work through station activities. The child's original birth certificate, Social Security number, immunization record, and proof of residency should be brought to the round-up. Information concerning Kindergarten Round-Up will be announced on local radio stations and placed in the Palladium Item, Parent Square, school website, and kindergarten newsletters. **A student must be an Indiana resident in order for them to be enrolled at Northeastern Elementary School.**

Behaviors, Ongoing Behavior, Grievance Issues and Special Services

Expectations for Student Behavior

A major component of the educational program at the Northeastern Early Learning Center is to support our youngest learners as they grow into kind, responsible, and caring friends. We guide children to understand how their choices affect others and how to navigate a classroom community safely and respectfully.

Expected Behaviors

With the guidance of our teachers, each preschool student will be encouraged and supported to:

- Play Safely: Follow classroom, building, and playground safety rules to keep themselves and their friends safe.
- Respect Teachers & Friends: Listen to and follow directions from school staff, respect personal space, and take care of classroom materials.
- Show Kindness: Use polite words and treat classmates and adults with respect.
- Be Ready to Learn: Arrive at school on time, participate, and follow daily routines.
- Practice Togetherness: Work on sharing, taking turns, and playing cooperatively with all classmates during group activities.

Positive Guidance and Behavior Support

Helping children acquire appropriate social skills, constructive ways to express feelings, and strategies to develop self-control are critical parts of our daily program. Children need support and structure appropriate to their stage of development to learn how to manage their actions and words.

When a child exhibits challenging or disruptive behavior, teachers utilize positive guidance techniques to teach proper alternatives. When inappropriate behavior occurs, staff will take the following supportive actions:

- Intervene Promptly: Act immediately if an action is hurtful or harmful to self, others, or school property.
- Co-Regulate: Support the child to achieve a calm state before attempting to talk through the situation.
- Acknowledge Feelings: Validate the emotions shown during the incident while keeping boundaries clear.
- Problem-Solve: Re-state the classroom limit and guide the child to help figure out a solution or an alternative choice.
- Provide Tension Release: Offer a calming activity when needed (such as a brief walk, a drink of water, a quiet snack, music, deep breathing exercises, or fidget tools).
- Encourage Reflection: Discuss how the child can be responsible for their actions and talk about *why* it is important to use kind words and choices.

Classroom Conduct

Students shall follow rules established for their individual classrooms. Respect should be given to teachers and assistants at all times.

Disciplinary Action

Ongoing Behavior Concerns & Program Disenrollment

We believe that children make the greatest progress when families and school staff work closely together. However, to ensure a safe and productive learning environment for all our young learners, certain behaviors require immediate and serious intervention.

If a student's behavior is consistently disruptive to the learning environment or poses a safety risk, the following collaborative procedure will be used:

1. Teacher-Parent Consultation: The classroom teacher will contact the family to discuss the specific behavior concerns, share observations, and align classroom strategies with home routines.
2. Collaborative Action Plan: If the behaviors persist, a meeting will be scheduled with the Director, classroom teacher, and parents to build a formal behavior support plan tailored to the child's developmental needs.
3. If behaviors continue despite interventions, the student may be suspended from school for one to ten days.

NOTE: Suspension/expulsion occurs according to the Public Law I.C. 20-33-8.

Disenrollment is always viewed as a last resort. However, if a child's developmental or behavioral needs exceed the design, space, and resources of our preschool program, the Director will meet with the family to issue a formal notice of disenrollment and assist in identifying alternative community resources or special service pathways.

School Resource Officer (SRO)

The primary duty of the School Resource Officer (SRO) is to serve Northeastern Wayne Schools as a community officer and to enforce all municipal, state, and federal laws. The officer is expected to create relationships with stakeholders (school administrators, parents, students, and the greater community), formulate crime prevention tactics, and make himself or herself available for meetings regarding law enforcement related topics.

In the case of a grievance issue about the classroom environment, learning opportunities for the children or children's interactions, the following procedures will be followed:

- 1) The parent will meet with the classroom teacher to discuss the problem.
- 2) The parent will meet with the Director to discuss the problem. Any staff involved in the dispute will also be present.
- 3) If the problem cannot be resolved from this meeting, the parent, teacher, and Director will meet with the Assistant Superintendent.

Special Services (East Central Services)

Speech/Language/Hearing Therapy Services

- The Speech Pathologist screens the hearing of students in grades 1,4,7,10 and any others who are referred (including preschool). If a student does not pass the screening, parents are notified with the suggestion of medical follow-up.
- In the Northeastern School Corporation, all kindergarten students have their speech and language skills screened at the end of the first nine weeks of school. If a student appears to need a complete evaluation, consent is obtained from the parent/guardian, the evaluation is completed by the speech pathologist and a conference is held to review results. The student may qualify for speech and/or language therapy services as part of their school program. Eligibility is determined by the conference committee members based on the evaluation results and criteria established by the state. If eligible, an individual education plan (IEP) is written for the student.
- The speech pathologist is available to screen the speech/language of any student referred, from preschool to 12th grade. A referral can be made at any time by the student's teacher, doctor or parent/guardian. A preschool student is referred by First Steps prior to their 3rd birthday. If they have been receiving speech/language therapy in their home. Those students are then evaluated to determine if they will need to continue services in preschool.

DEBI HODOWAL, CCC-SLP

EAST CENTRAL INDIANA SPECIAL SERVICES

Least Restrictive Environment

Students with disabilities in the attendance area of the Northeastern Wayne School Corporation shall be educated and participate in academic, non-academic, and extracurricular activities with non-disabled students to the maximum extent appropriate. The educational placement of students with disabilities shall be determined annually by a case conference committee and shall be based on the student's individualized education program. The case conference committee shall also take into consideration any potentially harmful effects of a suggested placement on the student or on the quality of the services needed.

Unless the individualized education program requires some other arrangement, a student with disabilities shall be educated with the student's chronological peers in the school the student would attend if not disabled. Placement of students with disabilities in special classes or separate facilities shall occur only when it is documented by the case conference committee that education in general education classes cannot be satisfactorily achieved. If necessary, a continuum of alternative educational placements shall be available to meet the individual needs of students with disabilities.

Seclusion and Restraint

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. As soon as possible after any such use of restraint and/or seclusion, the parents or guardians will be informed when any of these actions have occurred and will be provided with a detailed account of the incident, including the circumstances that led to the use of restraint and/or seclusion.

Nondiscrimination Policy

It is the stated policy of the Northeastern Wayne School Corporation not to discriminate on the basis of race, religion, national origin, sex, or disability. This non-discrimination policy applies to students' access to courses and programs to physical education and athletics, to counseling and guidance, to vocational educational programs, to financial assistance, to extracurricular activities, and to other matters related to students. This policy further applies to all employees and patrons of the school corporation. A Compliance Officer has been appointed for the Northeastern Wayne School Corporation. It is the Compliance Officer's responsibility to see that both the "letter" and the intent of the non-discrimination policy are followed. Inquiries, information, or formal complaints should be addressed to Mrs. Jennifer O'Brien, Northeastern Wayne School Corporation, Administration Office, 7295 US 27 N, Fountain City, Indiana. Telephone: 765-847-2821

Payment Schedule for Northeastern Early Learning Center 2026/27 School Year

5 Day Preschool Program- Total 1st Semester Cost- \$1932.00	
Week of/ Due Date:	Week Payment
August	
10th	\$69.00
17th	\$115.00
24th	\$115.00
31st	\$115.00
September	
7th	\$92.00
14th	\$115.00
21st	\$115.00
28th	\$115.00
October	
5th	\$115.00
12th	\$115.00
26th	\$115.00
November	
2nd	\$115.00
9th	\$115.00
16th	\$115.00
23rd	\$46.00
30th	115.00
December	

7th	\$115.00
14th	\$115.00

5 Day Preschool Program-Total 2nd Semester Cost- \$2208.00	
Week of/ Due Date:	Week Payment
January	
4th	\$115.00
11th	\$115.00
18th	\$92.00
25th	\$115.00
February	
1st	\$115.00
8th	\$115.00
15th	\$92.00
22nd	\$115.00
March	
1st	\$115.00
8th	\$115.00
15th	\$115.00
22nd	\$92.00
April	
5th	\$115.00
12th	\$115.00
19th	\$115.00
26th	\$115.00
May	
3rd	\$115.00

10th	\$115.00
17th	\$115.00
24th	\$92.00

*No Tuition is Due on Holidays *Tuition is due for E-Learning Days and inclement weather days



I, the parent or guardian of _____, have read and reviewed the Northeastern Early Learning Center Handbook. In signing, I indicate an awareness of school practices and procedures. Failure to sign and return this form does not exempt your child from being bound by the school practices and policies set forth in the Handbook.

Parent's signature: _____

Printed name: _____

Date: _____