

MSDMV Early Childhood Program



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General Information and Procedures

West School Colors: Red and White
West School Mascot: Warriors

Farmersville School Colors: Red and Black
Farmersville School Mascot: Falcons

Enrollment Policy

- Enrollment in the center shall be provided without discrimination (sex, race, creed, and political belief). Children will be accepted on the basis that the school is able to meet the individual needs of the child.
- Four year old Pre-K enrollment is open to any child who turns 4 by August 1st of that school year. A waiting list will be maintained.

PRE-K:

- Complete online enrollment form
- Complete On My Way application
- Send verification or denial proof to school principal's email
- Complete all enrollment paperwork

Developmental Delay Preschool/Pre-K:

- Developmental Delay Preschool is available to 3-5 year old students who qualify for special education services.

MSD of Mt. Vernon Preschool Screening Clinics

- MSD of Mt. Vernon Special Services holds quarterly screening clinics to assess developmental and speech/language skills for children ages 3-5 years at no cost to the parent.
- If concerned with a child's development, call MSD of Mt. Vernon Special Services at 812-838-5516 to schedule an appointment or obtain more information.



General Information and Procedures

Arrival Procedures For Pre-K Students at West Elementary

- When transporting your child to school, pull up at door 12
 - Staff will be at the door to receive your child
 - Do NOT leave your child without direct adult contact
- Drop off in the morning is 7:45-8:00 am
- If you arrive late, please escort your child to the front door and ring the bell. Staff will escort your child to the classroom

Arrival Procedures For Pre-K Students at Farmersville Elementary

- When transporting your child to school, pull up at door 8
 - Staff will be at the door to receive your child
 - Do NOT leave your child without direct adult contact
- Drop off at door 8 in the morning is 7:45-8:00 am
- If you arrive late, please escort your child to the front door and ring the bell. Staff will escort your child to the classroom



Dismissal Procedures For Pre-K Students

- Preschool will be dismissed at 3:00
- Dismissal will take place at the same door as arrival.
- Please wait for buses to depart before entering the bus lane.
- If you have a school age child, please talk to your child's teacher or the front office about having your children dismissed together.
- Anyone not on a child's emergency contact list cannot take the child.

Arrival and Dismissal Procedures For Developmental Preschool

- Arrival and dismissal will be determined by the IEP.
- Your child's teacher will share detailed information with you during the case conference.
- Developmental Preschool students may receive bus transportation in their IEP. Drop off and pick up times will be provided by the transportation director or bus driver.



Early Pick Up

Students being picked up early will be called to the office after the guardian arrives and notifies the office staff. Only those listed on a child's emergency contact list in Skyward are allowed to pick up the child.

General Information and Procedures



Illness

- Your child needs to be free of fever (100.0), diarrhea, or vomiting for 24 hours, WITHOUT medication, before returning to school.
- If your child will be absent, please call the school office by 9:00 AM to help us document it correctly.
- The school phone number is:
 - West: (812) 833-2072
 - Farmersville (812) 838-6593
 - You may leave a message



Medications

- If your child needs prescription medication to be administered at school, you will need to complete a record of medication order and the medication must be in the original container. The form MUST to be completed by the child's guardian.
- Over the counter medications must be in the original unopened container and a health form provided by the school nurse and must be signed by the parent.
- We utilize a school nurse for medications.
- We follow MSDMV guidelines in handling medications.
- All medication forms can be obtained from the school nurse.
- If your child has asthma or food allergies, please notify the school nurse.

Special Schedules

- On eLearning days and snow days, there will be no virtual Pre-K.
- On a 2 hour delay schedule, class will begin at 10:00.
- On Early Dismissal Pre-K students will be dismissed at 12:00.
- Parents must provide transportation.
 - Students attending the Developmental Delay Preschool program may have transportation provided within their IEP.



General Information and Procedures

Lunchroom Guidelines and Rules

- Students may bring their own lunch or purchase food from the cafeteria.
- Current lunch menus can be found at:
<https://www.mvschool.org/mv-information-center-2/district-resources/current-lunch-menu>.
- Parents can send cash or check to school, or pay for lunches in Skyward
- Meals from home must be in a lunchbox.
 - Please label your student's lunchbox
 - Do not send lunches that require heating. There is no microwave available.
- Alert your child's teacher of any allergies or dietary restrictions. They will also be entered into Skyward.

Classroom Celebrations Policy

- Please check with your child's teacher for guidelines
- All snacks **MUST BE STORE BOUGHT AND COME IN PACKAGING THAT INCLUDES A NUTRITION LABEL.**



General Information and Procedures

Dress

- Early Learning is messy! We will do our best to keep your child clean but please know that school clothing may get dirty.
- Daily dress is socks/tennis shoes and weather appropriate clothes for outdoor play.
- We will be outdoors for recess anytime the windchill is 25 degrees or higher.
 - While we understand that children shouldn't wear a coat in a car seat they still need a warm coat, hat, and gloves for outside play. Please be sure to send those items each day.
- We will be outdoors for recess anytime the heat index is below 92 degrees.
 - Please be sure students are prepared for sun exposure and are in lightweight clothing on warm days.
- Please make sure to send your child an extra set of clothing (season appropriate) to keep at school. This includes top, bottoms, underwear and socks. This will be kept at school for messes or accidents. Please replace these as needed and during season changes.
- Label all jackets/coats and hats.



Personal Items

- **Please do not send your child to school with any personal items, including: toys, books, etc.** We have plenty of materials at school and cannot be responsible for items from home.

General Information and Procedures

Safety Drills

Drills are a mandatory practice to prepare for potential emergencies. Emergency drills include fire, earthquake, weather-related, and active shooter. Staff are provided a plan for each with strategies and options for optimal safety. Students are held accountable for responsibly participating in drills. All drills are done on an age appropriate level.



Visitors

The Superintendent and/or principals have the authority to prohibit the entry of any person to a school ... or to expel or suspend any person when there is a reason to believe the presence of such person would be detrimental to the good order of the school.

Tobacco, Illegal Substance and Firearm Agreement

Tobacco use, illegal substances and firearms will not be permitted at the school facility. Anyone found in possession of these items will be immediately escorted from the premises and could result in termination or removal of privileges to be on school property.

Intoxicated/Impaired Child Pick-Up

Any person who is authorized to pick-up the child enrolled in the school and comes to the school intoxicated or in an impaired physical condition, which may prevent him or her from assuring the child's welfare, will not be allowed to pick-up the child. Childcare staff will use their best judgment when addressing the situation and will contact law enforcement if necessary.

Curriculum

Pre-K

Our Pre-K programs follows the Frog Street Curriculum. It includes a research based scope and sequence for literacy and math. It includes strategies for students of all ability levels. It also helps students build a strong social-emotional foundation to help them learn to manage their emotions. The Pre-K program is a play-based learning environment. Each day includes opportunities to explore dramatic play, math, science, block play, sensory, music, fine motor skills, music, reading and writing.

Developmental Preschool

Developmental Preschool creates a program to meet the needs and goals of each individual student. The classroom utilizes a comprehensive, play-based early childhood curriculum that focuses on total language, hands-on investigations into different topics, and learning and growth in all areas of development.



Parent Communication



Skyward

Skyward is the online platform for collaboration with families. Families can share the most up-to-date contact, health, and safety information while receiving information about school events, district events, report cards, test data, and personalized contact as needed. Skyward can be accessed at www.mvschool.org or through the app.

Log into Skyward to:

- Create login credentials to be used throughout your student's school career.
- Each year, complete a set of Required Forms in Skyward's Family Access to provide our school with the most current information while reducing errors through a chain of paperwork.

Types of Communication

Please stay connected and keep contact information updated. MSDMV utilizes Skyward to send information and emergency correspondence to families.

Emergency Phone Numbers

List at least two emergency phone numbers in Skyward. When primary guardians are unavailable, the school will call emergency contacts when a student becomes ill or an emergency arises. Students will only be released to guardian-approved contacts. Identification may be requested at pick up.

Keep contact information current in Skyward to receive emails, texts, and phone messages.

Daily Folders

Please check your child's folder daily for schoolwork and communication.

Facebook

The school maintains a Facebook page frequently sharing events and photos. Your child must have media release in Skyward in order to have their photo shared.



Parent Communication

Skyward

MSDMV utilizes Skyward to communicate district information with families.

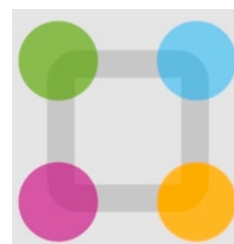
Classroom Communication

Classroom teachers will provide information about how they will communicate with families along with other classroom specific information.

Emergency Situations

In the event of a student injury that occurs during the school day and on school property, this protocol will be followed:

- The student's injury will be assessed by the immediate adult supervisor
- The adult supervisor will contact the school nurse; or if the injury is substantial will radio to the office that emergency help is needed.
 - If the injury can be treated by the school nurse, the student will be transported to the nurse's office
 - Guardians will be contacted
 - An injury report will be completed and sent to the district office
- The adult supervisor will call 911 if they feel the injury is life threatening or if the known injury needs emergency attention.
- Immediately contacting 911, the school secretary will contact the students' guardians.
 - Guardians will be contacted in the order that is listed in Skyward.
 - Parent 1 will be responsible for contacting Parent 2 if necessary.
- If the emergency response team is required, and the student can be treated on property, an injury report will be completed and sent to the district office.
- Once the student is safe and stable, the building principal will email Sara White, FSSA Consultant, a brief description of the incident and a copy of the injury report.
- If the emergency response team is required to treat a student, Sara White must be notified.
- If the student sustains minor injuries that require medical attention, an injury report should be sent to the district office.
- Minor injuries that can be treated by the school nurse do not require action beyond school operational procedures.



School Supply Lists



Pre-K Supplies

- Full size backpack (needs to fit a folder and pillow/blanket)
- Small blanket
- Travel size pillow with washable pillowcase
- Gallon size ziplock bag of clothes - underwear, socks, shirt, pants
- Write your child's name on everything
- Teachers may provide a wish list, but no other supplies are needed
- Please do not attach hand sanitizer to your child's backpack.

Developmental Preschool Supplies

- Full size backpack
- Gallon size ziplock bag with two changes of clothes - underwear, socks, shirt, pants
- Diapers/Pull-ups and wipes (if applicable)
- Teachers may provide a wish list, but no other supplies are needed

Pre-K Specific Information



Tuition

- Tuition is \$500/month. It will be billed regardless of illness, eLearning, or bad weather days. Scholarships through On My Way Pre-K are available if eligible. Attendance requirement must be met in order to keep scholarship once approved.
- Payment is due by the 5th of every month. Failure to pay tuition on time will result in dismissal from the program.

Attendance requirements:

Funding is lost if the student is absent the following amount of days:

- On My Way Pre K- 40 days

Paperwork

- Birth certificate must be provided upon enrollment
- Parent agreement must be signed
- Skyward information complete
- Enrollment packet
- Immunization record provided



Rest Time

- Each class has a rest time in the afternoon.
- Students will lay on a cot in our classroom with the pillow and blanket that you provided.
- Students will rest for at least 30 minutes before a quiet time activity is offered
- Bedding will be sent home each Friday for you to wash and return to school the following Monday.
- If you pick your child up early, keep in mind that they may be sleeping.

Outside Play

Farmersville Elementary School

Students will use the preschool playground located on the west side of the building. They will also have access to the swings and blacktop area located adjacent to their playground area. The teacher and teacher assistant will provide supervision while on playground equipment or swings, as well as provide age appropriate activities on the blacktop or grassy areas immediately next to the preschool playground area. This may include bubbles, chalk, balls, etc.

West Elementary School

Students will use the Greentop or Blacktop Playground area(s) located on the north side of the school building to participate in outside activities. The teacher and teacher assistant will provide both appropriate outside activities and access to age appropriate materials/equipment such as bubbles, chalk, balls, etc.

Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while at our child care program. Children will be actively supervised with the required number of qualified adults (adults who have completed a national criminal history check, consent form, drug screen and negative TB test and have completed all required training). Our child care will not care for children in areas that are being remodeled, repaired, or painted. The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The child care will take the following steps to maintain the child care:

1. Clean the child care daily; bathrooms, classrooms, playgrounds.
2. Ensuring that a qualified caregiver maintains ratios, group size and supervision at all times. (inside/outside, field trips, transportation etc.)
3. Keep the child care in a sanitary condition at all times through routine cleaning.
4. Sanitize toys, furniture, cots and other equipment used by children, weekly and when they become soiled or contaminated.
5. Wash all soiled items prior to sanitization.
6. Follow any Executive Orders (EO) or local public health emergency requirements
7. Ensure handling and storage of hazardous materials and the appropriate disposal of bio-contaminants • Handwashing • Exposure to blood and bodily fluids • Poisons and hazardous material including but not limited to; plants, Asbestos, Carbon Monoxide, pest control equipment
8. Protection from hazards that can cause bodily injury such as electrical hazards, bodies of water and vehicular traffic.

Safe Conditions Policy - Outside Play

The following steps will be taken to ensure that your child is safe while at our child care program during outside play. Children will be actively supervised with the required number of qualified adults (adults who have completed a national criminal history check, consent form, drug screen and negative TB test and have completed all required training). Our child care will not care for children in outdoor areas that are being remodeled, repaired, or painted. The administrator or director is responsible for maintaining all playground equipment in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts or broken pieces.

The child care will take the following steps to maintain the child care:

1. Ensuring that a qualified caregiver maintains ratios, group size and supervision at all times.
2. Sanitize toys and outdoor equipment used by children, weekly and when they become soiled or contaminated.
 - 2a. All playground equipment utilized by the preschool children will be appropriate for children ages 3-5.
3. Wash all soiled items prior to sanitization.
4. Follow any Executive Orders (EO) or local public health emergency requirements
5. Ensure handling and storage of hazardous materials and the appropriate disposal of bio-contaminants • Handwashing • Exposure to blood and bodily fluids • Poisons and hazardous material including but not limited to; plants, Asbestos, Carbon Monoxide, pest control equipment
6. Protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, vehicular traffic and other potentially dangerous areas.
 - 6a. Students will always have two adults when outside to ensure adequate supervision and a lack of access to traffic or water.
 - 6b. In the event of a child elopement from an area, one staff will remain with the other children while one staff member goes with the eloping child. The office will be notified by walkie talkie immediately to provide additional assistance as needed.
 - 6c. Preschool students will not be intermixed with other students in outside areas, they will remain with staff at all times.

Emergency Staffing Plan

In the event that both the teacher and teaching assistant are absent, the principal will supervise the program with additional staff to ensure that proper ratios are maintained.