



Bulldog Buddies Handbook

2023-2024

Table of Contents

Welcome	I
Program Locations and School Contact Information	2
School Hours	2
Preschool Day/Closings & Delays	
Arrival/Dismissal	2
Attendance	3
Health & Safety	3/4
Illness or Injury at School/Use of Medication/Immunization Requirements/Safety Drills	
Parent Communication	4
Tuition Payments & Late Fees	4
Philosophy/Curriculum Overview	5
Preschool Supplies Needed	5
Snack	6
Birthdays	

The rules you are about to read in this student handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support but do not limit our authority. It should be also noted that our Director of Security and any resource officer (police in our schools) have the same rights and duties inside a school zone and are not different from the officer who patrols our neighborhoods. Please know that these rules are primarily for protection, not punishment. Board Approved Handbook: June 26, 2023

Program Locations 2023-2024

Building	Early Learning Center at Timothy Ball Elementary	Eisenhower Elementary	Douglas MacArthur Elementary	Winfield Elementary
School Address	720 W Summit St. Crown Point, IN	1450 S. Main St. Crown Point, IN	12900 Fairbanks Ave. Cedar Lake IN 46303	13128 Montgomery St Crown Point, IN
School Phone Number	(219) 663-4330	(219) 663-8800	(219) 662-3600	(219) 663-2287
Principal	Dr. Ryan Eckart	Mrs. Calli Dado	Ms. Marian Buchko	Mrs. Jillian Alonzo
District Administrator of Preschool	Ms. Kristy Elsey Assistant Director of Elementary Education 219-663-4330			

School Hours

Preschool Day **AM 9:30-12:00 pm** **PM 12:50-3:20 pm**

Preschool staff members will begin **receiving** children for the morning session at **9:20 a.m.**, and for the afternoon session at **12:40 p.m.**

Preschool staff members will begin **dismissing** children from the morning session at **11:50 a.m.**, and from the afternoon session at **3:10 p.m.**

Closing & Delays

In the event of inclement weather, please check our website, www.cps.k12.in.us or any of our social media outlets (Twitter, Instagram and Facebook) for information.

If we have a 2 Hour Delay, the AM preschool class will not meet. The PM session will begin at normal time. If school is canceled, there will be no preschool classes.

Arrival/Dismissal

Each preschool location will receive and dismiss students according to their school's procedures. Specific instructions will be provided by your child's Preschool Instructor.

Attendance

Regular attendance helps children establish a predictable routine, learn more, and form a positive attitude towards school. However, if your child is not well in the morning before school begins, please keep them at home. It keeps other students healthy, and it may save you a trip to school later to pick up a sick child!

REMINDER: If your child has a fever or throws up the night before school, please do not send your child to school. **They must be fever free for 24 hours before they can return to school.**

ABSENCE – If your child will be out, please call the school office of the location your child is attending preschool.

If you need to drop your child off after class has started or you need to pick your child up before class is finished, please inform your child's Preschool Instructor and go to the main office for drop off or pick up.

Health & Safety

The health and safety of our students is very important to us. We have full time nurses at all of our schools. If you have any concerns or questions, please call the school your preschool student is attending and speak to the nurse.

Illness or Injury at School

Students who become ill or suffer a slight injury during the school day will be referred to the Nurse's office. Ice can be distributed for bumps, minor insect stings and band-aids can be applied to small cuts and scrapes. In the event of a more serious injury, the parent will be called to come and take the student home for further medical evaluation.

Please make sure all of your students' emergency contact information is up to date.

Here are a few guidelines on when to keep your child home from school if they are not feeling well:

- Fever of 100 degrees or higher; home until student has been fever free (without medication) for 24 hours
- Vomiting: home until student can keep food down and is symptom free for 24 hours.
- Diarrhea: home until student is symptom free for 24 hours.
- Pink eye (conjunctivitis): home until student has been on antibiotic eye medication for 24 hours.
- Strep Throat: home until student is fever free and has been on antibiotic for 24 hours.
- Chickenpox: home for one week after the first pox appears or all pox are dry and crusted.
- Unexplained rash, blisters or draining sores: student should be seen by their health care provider.

If there are questions, you may call the school nurse for clarification on school policy about illness.

Use of Medication

Students must have a written doctor's order and parent note for any over the counter (OTC) or prescription medication including inhalers. The prescription must be in the original container, labeled with the students name and the exact dosage.

These forms may be found on the CPCSC website or may be obtained from the school nurse.

Students that have a chronic medical condition must have the condition medically documented and on file in the nurse's office. It is necessary that the health care provider and parent/guardian work with the nurse in the development of a care plan and actions to follow for your child's specific condition.

Immunization Requirements (I.C. 20-34-4-2)

Each student should have the immunizations required by law or have a required waiver. Students whose parents do not provide the required documentation within 20 school days of the opening day of the school year (or from the student's first day of enrollment in the district) will not be allowed to attend school. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the Nurse's Office.

Minimum immunization requirements for entry into all Crown Point Community School Corporation schools in 2022-2023 are listed by the Indiana State Department of Health at <https://chirp.in.gov>. For your reference, the schedule of requirements is listed below:

2023-2024 School Year
Indiana State Department of Health - School Immunization Requirements

Grade	Required	
Preschool (3-5 years old)	3 Hepatitis B	1 Varicella (Chickenpox)
	4 DTaP (Diphtheria, Tetanus & Pertussis)	1 MMR (Measles, Mumps & Rubella)
	3 Polio	2 Hepatitis A

Safety Drills

Preschool students will participate in all Safety Drills that are practiced throughout the school year.

Admittance

Bulldog Buddies is open to students living in the Crown Point Community School Corporation boundaries, but our space is limited. Students will attend their home school if a preschool classroom is available there.

Parent Communication

Communication between school and families is essential to the success of your child. We encourage you to contact your child's Preschool Instructor with any questions or concerns. The best way to reach them would be through email. They will not be able to take a phone call during class time. Each Preschool Instructor will inform you of their preferred form of communication at the beginning of the school year.

Communication Methods

- **Parent Square** - Parent Square is an app used by our school corporation to communicate directly with families. You can access this with your phone or computer. Your child's instructor will send specific instructions at the start of the year.
- **Social Media** - Stay up to date with upcoming events and announcements by following our Bulldog Buddies Facebook Page at <https://www.facebook.com/bulldogbuddiespreschool>.

Tuition Payments

Each student will pay a one-time, non-refundable \$65 Supply Fee along with a monthly tuition payment.

Students attending the Bulldog Buddies Preschool Program in order to receive special education services, as outlined in their IEP, will not be charged a monthly tuition fee. Students who are eligible for Speech/Language Impairment only will receive itinerant services, not placement in the preschool program.

The tuition schedule is as follows:

3 Days (Tues - Thurs) \$180/month

5 Days (M-F) \$300/month

Dates of Preschool	Date Fees will be loaded into Parent Portal of RDS	Date fees are due
August 16-August 31	Available at online registration	August 10, 2023
September 1 - September 30	August 15, 2023	September 10, 2023
October 3 - October 31	September 15, 2023	October 10, 2023
November 1 - November 30	October 15, 2023	November 10, 2023
December 1 - December 29	November 15, 2023	December 10, 2023
January 4 - January 31	December 15, 2023	January 10, 2024
February 1 - February 28	January 15, 2024	February 10, 2024
March 1 - March 22	February 15, 2024	March 10, 2024
April 1- April 28	March 15, 2024	April 10, 2024
May 1- May 31	April 15, 2024	May 10, 2024

Tuition will be billed on a monthly basis.

Tuition fees are loaded to the student account on the 15th of the previous month and due by the 1st of every month. Failure to pay by the 10th of the current month will result in the student not being able to attend the preschool program.

Tuition assistance is available for students who qualify for free or reduced lunch. Please contact the preschool secretary at 219-663-4330 for additional information.

Philosophy & Curriculum Overview

We believe children have the right to a safe, secure and loving environment. We believe in the power and benefit of playful learning. Our classroom environments are designed to encourage our students to create, read, discuss, observe, move and sing all through play. These are the foundational skills students will need in their future educational experiences.

We model and encourage prosocial behaviors, sensitivity to others and peaceful conflict resolution. We believe that children learn best when they know they are valued and are given the opportunity to ask questions, explore and experience. We also believe that families are a child's first teacher and we foster a nurturing relationship with families in order to serve our students better. All of our preschool sites utilize The Creative Curriculum as a framework for learning. Our curriculum follows the guidelines of Indiana's Early Learning Foundations.

Preschool Supplies Needed

Please send the following items with your student:

- Backpack labeled with his/her name and large enough to hold a folder and other creative projects that may come home.
- An extra set of clothes in a plastic bag labeled with his/her name, in case of a toileting accident or wet or soiled clothing. Please include a shirt, pants/shorts, socks and underwear.
- Daily snack and drink to be sent in with your child. Snacks must be peanut/nut free.

All other classroom supplies will be provided per the \$65 Supply Fee.

Dress your child in comfortable, durable clothing. Shoes with straps, tennis shoes and/or boots are recommended. Please avoid flip flops. Students will engage in messy activities. Please dress them appropriately. Paint smocks will be provided in each classroom.

Reminder - all students will go outside to engage in free play. We ask that you dress them appropriately for the weather of that day. We will go out in the winter so please make sure they have proper winter clothing such as mittens/gloves, hat, winter coat and boots.

*Please make sure that all clothing items are clearly labeled with your child's name.

Snack

Each class will have a daily snack time. Parents are asked to send in a daily snack with their child. Items such as pretzels, goldfish and animal crackers make great snack options. Please be sure to inform your child's instructor and the school nurse if your child has any allergies or has any feeding concerns.

All of our classrooms are Peanut/Nut Free.

Birthdays

We love to celebrate our students Birthdays. It is a very special day for them. We do ask that, if you want the class to celebrate your child's birthday, please do not send any food items. We suggest that you bring a pencil, eraser or something small for each classmate. You could also donate a book in your child's honor to the classroom library. Also, if you plan on inviting your child's friends to a party, please make sure you have enough invitations for every student.