



Willson Preschool Handbook

2023-2024

Family Literacy Preschool & Developmental Preschool

Willson Preschool

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Preschool Hours

AM Preschool 8:00-10:30

PM Preschool 11:20-1:50

Weather Cancellation Policy

When Crawfordsville Schools are closed, Willson Preschool is closed. When Crawfordsville Schools are operating on a two-hour delay, there will be NO morning preschool classes at Willson.

When North Montgomery or South Montgomery Schools are closed and Crawfordsville Schools are open, Willson Preschool will be open, but bus transportation for North and South preschoolers will NOT be provided. Parents may choose to bring their students by car. Absences for North and South bus riders will be excused on those occasions if parents are unable to provide transportation.

Outside Recess

Willson Preschool students go outside every day, as long as the combined temperature and wind chill are above 32 degrees unless the playground conditions are unfavorable due to inclement weather conditions. Please make sure your child is dressed appropriately every day with hat, gloves, coats, and proper shoes.

Visitors

All visitors to Crawfordsville Community Schools should enter the main entrance of the school during regular operating hours. Visitors will report to the main entrance and press the buzzer. Each visitor will need to state his/her name and the reason for the visit. If access is granted, the visitor will report to the receptionist desk and sign the visitor log. The visitor will list his/her name, date, destination (area and/or person to be visited) and time of arrival. After signing the ledger, a lanyard or visitor tag may be issued to the visitor to wear in a visible location. Before leaving the building the visitor will sign out. Any person who meets privately with a student or who takes a student out of the building must show photo identification, if the secretary or school administrator cannot identify the individual.

Background Checks

A limited criminal history will be required of parents, guardians, relatives, and community members who will be in contact with students. This includes chaperoning on field trips, ~~eating lunch with a child~~, volunteering to assist in classrooms, reading with students, or attending events during the school day. Visitors will not be permitted to access student lockers or walk through the building unescorted.

Background checks will not be required for visitors attending case conferences, parent/teacher conferences, after school events, and special events when prior approval is granted by the superintendent or designee.

Lunch and Breakfast Programs

Both breakfast and lunch are offered every school day. Applications for free or reduced meals may be completed at registration or online at: <https://crawfordsville.familyportal.cloud/>.

Chartwells is the food service provider for Crawfordsville Schools. Food service information can be located at: <http://www.cville.k12.in.us/domain/148>

Students are entitled to a negative forty dollar lunch balance. This allows students to charge several meals before being given an alternate lunch option. The alternate lunch will consist of a Type A meal including: a fruit, a vegetable, a cheese sandwich or a sun butter and jelly sandwich (depending on allergies in your child's school) and milk. There will be a \$1.00 charge for the alternate lunch.

You will be able to deposit money directly into your child's lunch account by accessing <https://crawfordsville.familyportal.cloud/>. Family Portal provides an easy-to-use, efficient way to make payments quickly and securely anytime. Family Portal also allows parents the ability to receive emails regarding a student's balance and in most cases view the purchases made in the cafeteria online. To complete your registration on the website, you will need your child's food service number. If your child does not know his/her food service number, you can obtain your child's number by contacting the Food Service Director, at (765) 362-2340 ext. 1304.

Food and Snack Guidelines

Per the board approved CCSC Wellness Policy:

Classroom and Other Celebrations

1. Celebrations will focus on activities (e.g., giving free time, extra recess, music, and reading time) rather than on food.
2. Classroom Celebrations that include food will be limited to one (1) per month.
 - a. All celebration food or beverages provided to the students will meet USDA Smart Snack guidelines (<https://www.doe.in.gov/nutrition/smart-snacks-schools>) and be in their original package with ingredients listed, unless provided by the food service provider.
3. Staff overseeing the celebration shall:
 - a. Inform parents/guardians of the celebration and any food to be consumed at least the week prior to the celebration;
 - b. Check up-to-date student allergen report;
 - c. And, check all labels for any class documented student allergens.
 - d. Celebration items shall not be homemade.
 - e. Celebration items shall not include restaurant food.

Food as a Reward or Punishment

4. Teachers and staff will not use food as a reward. For example, the use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate.
5. School staff will not withhold food or drink at mealtimes as punishment.

Field trips with food allergens:

6. When a student or an adult on a field trip has a life-threatening food allergy, ~~sack~~ lunches will be prepared by the school's food service department for field trips in an effort to keep all students and adults safe from a potential allergic reaction that could result in death.
7. All participants, students and adults that have not made prior arrangements will be required to purchase the specially prepared lunch
8. Students and adults provided a meal will be charged through the school's food service department. Free and reduced lunch status will be applied as usual.

The full-version of the CCSC Wellness Policy can be viewed in the board policy manual posted on the Bylaws and Policy section of the CCSC district homepage.

Fees

Willson Preschool consists of two separate preschool programs, Family Literacy Preschool and Developmental Preschool. Fees are program specific. Please refer to your program's specific fees.

Family Literacy Preschool Fees

We do not charge tuition for our preschool program for those who qualify, but we do require that all students pay a minimal annual registration fee of **\$20** and a **\$40** supply fee.

All Willson Family Literacy Preschool students are required to pay a **\$20 non-refundable registration fee** to reserve their spot in class. In addition to the registration fee, a **\$40 supply fee** is due before the first day of class. Students may not attend school until the initial registration and supply fees are paid. Failure to pay the required fees or commit to a payment plan will result in dismissal from the program.

Students entering the Preschool program after November 1 will be asked to pay the supply fee on the following prorated schedule:

Aug-Oct	\$40	February	\$20
November	\$35	March	\$15
December	\$30	April	\$10
January	\$25	May	\$10

FAMILY LITERACY TUITION STUDENTS

As there is space available, we will accept a limited number of tuition students. Tuition for students who do not qualify for the free program will be charged \$100 per month. The monthly fee is due on the 25th of each month. If fees are not received, the preschooler may not attend preschool until the tuition fee is made current beginning on the 1st day of the month for which tuition is due.

Tuition Fee Schedule:

August	\$50 Due before first day of class		
September	\$100	February	\$100
October	\$100	March	\$100
November	\$100	April	\$100
December	\$100	May	\$100
January	\$100		

Developmental Preschool Fees

We do not charge tuition for our Developmental Preschool program which services preschoolers who are in need of special education services and have an Individualized Education Plan, but we do require that all students pay an annual **\$40** supply fee.

The **\$40 supply fee** or payment plan commitment is due before the first day of class.

Students entering the Preschool program after November 1 will be asked to pay the supply fee on the following prorated schedule:

Aug-Oct	\$40	February	\$20
November	\$35	March	\$15
December	\$30	April	\$10
January	\$25	May	\$10

Returned Check Policy

If a payment made by check is returned to Willson School for insufficient funds, the entire amount of the original payment, plus any bank fees charged to Willson School, must be paid in cash to Willson School within one week of the insufficient funds notification.

Supplies

Classroom supply lists will be mailed along with registration information. Please check our Willson Preschool Facebook page for updates. All preschoolers must have a backpack large enough to hold a 9 X 12 inch folder. Backpacks with wheels are not permitted.

Bus Transportation

Bus transportation is available to all students in the Crawfordsville Community Schools district. Please allow **24 hours** of notice for transportation changes to a primary or secondary drop-off or pick-up address. You must call **48 hours** to change or add a primary or secondary pick-up or drop-off address. An adult **MUST** be present to get the child off the bus each day. We will not release a student from the bus unless there is an adult at the bus stop to meet them. If students cannot be released from the bus they will be returned to school, where they must be picked up within 30 minutes. If students are not picked up at school within 30 minutes, the Crawfordsville Police Department will be called. Repeated failures to meet your student at the bus stop may result in the termination of bus services or being dismissed from the preschool program.

The following actions will be taken if your child is returned to Willson because there was no adult caregiver at the designated bus stop.

- *1st offense = Warning*
- *2nd offense = Warning*
- *3rd offense = 1 week suspension of bus service*
- *4th offense = Dismissal from transportation for the remainder of the school year*

Absences

All absences must be reported before the start of the school day. Please call **765-362-0005** and leave your name, the child's name, and the reason for the absence. If your child is a bus rider, you will also need to call transportation to let them know that your child will not be on the bus.

Crawfordsville Bussing:
765-362-2342

North Montgomery Bussing:
765-364-1071

South Montgomery Bussing:
765-866-0203

Attendance

All Willson Preschool students are expected to attend school every day that it is in session unless they have an excused absence. If student attendance falls below 97%, the student may be dismissed from the program.

Excused absences include: Fever, vomiting, diarrhea, other illness, head lice, doctor's appointments (with note), funeral, and prearranged absences (must be approved by the Principal).

Head Lice

All students will be checked for head lice prior to or on the first day of school and periodically throughout the school year. If a child has head lice, he or she may be sent home from school to be treated. Before the student can return to class, he or she must be rechecked by the school nurse or designee. The school nurse is available to work with families who have questions.

Illness Policy

All children must have current health form and vaccine documentation on file. In the event a child falls ill at school, we will call parents first to come and pick-up the ill child. If the child's parent/guardian is unable to be reached, we will call on the emergency contacts listed on the child's enrollment form. When a school nurse is available, he or she will evaluate the child prior to calling parents. If there is not a school nurse available, the school official on duty will determine whether or not the child is too sick to remain at preschool.

Please do not send children to school with any of the following symptoms:

Head lice, communicable diseases, abdominal pain that persists, acute cold with severe cough, a fever over 100 degrees in the past 24 hours, diarrhea or vomiting in the past 24 hours, discharge from eyes or ears, strep throat (until treated 24 hours with antibiotic), pinkeye or conjunctivitis (until treated 24 hours with antibiotic), chicken pox or any rash over most of the body that has not been assessed by a physician.

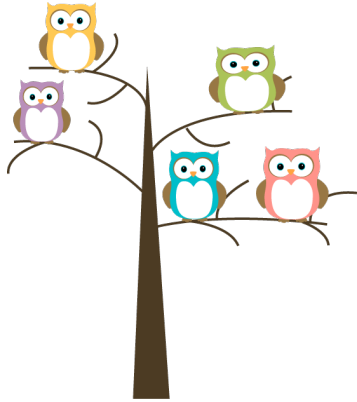
OTC and Prescription Medications/Food Allergies

If your child requires over-the-counter or prescription medication while at school, you must have a medication form completed by your child's doctor on file with the school nurse.

If your child has any severe food allergies and needs special dietary accommodations, we must have a signed prescription or affidavit from the doctor with a description of the required modifications that will be kept on file with the nurse and with our food service provider.

Diapering

All Willson students are required to be potty-trained prior to enrollment. Students must wear underwear. Diapers and pull-ups are not permitted unless the student has a documented medical issue



or an Individualized Education Plan. Keeping a change of clothes in the student's backpack is recommended.

Willson Preschool wants to prepare all students for success in their K-12 education. In order to fulfill this goal, parents are expected to participate in parent teacher conferences and Family Literacy Nights. Each family will need to sign the compact before the first day of preschool.

Willson Family Literacy and Developmental Preschool

Heidi Plunkett, Director

Teacher-Parent Compact

Success in Preschool Includes:

- Regular Attendance – Your child needs to be here every day possible, 97% attendance is expected. If your child is going to be absent you will need to call the school and bus. Please remember to get a note from the Doctor about appointments. Poor attendance may result in dismissal from the Family Literacy program.
- Family Participation – Families are encouraged to continue to practice skills introduced at school at home. Families are expected to participate in all school sponsored Family Literacy Night Events and Parent-Teacher Conferences. Failure to participate may result in dismissal from the Family Literacy program.
- Communication – Communication between parents and teachers is key! Your child will have a folder to take back and forth in their backpack each day. Check their backpack daily. This is how the teachers keep you informed about school. There is also a place in the folder for you to send information to the teacher. You may wish to follow our Willson Preschool Facebook page and Crawfordsville Community School Corporation Facebook page.

As parent/guardian I will remember these expectations and support my student to the best of my ability.

Parent/Guardian signature: _____

Student: _____ Date: _____

Willson Preschool Discipline Information

Willson Preschool is dedicated to educating and nurturing preschool-aged children to prepare them for successful school experiences and life-long learning. However, we may need to respond to your child's misbehavior while he or she is in our care. Behaviors which may cause harm to your child or others are not permitted, such as: hitting, kicking, spitting, biting, pinching, hostile verbal behavior, or any other behavior that disrupts learning opportunities for others.

In response to these types of behaviors, we will:

- Respect your child
- Be consistent
- Use positive language to explain the desired behavior
- Give the child three verbal directives to correct the behavior
- If necessary, move your child to a time-out for no longer than one minute per year of your child's age
- Under no circumstances, leave a child unsupervised in this facility

If your child's behavior is very disruptive or may cause physical harm, you will be contacted by the school immediately. Very disruptive behaviors that cause unsafe situations in the classroom or on the school bus will not be tolerated and may be cause for suspension or expulsion from our program.

If at any time you have concerns regarding this policy please contact the preschool principal.