



MT. VERNON  
COMMUNITY SCHOOL CORPORATION

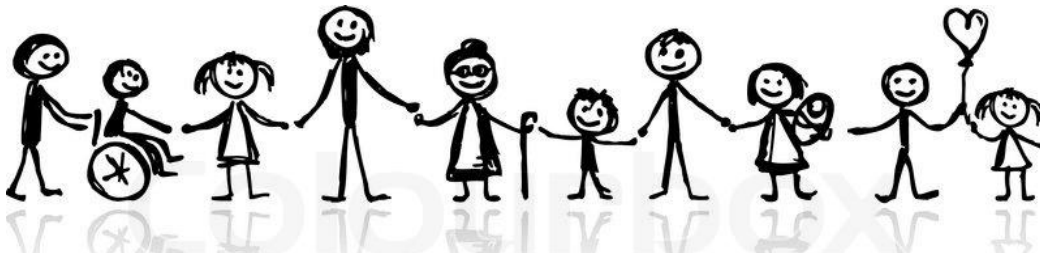
Mini-Marauder  
**PRESCHOOL**



## **Mt. Vernon Early Learning Academy Mini-Marauder Preschool**



### **Family and Student Handbook 2023-2024**



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1806 W. State Road 234, Fortville, IN 46040 (317) 485-3100 (317) 485-3113 Fax  
[www.preschool.mvcsc.k12.in.us](http://www.preschool.mvcsc.k12.in.us)

**Mt. Vernon Early Learning Academy  
Mini-Marauder Preschool**

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**Mt. Vernon Community School Corporation  
will *Engage, Educate, and Empower* today's students  
to seize tomorrow's opportunities**

## **Early Learning Academy's Mission Statement**

To ensure that all children attending the Mini-Marauder Preschool develop a positive self-concept, the ability to problem solve, the ability to negotiate with their peers, and engage in a variety of hands-on, language rich, learning experiences that will establish the foundation for lifelong learning.

### **Beliefs**

- We believe that children learn best through play
- We believe that all children have the capacity to learn and grow as individuals
- We believe that young children learn best by doing
- We believe that children learn through active involvement with their environment
- We believe that each new experience adds to the learning process

### **Goals**

Social Emotional Development:

- Each child will develop a positive sense of self worth
- Each child will develop the confidence to challenge himself/herself
- Each child will develop an acceptance and appreciation of the similarities and differences among everyone

Cognitive Development:

- Each child will expand his/her play skills
- Each child will build upon his/her problem solving skills
- Each child will expand upon his/her curiosity of the environment and the events that occur in his/her environment
- Each child will acquire concepts and information that lead to a greater understanding of his/her world

Speech and Language Development:

- Each child will expand upon his/her ability to communicate with friends during play
- Each child will expand upon his/her ability to communicate wants, needs, ideas, and thoughts
- Each child will expand upon his/her understanding of language

Physical Development

- Each child will participate in a wide variety of games and activities with friends that incorporate both fine motor and gross motor skills
- Each child will expand upon his/her ability to explore and learn from the environment

## **Welcome**

We want to officially welcome you, your child, and your family to Mt. Vernon Early Learning Academy Mini-Marauder Preschool. The Early Learning Academy is your school. We are excited for your child to experience all of the fun and engaging learning opportunities that we have planned. Please know that you are always welcome here. We recognize you as your child's first teacher and greatest advocate. We encourage you to participate in your child's learning experiences whenever possible.

There are several ways to stay involved in your child's daily experiences. Our program offers regular communication at the corporation, preschool, and classroom levels via ParentSquare, on the preschool website, and through social media to keep families up to date on important information happening in the classroom as well as upcoming school activities or events. Throughout the year special events or activities will be planned for your child and family to participate in together. These events include open houses, conferences, celebrations, and end-of-the-year ceremonies. You will be notified of any special events or activities through the sources above or through face-to-face communication.

This handbook contains information for our preschool students and families. In this handbook, are answers to many questions students and parents may have. Also, many items of information which will help students and families develop a better understanding of the operation of the school are included in this handbook.

## **Hours of Operation**

**Arrival:** 7:30 am - 7:45 am

**Breakfast:** 7:45 am - 8:05 am

**All-day Preschool:** 7:45 am - 2:00 pm

**Morning Preschool:** 7:45 am - 10:30 am

**Lunch:** 10:30 am - 11:50 am

**Afternoon Preschool:** 11:15 am - 2:00 pm

**After School Care:** 2:00 pm - 4:30 pm

\*\* The Mini-Marauder Preschool does NOT participate in Early-Release Wednesday.

## **Contact Information**

Mt. Vernon Early Learning Academy Mini-Marauder Preschool

1806 West State Road 234, Fortville, IN 46040

Preschool main entrance is Door 3 (north side of the building).

317-485-3100, option 1

317-485-3113 fax

Web page address: <https://www.mvcsc.k12.in.us/>

Hunter Eineman - Preschool Coordinator

[hunter.eineman@mvcsc.k12.in.us](mailto:hunter.eineman@mvcsc.k12.in.us)

317-485-3100 ext. 5335

Ashley Ridenour - Preschool Special Education Coordinator

[ashley.ridenour@mvcsc.k12.in.us](mailto:ashley.ridenour@mvcsc.k12.in.us)

317-485-3100 ext. 5118

Laura Durig - Director of Special Education

[laura.durig@mvcsc.k12.in.us](mailto:laura.durig@mvcsc.k12.in.us)

317-485-3100 ext. 5119

### **Concerns – Who to Call?**

Should you have any questions regarding your child, please don't hesitate to ask. It is very important that a guardian who is concerned about an academic or behavior problem contact the school so that the problem can be resolved. First, contact the teacher. No problem can be solved without the combined efforts of the family and the teacher. If you still have concerns or if you have additional questions that your child's teacher may not be able to address, please contact the Preschool Coordinator. If the issue is a bus transportation concern, please reach out to the Transportation office, at 317-485-4123.

### **Corporation Nondiscrimination Policy**

It is the policy of Mt. Vernon Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990.

Inquiries regarding compliance with Title IX, Section 504, and the Americans with Disabilities Act should be directed to the Assistant Superintendent, 1806 West State Road 234, Fortville, IN 46040 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

### **Calendar**

Mt. Vernon Early Learning Academy Mini-Marauder Preschool follows the Mt. Vernon Community School Corporation calendar. We will be open the same days that Mt. Vernon Schools are in session. We are not in session during corporation identified eLearning days or staff professional development days. Please see information regarding school during inclement weather later in this handbook.

**Mt. Vernon Community School Corporation  
2023-2024 School Calendar**

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## **Enrollment**

Enrollment is filled on a *first-come, first-served* basis. Enrollment must be updated annually for returning students. Children may attend after their third birthday. No classroom placements are held for a child prior to his/her third birthday. First placement will be given to full-time students. The children of MVCSC teachers will also be given priority. The following documentation is required for enrollment. Only after all items have been submitted will a child be placed in a classroom. If no classroom placement is available, families may complete the enrollment process in order to have their child added to the waitlist.

A complete registration packet must include each of the following items:

1. Enrollment Application
2. Out-of-District/Transfer or In-District Information
3. Enrollment and Tuition Agreement
4. Home Language Survey
5. Federal Race and Ethnicity Survey
6. Permission for Student Pick-Up
7. Standard Photo/Video Release Form for Minor Children
8. Field Trip Permission Slip
9. Behavior Support Form
10. Student Health Information
11. CHIRP Form
12. Immunization Record or Medical or Religious exemption

Accompany documentation to be submitted with the enrollment packet:

1. Copy of birth certificate
2. Copy of current immunization records
3. Proof of residency – one of the following:
  - a. Proof of legal settlement consisting of a residential building permit,
  - b. Rental agreement,
  - c. Property tax statement,
  - d. Voter registration card, or
  - e. Two (2) current utility bills dated within 60 days of student enrollment
4. Guardian photo ID
5. This signed checklist with your **\$50 registration fee**

MVCSC accepts out-of-district students during a specific window of time. Guidelines regarding the upcoming year's out-of-district application process can be found on the district website. Schools closed to new families are also listed.

## **Special Needs Programming**

The Mt. Vernon Community School Corporation provides services to students who are eligible for special education and related services as outlined in the Indiana State Board of Education Special Education Rules Title 511 Article 7, Rules 32-49. Parents with concerns about their child's development or learning should contact Ashley Ridenour, Preschool Special Education Coordinator, at 317-485-3100 ext. 5118 to initiate an evaluation. The Preschool Special Education Coordinator will schedule a meeting with you to explain the evaluation process,

gather information about your child's development, provide a copy and explanation of Procedural Safeguards (Parent Rights), and obtain your written permission to evaluate your child. Once the evaluation is completed, a case conference will be scheduled with you at a mutually agreed upon date and time to review the evaluation results and determine whether or not your child is eligible for early childhood special education services under Article 7. You, as a legal guardian, are an integral part of the case conference committee. If your child is determined eligible for early childhood special education services, the case conference committee will develop an Individualized Education Program (IEP) for your child. The case conference committee will develop goals and recommend services that will enable your child to meet his/her goals. All services outlined in your child's IEP are provided at no cost to your family.

### **Preschool Curriculum**

Mt. Vernon Early Learning Academy Mini-Marauder Preschool provides a safe, developmentally appropriate, nurturing environment that promotes a positive self-concept, the ability to problem-solve, the ability to negotiate with peers, and engage in a variety of hands-on, language-rich, learning experiences that will establish the foundation for lifelong learning through a variety of curricular resources. Children receive instruction in whole-group, small-group, and individual settings. Instruction is provided through teacher-led and child-led experiences. The preschool follows Indiana's Early Learning Foundations.

### **Literacy**

**Creative Curriculum for Preschool** - The Creative Curriculum is a comprehensive, research-based curriculum that features inquiry, exploration, and discovery as the foundation of all learning. As a content-rich, developmentally appropriate curriculum, it delivers academic rigor alongside social-emotional learning and cognitive development. The 38 research-based objectives define the path teachers take with children in their classrooms. The literacy objectives for development and learning include: phonological awareness, phonics skills, and word recognition; knowledge of the alphabet; knowledge of print and its uses; comprehension and response to books and other texts; and writing skills.

**Handwriting Without Tears** - The Emergent Writing Solution for Pre-K curriculum is intentionally designed to ease young learners into their communication journeys. Students build pre-writing and emergent writing skills developmentally through engaging, hands-on, play-based activities. Lessons address general readiness, pre-writing, alphabet knowledge, letter and number recognition, capital and lowercase letter formation, counting, drawing, shapes, and colors.

**Heggerty Early Pre-Kindergarten Curriculum** - The Early Pre-K Phonological Awareness curriculum is meant for learners in 3- and 4-year-old classrooms. The Early Learning and Development standards across all states were used to plan the lessons for instruction. While the standards and expectations differ from state to state, the Early Pre-K curriculum will teach 5 phonological awareness skills. The skills of rhyme, initial phoneme isolation, and blending are



introduced at the beginning of instruction. Segmenting words and Final Phoneme Isolation are introduced in later weeks of instruction.

**Made for Me Literacy Curriculum** - The Made for Me Literacy curriculum was designed to provide teachers with engaging, comprehensive reading units that are designed with special learners in mind. The monthly-themed comprehensive reading units span various subject areas. Literary components include adapted art, visual recipes, games and writing activities. Each differentiated unit corresponds with a fiction and nonfiction text.

### **Math**

**Creative Curriculum for Preschool** - The Creative Curriculum is a comprehensive, research-based curriculum that features inquiry, exploration, and discovery as the foundation of all learning. As a content-rich, developmentally appropriate curriculum, it delivers academic rigor alongside social-emotional learning and cognitive development. The 38 research-based objectives define the path teachers take with children in their classrooms. The mathematics objectives for development and learning include: number concepts and operations; exploration of spatial relationships and shapes; comparison and measurement; and knowledge of patterns.

**Made for Me Math Curriculum** - The Made for Me Math curriculum was designed to provide teachers with engaging, comprehensive math units that are designed with special learners in mind. The hands-on adapted math resources focus on 10 units, including colors, numbers 1-10, sorting/classifying, patterns, shapes, addition and subtraction, and non-standard measurement.

### **Social-Emotional**

**Second Step Social-Emotional Curriculum for Preschool Students** - Second Step programs are grounded in research and work in tandem with classroom curricula, combining teacher-led discussions with interactive activities and family resources. The programs help children learn social-emotional skills such as responsible decision-making, working together to solve problems, managing strong emotions, and getting along with others. These skills can help children succeed academically and socially and feel more connected to their community.

**Trust-Based Relational Intervention (TBRI)** - TBRI is an attachment-based, trauma-informed intervention designed to meet the complex needs of vulnerable children. TBRI is designed for children from hard places but is effective for all students. It is an approach to caregiving that is developmentally respectful, responsive to trauma, and attachment-based. TBRI purports three principles are the foundation for working with kids: connecting, empowering, and correcting. Teachers focus on teaching students self-regulation strategies and how they can build strong relationships with teachers and peers at school. Nurture groups is a format learned through TBRI to practice self-regulation strategies and build connections with others by learning how to give care to and receive care from peers.

## **Paths to QUALITY**

Research overwhelmingly demonstrates that high-quality early childhood programs prepare children for future success in school, work, and life. In the first five years of life, children's brains undergo exponential development. The brain develops in reaction to the environment, and experiences in a preschool program can contribute to that brain development. Quality rating and improvement systems measure performance in early childhood programs to ensure quality care for children.

The Mini-Marauder Preschool is rated Level 3 out of the four levels on the Paths to QUALITY rating system by the state of Indiana. States across the nation use quality rating and improvement systems; Paths to QUALITY is Indiana's Child Care Quality Rating and Improvement System. Our rating validates the effort put forth by our teachers and staff to ensure that your child receives quality care, including a healthy and safe environment, planned curriculum, and an environment that supports children's learning.

Each of the four levels of Paths to QUALITY addresses higher standards of care in early learning.

- 1) Level 1: Health and safety needs of children are met
  - a. Meets basic health and safety requirements
  - b. Staff are trained in First Aid, CPR, Child Development, Nutrition, and Health and Safety
  - c. Classrooms are monitored annually to ensure compliance with licensing regulations
- 2) Level 2: Environment supports children's learning
  - a. Provide a consistent daily schedule
  - b. Plan activities for children
  - c. Provide relevant program information for families
- 3) Level 3: Planned curriculum guides child development and school readiness
  - a. Implement a planned curriculum to guide learning
  - b. Provides professional development for staff to increase quality of care and learning
  - c. Incorporate family and staff input into their program
- 4) Level 4: National accreditation (the highest indicator of quality) is achieved
  - a. Program seeks and achieves accreditation by a nationally recognized body of accreditation, such as NAEYC (The National Association for the Education of Young Children)
  - b. The ten standards of accreditation with NAEYC include: Relationships, Curriculum, Teaching, Assessment of Child Progress, Health, Staff Competencies, Preparation, and Support, Families, Community Relationships, Physical Environment, and Leadership and Management

To learn more about Paths to Quality, please visit <https://www.in.gov/fssa/2554.htm>.

### **Class Placement**

Classroom placement is the sole professional decision of the Preschool Coordinator, special education team, and classroom teachers based on the educational and emotional needs of each child.

### **Family Involvement**

At the Mini-Marauder Preschool, we strongly encourage families to participate in their child's classroom. When visiting the preschool, we ask parents, relatives, or other visitors to the preschool or classrooms to complete the following steps:

- Complete a background check online with Mt. Vernon Community Schools
- Communicate with the Preschool Coordinator and teacher that you plan to visit
- Sign-in at the preschool reception desk upon arrival
- Swipe driver's license in our Lobby Guard system to obtain a visitor's badge (Staff are available to assist you with this process.)
- Proceed escorted to child's classroom

### **Family Visitation and Conferences**

Families are guests to our school, but they are also visitors. All visitors must report to the office and sign-in through LobbyGuard before walking around the building or to specific teachers' rooms. Please contact the teacher to arrange a conference or classroom visit. Visitors must wear badges indicating that they have checked in through the office. Families are also encouraged to be escorted by school staff. This helps protect your child's safety and helps prevent any disruption to classroom education or teacher planning time. We encourage family involvement at the Mini-Marauder Preschool. It is important to a child's education that families show an interest and speak with the teacher in person, by phone, or by email. Family visitation should not interfere with the educational program.

Visitation or conference times can be arranged by contacting the teacher during the hours of 7:30 a.m. - 3:00 p.m. or sending a note. Parent-Teacher Conferences are scheduled in the fall. Dates and times will be announced.

### **Immunization Policy**

Indiana Code (IC 20-34-4-5) states that a child is not permitted to attend school beyond the first day without furnishing a written immunization record, unless:

- The school gives a waiver (for a period not to exceed 20 days); or
- The local health department or a physician determines that the child's immunizations have been delayed due to extreme circumstances, and the required immunization will not be complete by the first day of school. The legal guardian must furnish a written statement and a time schedule approved by a physician or health department; or

- A medical or religious exemption is on file for the current school year. Exemptions expire at the end of each school year and must be resubmitted at the beginning of each school year.

### **Tuition**

Families are responsible for submitting tuition every week that we are in session. The only weeks that families are not expected to pay tuition are as follows:

- One-week fall break
- Two-week winter break
- Two-week spring break
- Anytime a classroom is closed due to mandatory quarantine, as determined by protocols established by MVCSC nursing staff

No credit is given for illness, vacation, or short school weeks (i.e. Thanksgiving break). Tuition is calculated on a weekly basis.

Tuition will be recorded in the student's Skyward Family Access online account. Tuition will be billed monthly and payment is expected no later than Tuesday of the service week. Accepted forms of payment include checks, cash, or credit card through the eFunds link on our website. Payments can also be made via direct withdrawal from a bank account. Continued enrollment in the Early Learning Academy is contingent upon the parent's adherence to the policies and procedures as outlined in this handbook, including, but not limited to, timely payment of tuition.

If tuition payments become 3 weeks past due, consideration of pursuing collections will be given. Should tuition payments become 4 weeks past due, your balance will automatically be turned over to collections and your child will not be permitted to attend until the balance is paid in full. Students who have an outstanding balance at the conclusion of the semester will not be permitted to attend school until the balance is paid in full. This includes enrolling in the next school year. No child will be denied services outlined in his/her IEP, if your child receives special education services.

There is a late fee for picking your child up after their scheduled program time. Late fees are assessed at \$1.00 per minute for every minute after the scheduled pickup time.

### **Registration Fee**

A \$50.00 registration fee is due with your completed enrollment pack. A child will be officially enrolled only upon receipt of the completed enrollment pack and \$50.00 registration fee. The \$50.00 registration fee covers snacks for the year.

### **Material Fee**

The material fee for the school year is \$150. A \$75 material fee is required at the beginning of the first and second semesters. The material fees cover the following for your child: consumable art supplies, materials for science experiments, and materials used to create rotating pretend play centers. If your child qualifies for free or reduced lunch/textbooks, your material fee will be waived or reduced. It is the family's responsibility to submit the necessary documentation to the corporation's Director of Food Services to receive free or reduced fees.

### **Supplies**

Upon enrollment, you will receive a supply list for your child's class. Please send these items with your child on his/her first day of school. The Mini-Marauder Preschool also coordinates with First Day School Supplies to have back-to-school materials delivered straight to the classroom at the start of the school year for a nominal fee. Please contact the Preschool Coordinator if you would like to participate in this program. If your child enrolls after the start of the school year, you will need to purchase the school supplies on your own.

Families are also encouraged to send a water bottle for your child to keep at school. Additionally, please send at least two complete changes of clothes that will be kept in your child's cubby in his/her classroom. A complete change of clothes should include pants, shirt, socks, and underwear. Please ensure the clothing is suitable for the season. Also, label your child's water bottle and clothing with his/her name.

If your child is not yet independent with toileting, please send diapers and wipes for your child. You can either send a bag of diapers labeled with your child's name or send a couple diapers on a daily basis in his/her backpack. It is the family's responsibility to replenish toileting supplies.

### **Withdrawal from the Preschool**

Two-weeks written notice is required when withdrawing a child from Mt. Vernon Early Learning Academy Mini-Marauder Preschool. Within that two-week period, a guardian of the child is required to visit the preschool to complete the corporation's official Student Withdrawal Form. Photo ID is checked at the time of the form's completion.

If proper written notice is given, any prepaid fees will be refunded. If a child is withdrawn without giving the required written notification, the parent or guardian will be financially responsible to pay for an additional two weeks of preschool tuition. All unpaid tuition and material fees will be subject to collection via MVCSC's procedures for collections.

### **Termination of Services**

Termination can occur for any of the following reasons:

- Failure to pay fees or tuition in a timely manner,
- Aggressive or abusive behavior by a parent or child, either physical or verbal (for example, threats, slander, or obscene language) toward students or staff,
- Failure to provide necessary documentation and paperwork as mandated by the government, funding sources, or our program,
- Fraud, including falsifying any documentation presented to the program regarding eligibility

### **General Transportation Information**

Preschool families are expected to drop off and pick up students at the Mini-Marauder Preschool. Families are responsible for parking along the west side of the building and walking their children to and from the preschool entrances (Doors 2, 3, and 4). Students should be dropped off and picked up during the times outlined below. No children should ever be left in cars while dropping off or picking up at the preschool.

Only students who have transportation as an accommodation within their Individualized Education Program will ride the bus. Safety in the transportation of our students is a paramount concern. Consequently, strict adherence to rules and procedures is expected from students aboard buses at all times. A school bus is an educational setting and students are expected to adhere to the same behavior guidelines as in the classroom.

Students are expected to be waiting at their designated boarding station when the bus arrives. Bus drivers will strive to keep a consistent day-to-day schedule; however, inclement weather or other circumstances beyond the driver's control, may affect pick-up/drop-off times. Drivers cannot be expected to wait or blow their horns for students.

Parents are encouraged to alert drivers if they know their child will not be attending school or riding the bus on a given day. If you have questions or concerns about bus transportation, please call the MVCSC Transportation Office, at 317-482-4123 or 317-485-3100, option 3.

No one will be permitted on a school bus during normal daily bus routes other than students, authorized school personnel, and law enforcement. Bus drivers are directed not to open their door to anyone else while the bus is on its route. Families must call the Transportation Office and request to talk to a bus driver, or they may call the driver at the number the bus driver has provided them.

### **Student Drop-Off and Pick-Up**

#### **Full-day Attendance**

- Classes in the west hall – go to Door #2
- Classes in the east hall – go to Door #4

- Drop-off time: begins at 7:30 a.m. and ends at 7:45 a.m.
- A staff member will meet you at the door to take your child to the classroom.
- Pick-up time: begins at 2:00 p.m. and ends at 2:15 p.m.
- Students will be waiting in the hall. A staff member will call out your child's name to come to the door.

### **Partial-day Attendance and Aftercare**

- Parents picking up and dropping off any other time than full-day attendance – go to the main preschool door in the courtyard, Door #3
- Ring the doorbell.
- State the student's name.
- For drop-off, a staff member will take the child from you at the door and walk him/her to class.
- For pick-up, a staff member will bring the child to you while you wait at the door.
- For half-day morning students, pick-up time: at 10:30 a.m.
- For half-day afternoon students, drop-off time: by 11:15 a.m.

All students will be checked in and out electronically via Procure using the QR code or PIN. Anyone picking up a child without the code will be required to show photo identification and verification will be made against the child's approved pick-up list.

Children are only released to adults designated on the child's Permission for Student Pick-up form. If someone other than a custodial parent or an individual designated on your enrollment needs to pick up your child, the parent must come to the office and add the person to the list of adults authorized to pick up the child. **NO NOTES WILL BE ACCEPTED.** If a person that is not listed as authorized comes to pick up your child, a call will be made to the custodial parent. For this reason, it is important to keep the list maintained in the office with updated and new information and contact numbers.

Please do NOT leave siblings in your car unattended while you drop off or pick up your child from the preschool doors.

### **Preschool Attire**

Please dress your child in comfortable, washable clothing that you are okay with your child wearing while he or she engages in fun, messy activities. We spend significant amounts of time creating art, engaging in science experiments, and playing with materials such as sand and water. Your child's clothing may become soiled during hands-on activities. We suggest that your child wear shoes that allow him or her to safely participate in any activity. Closed-toe shoes are suggested for safety during outdoor play. Sandals must have a strap securing the heel. Loose fitting sandals and flip flops are discouraged.

At least one complete change of clothing, appropriate to the season, should be kept in your child's classroom. This includes underwear, socks, pants, and shirt. Soiled clothing will be sent home in a plastic bag. Our school may not have extra clothes on hand. We would expect replacement clothing to be sent back the next school day.

### **Breakfast and Lunch**

Breakfast and a hot lunch are served daily at the Mini-Marauder Preschool. MVCSC strives to provide healthy and nutritious meals students enjoy. All meals served are certified to meet strict state and federal nutrition regulations. Breakfast and lunch menus can be found on the website under the Food Services and Menus tab. Breakfast is served at the preschool from 7:45 am to 8:05 am. Lunch is served from 10:30 am to 11:50 am. Half-day students are not served lunch. We request students do not bring breakfast from home. Students are welcome to bring their own lunch from home. Students should NOT bring carbonated beverages in their lunches. Nor should they bring glass containers to school. Children are expected to behave in the lunchroom in the same courteous manner as they would at home or in a restaurant.

Breakfast and lunch prices are available on the MVCSC website. Extra milk is available for purchase. If you do not want your child to be able to use their account to purchase "extras," notify the Preschool Coordinator in writing. It is the school's responsibility to provide any child who requests food with a meal. We recognize the young age of our preschool students may limit their ability to make good monetary decisions. If you do not want your child purchasing breakfast or lunch at school, please forward that request in writing to the Preschool Coordinator.

Families can add funds to student meal accounts via cash, check, or by enrolling in Mt. Vernon's internet-based cafeteria payment service called eFunds. Cash and check payments for meals can be dropped off at the preschool office and should be clearly labeled for meals and paid separately from preschool tuition and fees. The school's computerized accounting system allows families to pay as far in advance as they like. Families will be notified when a student's account runs low. The system (and the Indiana State Board of Accounts) will not allow students to charge for late payment.

eFunds is an online service that allows you to pay for your child's breakfast and lunch, along with tuition and fees, using your credit card. Participation in this service is voluntary; you may enroll at any time. You will be charged a convenience fee per transaction. You can monitor your child's balance by checking the Food Service Tab on your Skyward Family Access homepage. There is also an option that allows families to set up payment reminders and automatic payments to ensure your child always has sufficient funds for lunch.

Please visit Mt. Vernon corporation website to see additional details. MVCSC participates in the National School Lunch Program. Students who qualify must submit an application to the school. Families seeking free or reduced-price meals are encouraged to complete the Free and Reduced-Price Meal Benefit Application. This application can be found on the MVCSC website.



If you have any food-service related questions, please contact the Food Service Director, at 317-485-3100, option 3.

### **Snacks**

Snacks will be provided by the preschool daily in the middle of the morning and in the middle of the afternoon. Students who stay for aftercare will also be provided snacks. Snack offerings are coordinated with the assistance of the corporation Director or Assistant Director of Food Services. We follow guidelines outlined by state school nutrition programs. Student are requested not to bring their own snacks.

### **Treats at School/Treat List**

Due to an ever increasing number of student allergies, as well as the risk of certain food poisonings and other problems, we must strictly adhere to the baked goods and class treat list policies. The County Board of Health has ruled that home baked goods should not be brought to school for student consumption in the classroom. Therefore, families should only send in pre-packaged, purchased items for student consumption in the classroom. Home baked goods are NOT permitted. If sending in treats for a class party or birthday, please communicate with your child's teacher. Please only send in "Safe Snack" approved pre-packaged purchased items, [www.snacksafely.com](http://www.snacksafely.com). A complete list of school-approved snacks can be located on the MVCSC Health Services and Food Services webpages, [Approved Snack List](#) (This list is compiled by the MVCSC Health Services Team for allergen-friendly donated snacks.) Consistent with other MVCSC school food guidelines, store-bought cupcakes are also not allowed. If you have further questions regarding safe snacks, you may contact the preschool office.

### **Leaving Items at School**

For your child's safety, and to teach responsibility, children are **not** allowed to return to empty classrooms for forgotten items after dismissal. Also, parents are encouraged not to bring children back to school to obtain forgotten items.

### **Lost and Found**

In order to avoid loss and confusion about clothing items children bring to school, please put the child's name on all personal belongings such as lunch boxes, water bottles, clothing, and outer wear (coats, hats, gloves, boots). A lost and found is located in the preschool office. For their safety and benefit, please don't allow children to take expensive and valuable toys and items to school. All unclaimed items will be donated to a charitable organization of our choice at the end of each semester.

## **Procedures for Students**

In order to maintain a safe and orderly environment for children, we have established procedures for five areas of the school. We ask all students to follow these procedures:

### **PLAYGROUND/GYM PROCEDURES**

Walk to and from the playground or gym area quietly. Play fairly and safely and follow the playground/gym rules. Follow the directions of the adults in charge. Share equipment. Do not tackle, push, shove, or grab. Listen for the whistle or teacher and line up quickly and quietly. From the playground, enter the building quickly. From the gym, enter the hall quietly.

### **LUNCHROOM PROCEDURES**

Stand quietly while waiting in line. Show respect to the lunchroom staff and each other. Use good manners. Talk in a soft voice without yelling. Raise your hand if you need help. After being dismissed from your table, wait quietly and line up.

### **RESTROOM PROCEDURES**

No playing, running, or loud talking in the restroom. Show respect for others and for school property. Wash your hands and leave the restroom neat. Return quickly and quietly.

### **DRINKING FOUNTAIN PROCEDURES**

Please be patient and quiet while waiting in line. Show respect for others and for school property. Limit your time. Keep hands, feet, and belongings to yourself.

### **HALLWAY PROCEDURES**

Always walk in the halls. Voices should be quiet. Walk on the right side of the hall. Keep your hands to yourself. Walk facing forward.

### **ARRIVAL PROCEDURES**

Enter the school quietly. Walk in the halls. Keep your hands, feet, and belongings to yourself. Go straight to your classroom.

### **DISMISSAL PROCEDURES**

Make sure you have everything you need to take home packed in your backpack. Sit quietly and listen carefully to teachers. Follow hallway procedures. Go straight to your pick up spot, for 2:00 p.m. pick-up. Keep your hands, feet, and belongings to yourself.

## **Outdoor Play**

Gross motor play is part of the daily preschool schedule. Gross motor activities such as running, climbing, pedaling a tricycle, swinging, and playing ball provide valued opportunities for overall development. Developing strength and coordination builds the necessary foundation for being able to use small muscles (i.e. used for writing, cutting, etc.) effectively in the classroom.

Additionally, these activities provide opportunities to engage socially with peers. On most days, the class goes outside. Fresh air and exercise are good for children when they are properly dressed. We go outside unless it is raining, snowing, or below **33** degrees. Please dress your child accordingly. If weather prohibits classes from going outside, students will participate in gross motor activities in the gym.

### **Behavior Support**

Mt. Vernon Early Learning Academy Mini-Marauder Preschool teaches and encourages positive, prosocial behaviors through a variety of methods. Typically, preschool children need to be taught and positively reinforced for demonstrating prosocial behaviors. Some examples of prosocial behaviors include: requesting to take a turn with a toy by verbally asking or using a “My Turn” card, inviting peers to play by asking, gesturing, or using visual supports, etc. Methods to teach prosocial behaviors are incorporated throughout the preschool curriculum. This includes establishing classroom rules and procedures at the beginning of the year. The rules are printed (pictures paired with words) and explicitly taught through modeling, role-playing, and feedback. Staff are consistent in enforcing rules. Children also learn how to express their emotions in a manner that is respectful to all.

When an inappropriate behavior occurs, staff address it immediately. Children may be given clear choices or redirected to a new activity. Staff attempt to identify why the behavior occurred (i.e. Does the child want a toy that another child is playing with? Does the child want to play with a group of peers but is unsure how to join?) Staff teach children how to respond next time the situation arises. Staff are respectful in response to misbehavior.

When a child demonstrates physically aggressive behavior towards peers or staff, the staff attempts to determine what the child is communicating through his or her behavior. The child may be asked to sit for a couple minutes in order to calm himself or herself; however, more importantly, staff will teach the desired behavior so the child will be better able to respond next time. Sometimes pictures are paired with words so that the child better understands what to do next time. Additionally, staff model appropriate behavior, role play, and provide positive feedback when the child demonstrates the desired behavior. Positive feedback includes verbal descriptive praise, smile, high five, positive attention, etc. Staff will not use threats, bribes, humiliation, or isolation in response to inappropriate behaviors by children. Nor will physical punishment be used, even if requested by the parent.

Hitting, kicking, spitting, hostile verbal behavior, and other behaviors which will hurt others are not permitted. If inappropriate behavior occurs repeatedly, staff communicate with parents and develop a plan to support the child’s social emotional development.

### **Use of Seclusion and Restraint with Students**

Seclusion and restraint are to be used only:

- 1) As a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and
- 2) When there is an imminent risk of injury to the student, other students, school employees, or visitors to the school.

“Physical restraint” means physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or a part of a student’s body or to restrict normal access to the student’s body. The term does not include:

- 1) Briefly holding a student without undue force in order to calm or comfort the student or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation;
- 2) Physical escort; or
- 3) Physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another.

“Seclusion” means the confinement of a student alone or in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student’s individualized education program, in which an adult is continuously present in the room with the student.

A student will not be subject to seclusion or restraint unless the student’s behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student’s parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

### **Parent Participation in Student Discipline**

A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code, I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the discretion of and upon proper notice by a school official.

### **Rights Concerning Student Records**

Educational records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in School Board Policy E175, entitled Educational Records. Generally, for elementary students, this policy provides the following:

- 1) Records are confidential and may be disclosed only as provided in the policy.
- 2) Parents have a right to examine their student’s educational records at reasonable times.

- 3) Before educational records are disclosed to a third party, the school requires a signed and dated written consent of the parent or guardian.
- 4) Certain persons may examine educational records without a parent's or guardian's consent. These include school officials who have a legitimate educational interest, officials of another school or school corporation where the student seeks to enroll, officials of another school or school corporation or other educational agency in which the student is enrolled or receiving services. This school corporation forwards educational records to these agencies without prior notification to the parent or eligible student.

### **Skyward Family Access**

MVCSC utilizes the Skyward Family Access online system. Skyward Family Access allows students' families the ability to access important information about their student directly from a computer anytime, anywhere. Families can view grades, class schedules, and attendance records. Preschool families can view students' tuition and fees in Skyward Family Access. PIN numbers will not be given over the phone. If a parent or guardian is unable to access the child's student account, contact the preschool office. PIN numbers do not change from year to year. It is very important to make sure that you update your Skyward information should you have changes to address, phone number, or living arrangements.

### **Disaster Plans**

In compliance with Indiana Code 6.1-2-2.5, Mt. Vernon Community Schools have developed and implemented Comprehensive Safety and Crisis Intervention Plans at the district level and for each individual school. The Mini-Marauder Preschool has established procedures for detailing with a wide range of crises and emergency events. Routine drills and practice sessions are intended to teach students proper behavior and appropriate responses in an emergency situation. Students are expected to listen closely to adults and to follow their directions quickly during all emergency drills.

### **Severe Storm Drills**

The school has a disaster plan that will be implemented in case of severe storms, winds, or tornados. If alerted by authorities, children will be taken to their designated safe place until an all clear is received. We practice these drills while in preschool.

### **Fire Drills**

Fire drills are held once a month in accordance with state regulations. Maps of building escape routes are posted in each room.

### **Emergency Alert System**

Mt. Vernon Community School Corporation has an automated communication system in place. In case of emergency or other situation warranting parent notification, the emergency alert system will automatically call the main contact numbers listed for the primary student address listed in Skyward. Therefore, it is imperative that families update this information with the correct and current telephone number for the primary notification. Emergency and school closing information can also be obtained from the MVCSC website at [www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us).

### **Inclement Weather**

Sometimes the weather does not allow us to have school as planned. Mt. Vernon Early Learning Academy Mini-Marauder Preschool follows the approved MVCSC Calendar. School closings and delays are communicated through the SkyAlert System, the Mt. Vernon Community School Corporation's website, social media, as well as local television networks. If you have a question about whether or not there will be school on a given day, please tune your radio to either WIBC, WLHK, WNOU, or WZPL. Tune in to television stations WISH, WTHR, WXIN, WRTV, or HCTV. An attempt is made to have the notice of school closings on the radio or television no later than 6:30 a.m. Patrons seeking weather-related school-closing information should NOT call the schools, radio stations, or the sheriff's department. Please visit the MVCSC website for additional information.

- eLearning Day (school closed due to inclement weather): Preschool is closed.
- Two-hour Delay: Preschool will open at 9:30 am.
- Early Dismissal due to inclement weather: Preschool children will be dismissed per the superintendent's decision. Communication will be made via ParentSquare. We cannot call families to inform them that school is closing early.

### **Mandatory Reporting**

Any person working with children is required by law to report suspected child abuse or neglect. If child abuse or neglect is suspected, Mini-Marauder Preschool staff are required to contact the Indiana Department of Child Services. As required by law, the family will not be contacted by the school in cases of suspected abuse or neglect. Our staff will maintain confidentiality.

### **Pets**

Pets are NOT to be brought to school without the prior consent of the student's family and the Preschool Coordinator.

### **Pesticide Policy**

In accordance with 357 IAX 1-16 families who wish to be notified prior to any pesticide application done in our school may contact the Preschool Coordinator in writing that they want to be notified. Families wanting notification should include contact information such as phone numbers and/or email addresses. This is strictly voluntary and offered so families who wish to be notified will receive at least 48 hours before any pesticide application.

### **Asbestos**

The Mt. Vernon Community School Corporation has complied with the AHERA regulations 40 CFR Part 763 with the completion of the management plan, tri-annual, and periodic inspections for asbestos as required by the Act. These reports have been filed with the E.P.A. designee, the Indiana Department of Environmental Management. The report is on file in the Administration Building and available for public inspection during normal business hours.

### **Vehicle Idling Policy**

Indiana Indoor Air Quality rule IAC 33-4-3 requires every school to limit all public and private vehicle emissions that might be brought into the school buildings. Limiting emissions will improve the health of students and staff through reduced exposure to these emissions. Therefore our school has signs posted to denote that idling is prohibited around the school. Drivers of vehicles are to turn off the engine to their vehicle if it is to be stopped more than five minutes around the school. Any complaint of non-compliance needs to be filed with the Superintendent's office. Non-compliance will be reviewed and action taken as necessary.

### **Attendance**

The Mt. Vernon School Corporation stresses that regular attendance in school is considered vital for the growth and progress of each child. It is beneficial for your child and the classroom that students are in attendance on time per scheduled enrollment.

### **Dentist and Doctor Appointments**

Dentist and doctor appointments are considered valid reasons for children to be absent from school provided that only the time needed for such an appointment is used; school attendance should be expected before and after the appointment, depending on the appointment time. Communication from the family to the preschool office shall serve as sufficient notice. Communication should include the time and date of the appointment. Families should come to the preschool office when picking up their child for an appointment.

## **Student Health Services**

For information regarding our Corporation's health services, visit our Health Services Handbook at <https://www.mvcsc.k12.in.us/healthservices>. Additionally, for information regarding our Corporation's policy on food-related activities, snacks, and special occasions, visit our Health Services Handbook. By agreeing to the student handbook (sign-off in enrollment packet), students and families also agree to the policies listed in the Health Services Handbook. Items addressed include: immunizations, parent notification, student exclusion for illness, picking up ill or injured students, contagious illnesses, emergency medical authorization and contacts, allergies, latex precautions, medication administration, emergency medications, sending medication to school, medication changes/discontinuation, release of medications, medication disposal, and student accidents. For additional questions, please contact the Corporation Nurse.

## **Clinic Services**

This information gives a brief synopsis of services provided by your child's school nurse. Please use this as a quick reference for policies and illnesses.

### **Clinic Responsibilities:**

- Administration of long term prescription medication as ordered by a physician.
- Administration of over-the-counter with written instructions from a parent/guardian.
- The management of medical conditions that occur during the school day such as asthma, hyperactivity, diabetes, seizure disorders, and migraine headaches.
- Observation of potential abuse/neglect. Nurse is to report observations to the principal and counselors.\*
- Assessment, care, and treatment of minor illness and injury that occur during the school day.
- Prevention and control of communicable diseases.
- Monitoring the immunization status of each student.

*\*Schools are required, by statute, to report suspected incidents. IC 31-6-11-3*

The Corporation Nurse is not in the preschool but can be contacted at any time during the school day by our preschool staff.

When a child becomes ill but does not require immediate medical help, a determination must be made regarding whether the child should be sent home (excluded from school). Most illnesses and injuries do not require exclusion from school. The Preschool Coordinator or Preschool Secretary will determine if the illness:

1. Prevents the child from participating comfortably in activities.



2. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other students.
3. Poses a risk of spread of harmful diseases to others.

### **Absence Due to Illness**

Families are responsible for communicating all student absences to the preschool office. Absences should be reported DAILY. Please call the preschool (317-485-3100) before or shortly after the start of school if your child will be absent. You may also send a ParentSquare message to the Preschool Secretary. Report the child's name, teacher, and illness. Depending on the nature of the child's illness, it may be necessary for staff to gather additional information. A doctor's note to return to school may be required depending upon the length and type of illness the student is experiencing.

### **Parent Notification**

If a student becomes ill or injured during the school day, preschool staff will take the student to the preschool office for assessment. Families will be notified by telephone if their student is exhibiting the following symptoms: Conjunctivitis (pink eye), disruptive cough, diarrhea, fever, severe stomach pain, severe headache, severe ear pain, presences of live lice/nit in the student's hair, significant injury, unidentified skin rash or lesion, or vomiting. Notification to parents of any other visit to the office for health-related reasons will be at the discretion of the preschool office staff.

### **Student Accidents**

All accidents in the school building, on the school grounds, or at any events sponsored by the school, must be reported immediately to the staff in charge. The staff overseeing the student at the time of the incident will complete an Accident Form. Completed forms should be submitted to the Preschool Coordinator for review and signature. Parents will be notified of serious accidents as soon as possible. In the event that parents cannot be reached, the student will be discharged to the person designated as a "medical emergency contact" on the enrollment form, or if the injury is life-threatening, an ambulance will be called.

### **Student Exclusion for Health Concerns**

A student who is sick will not be able to perform well in school and is likely to spread illness to other students and staff. If a student is excluded from school for an illness at the request of the preschool office, attendance will be excused. Families are responsible for notifying the school for any subsequent days missed due to an illness. Students may return to school prior to the 24-hour exclusion ONLY if a signed and dated doctor's note is provided indicating a return to

school date. The student will be expected to be kept home for a minimum of 24 hours from the time the student is signed out, as specified for the following symptoms:

**Conjunctivitis (pink eye):** Your student can not return to school until 24 hours after beginning treatment or a note from your doctor stating eye symptoms are not pink eye-related.

**Diarrhea:** Diarrhea is defined by watery stools or decreased form of stool that is not associated with changes of diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing soiled pants or clothing. In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two or more stools above normal for that child. Students may not return to school until a minimum of 24 hours following the last episode of diarrhea.

**Fever:** A student with a temperature measuring 100.0° (Fahrenheit) or greater will be sent home from school. A student with a temperature measuring 99.6° (Fahrenheit) or more with other symptoms will be sent home from school. A student may not return to school until the temperature has remained normal (98.6°) for a minimum of 24 hours and **without the aid of fever-reducing medication.**

**Head Lice:** Students will be permitted to return to school after it is confirmed that they are free of any live lice or nits by the school nurse.

**Skin Rash/Lesion:** Any skin rash of unidentified origin will require the student to be excluded from school. A student may not return to school until a minimum of 24 hours after beginning treatment or a note from a physician stating the child is not contagious.

**Vomiting:** Any student who has vomited due to illness must stay home from school. The student may not return to school until free of vomiting for a minimum of 24 hours following the last episode. Any student who has vomited while at school or on a school-sponsored field trip will be evaluated by the preschool office staff, or an accompanying teacher. If the student is believed to have an illness, that student will be required to leave school, or the school-sponsored field trip.

### **Student Exclusion for Illness**

A student who is sick will not be able to perform well in school and is likely to spread illness to other children and staff. If a student is excluded from school for an illness, he/she will be expected to be kept home for 24 hours after the last episode of illness.

Examples:

- Student is sent home at 2 pm with a fever; he/she will not return until their temperature is under 100.0° for 24 hours.

- Student is sent home for vomiting at 10 am and has no other episodes, will be expected to not return for 24 hours.

Please make arrangements for childcare ahead of time so you will not be caught without a place for your child to stay if he/she is ill.

If a student returns to school prior to the 24-hour requested exclusion or is masking symptoms with medication, the Preschool Coordinator or Preschool Secretary will contact the family to take the student home from school.

### **Picking Up Ill or Injured Student**

Once the family has been notified of an injury or illness requiring pick up of a student, a parent or designated guardian is required to pick up the student within one (1) hour of notification, unless other arrangements have been made. If the parent or guardian fails to pick up the student within the hour time frame or make other arrangements, administration will be notified.

### **Medication Administration**

The term “medication” is not limited to prescription medication, but also includes over-the-counter (OTC) drugs such as Tylenol and cough/cold medicine. All medication is kept in a locked cabinet in the preschool office/clinic. Students are not permitted to self-administer or carry OTC or prescription medications. This restriction does not apply to students allowed by applicable law to carry and self-administer emergency medicine for chronic medical conditions. (We do not anticipate this to be applicable to our preschool-aged students.) Medication will be administered by the Preschool Coordinator or Preschool Secretary, or a designated school employee. Substances that are not FDA approved will not be given at school.

Before any ***prescribed or OTC medication*** may be administered, the parent/guardian must submit prior written consent by completing the Mt. Vernon Community School Cooperation Medication Permission Form (see Mt. Vernon webpage under Health Services) and file it in the preschool office. Forms must be renewed at the start of every school year, or with any change in prescription or administration instructions. All medication brought to school must be turned in to the Preschool Coordinator or Preschool Secretary. Medication must be in its original container with a current label. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying sunscreen with a written permission of the student’s parent or guardian.

***Over-the-counter*** medication, including cough drops, are to be unopened with the seal intact or must be in the original package and placed in a sealed envelope that is labeled with the student’s name. A completed MVCSC Medication Permission Form must be on file prior to administering medication. Medication will not be dispensed unless this policy is followed completely. It has to be provided by the parent/guardian. Medication will be given according to

the directions on the original package and the dosage needs that are appropriate for the age and size of the student. If the dosage exceeds the recommended dosage on the bottle, a note signed by the physician with the required dose must be submitted prior to administration of the medication.

***Physician prescribed*** medication must be brought in by a parent or guardian. All prescription medication, including injectable medicine, must be accompanied by a physician's prescription note, a copy of the original prescription, or the current pharmacy label on the original container with the student's name and the exact dosage. A completed MVCSC Medication Permission Form must be on file prior to administering medication. The amount of medication brought in must be noted on the Request to Administer Medication Form. Upon arrival, medication will be counted or verified by the Preschool Secretary or Preschool Coordinator and a witness. Medication will be logged into Medication Inventory in Skyward. At no time is the school to administer a dosage other than that authorized by the physician's prescription. There will be no exceptions to this policy.

Non-FDA-approved homeopathic treatments, sample medication, and dietary supplements will be given by the preschool office staff only with a doctor's written authorization.

**Medication Refills:** If the student's medication should require a refill, the empty medication bottle will be sent home with the student along with a copy of the MVCSC Refill Medication form.

**At no time will the teacher accept medication from a parent or student.**

**At no time will any staff member administer medication to a student that has not been provided by the child's guardian. This includes OTC pain reliever, allergy medication, and cough drops.**

**The MVCSC Medication Permission Form may be obtained by contacting the preschool office and are available on the Health Services section of the district website at [www.mvcsc.k12.in.us/healthservices](http://www.mvcsc.k12.in.us/healthservices)**

### **Medication Changes or Discontinuation**

If any change in medication is necessary, a physician's written order is required and a new MVCSC Medication Permission Form is required. The parent or guardian is responsible for notifying the preschool office in writing of any discontinuation of medication.

### **Release of Medications**

Medication that is possessed by a school for administration during the school hours or at school functions, for a student in preschool may be released ONLY to the student's parent/guardian or

to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent/guardian to receive the medication.

At the end of the school year parents are responsible for picking up any medications possessed by the school prior to the last day of student attendance. Medications will be disposed of the day after the last day of student attendance. Any medication left in the preschool office at the end of the school year will be picked up by the Hancock County Sheriff's Department to be destroyed.

### **Injury, Prolonged Illness, or Medical Procedure**

When a child returns to school following a fracture, severe injury, prolonged illness, or medical procedure, parents must provide a doctor's note if activity restrictions apply. The doctor needs to also specify the dates that the restrictions apply (i.e. start and stop dates).

### **Allergies**

#### **Food Allergies:**

Mt. Vernon Community Schools Corporation asks that as your student's advocate for food allergies, you provide updated medical documentation on the specifics of the student's allergies at the **beginning of each school year** along with any medication prescribed by a physician that the student would need should a reaction occur at school (such as an Epi pen). Should your child's medical status change throughout the school year, please contact the preschool office immediately with updated information.

MVCSC recognizes the growing number of students enrolling in our schools with potentially life-threatening food and other allergies. As educators we recognize our responsibility to understand the emergency treatments needed while proactively addressing conditions to prevent exposure to specific allergens. We encourage the families to send in a supply of "safe snacks" for their students with allergies.

Any medication prescribed by a physician that the student would need should a reaction occur at school such as an Epi pen, must be provided by the parent/guardian. Prescribed and/or OTC medication will require the Mt. Vernon Community School Corporation medication administration request form (see Mt. Vernon webpage under Health Services) and medication must be in its original container, labeled with the student's name and the exact dosage (please refer to "Medication Administration").

We will do everything possible to educate the teachers of your student for the upcoming year of these allergies, but as a precaution we ask that you contact your child's teacher at the beginning of each school year.

**Milk Allergies:**

All milk allergies must be reported to the preschool office. A written doctor's statement must be submitted every year.

**Latex Precautions:**

Mt. Vernon Community School Corporation will take precautions to protect known and unknown persons with latex allergies. NO known latex products in school, (ex. balloons, gloves, bandages). This includes classroom projects, experiments, and parties.

**Communicable Diseases**

The Mt. Vernon Community School Corporation recognizes its responsibility in the control and spread of communicable disease. The Corporation has adopted as its standard, the protocol established for communicable disease control as stated in the Indiana State Department of Health in its Communicable Diseases Reference Guide for School Personnel.

**Contagious Illnesses**

The Indiana Department of Education has developed an infectious disease school health reference guide. The manual identifies situations and helpful information for those occurrences when an infected or exposed student should be excluded from school or school-based activities. ***For any CONTAGIOUS ILLNESS a doctor's note allowing return to school date is required.*** For specific disease and condition exclusion information, please visit: Communicable Disease Reference Guide for Schools.

The following information was provided by the Indiana State Department of Health in its Communicable Diseases Reference Guide for School Personnel. Healthy children perform at their best. After any illness, your child should be fever free (temp < 100.0°) for twenty-four (24) hours before returning to school. Not all contagious illnesses are accompanied by fever; therefore, the child must also be symptom free for twenty-four (24) hours before returning to school in order to protect others from infection. (Symptom-free would include fever-, vomiting-, and diarrhea-free for 24 hours.)

**Chicken Pox**

**Symptoms:** slight fever, body aches, and red round spots becoming blisters and finally scabbing. Initially the lesion looks like a dew drop on a rose bud.

**Incubation period after exposure to chickenpox is 10 to 21 days.** The period of communicability for chicken pox is from forty-eight (48) hours prior to the rash appearing to six (6) days after the onset of the rash. Students with chickenpox will need to remain at home during the six (6) day period after the onset of the rash, or longer if vesicles have not formed scabs or crusts.

### **Scarlet Fever**

**Symptoms:** fever, sore throat, rash (fine red goose flesh on a red background) appearing on areas of warmth first. The rash often resembles sand paper.

**Incubation period is one (1) to three (3) days.** Students must remain out of school until fever free for twenty-four (24) hours and on an antibiotic for twenty- four (24) hours.

### **Fifth's Disease**

**Symptoms:** appearance of three distinctive rashes: rash on cheeks which gives the appearance that the person has been slapped; raised red rash on forearms and legs; and lacy rash on forearms and trunk of body.

Incubation period is six (6) to fourteen (14) days. The period of communicability is prior to the outbreak of the rash.

### **Impetigo**

**Symptoms:** lesion is characterized by a small yellow blistered area that soon becomes crusted. The lesion is usually caused by a strep or staph infection.

Spread can occur through direct contact with drainage. Children with draining lesions that cannot be covered at all times with a dressing should be excluded from school until they have received an appropriate antibiotic for at least twenty- four (24) hours.

### **Conjunctivitis (Pink Eye)**

**Symptoms:** pink eye usually begins with tearing, irritation and redness of the eye and the inner eyelids. Children may awaken with sticky "matter" in the eye and the eyelashes may stick together. As the condition progresses the eyelids may swell and the eye may be sensitive to light.

If your child exhibits symptoms, please contact your physician. Pink eye is contagious. Students are excluded from school and may return after 24 hours of prescribed eye antibiotic drops.

### **Strep Throat**

**Symptoms:** red, painful throat; headache; stomach ache; fever (not always); swollen and tender enlargement of tonsil beds and lymph nodes (this may cause pain the child misperceives as ear ache); and presence of fine, slightly raised rash.

Incubation period is one (1) to three (3) days. While not every sore throat is caused by a streptococcal infection, it is recommended that a child with any of the above symptoms be checked by a physician. A simple throat culture is done in the doctor's office to diagnose strep throat. Once the diagnosis of strep is confirmed by the culture, the infected child is considered contagious until he/she has received an antibiotic for twenty-four (24) hours. To protect others from infection, a child with strep throat should not return to school until he/she is fever free, and has been on an antibiotic for twenty-four (24) hours. It is important to complete the full course of antibiotics to prevent reoccurrence.

## **Scabies**

**Symptoms:** itching, particularly at night, and blister-like sores in the burrows of the skin. Scabies is a skin infestation caused by the burrowing itch mite. These sores are found in the webs of the fingers, heels of the palms, wrists, armpits, buttocks, genitalia, and elbows. Scabies is transmitted by close contact with an infected individual. Students must remain out of school until treated by a doctor.

## **Head Lice**

**Symptoms:** itching, especially of the scalp.

White nits, or eggs of the louse insect, attach to the hair shaft most frequently at the nape of the neck and behind the ears. The eggs cement to the hair shaft close to the scalp. A shampoo treatment with an insecticide shampoo will generally kill most head lice. A second treatment is necessary ten (10) days later with some brands of insecticide shampoo. Manual nit removal and environmental clean up of the home by the parent is the key to successful head lice treatment. While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality of the student's identity, verify the presence of an active infestation, and bring it to the attention of the child's parent/guardian. The nurse will assess students for head lice who present with symptoms, notify the child's parents of a confirmed case, assist staff and parents with educational material, reassess a student with a confirmed case to monitor the effectiveness of treatment, and refer to a health care provider as needed. Students should not be excluded from school for having nits, as the management of this condition should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case by case basis. This protocol is supported by the National Pediculosis Association, the American Academy of Pediatrics, and the National Association of School Nurses. Please contact your school nurse if further information or resources are needed.

## **Staph Infections and/or MRSA**

**Symptoms:** red, swollen, warm, and painful pimple, boil or blistered areas: especially pus or other drainage from a lesion.

Skin infection caused by a staph or resistant-type staph (MRSA) infection. Staph and MRSA infections are treated using antibiotics, draining the abscess or boil, or a combination of both of these treatments. Ways to prevent these infections are to practice good hygiene which includes: washing hands thoroughly, keeping cuts and scrapes clean and covered until healed, avoiding contact with other people's wounds or bandages, and avoiding sharing personal items such as towels or razors. Unless directed by a health care provider, students with MRSA and/or staph infections will not be excluded from attending school if they are under medical treatment and they are able to keep their lesions clean and covered. However, students must be excluded from



school, including athletic practices and competitions, if they have lesions that cannot be covered or if the student cannot maintain good personal hygiene.

### **Meningococcal Illness**

An Indiana law requires each year that parents/guardians be informed about meningococcal disease and its vaccine. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman. Please talk with your child's healthcare provider about meningococcal disease and vaccination.

PLEASE CALL YOUR CHILD'S SCHOOL NURSE IF YOU HAVE QUESTIONS ABOUT AN ILLNESS, OR SCHOOL POLICY RELATING TO ILLNESS.

Handbook last revised 7/21/23.