



# NOBLESVILLE SCHOOLS LITTLE MILLERS PRESCHOOL

## 2023-2024 GUIDELINES

### 1. INTRODUCTION

Welcome to the Little Millers Preschool Program! As a part of Noblesville Schools, we are happy to have the opportunity to provide Preschool services for the students (ages 3-5) of Noblesville Schools' staff and community members. Our mission at Little Millers Preschool is to foster students' social, emotional, and academic success and instill a love of learning in a nurturing, safe, and inclusive environment.

We believe:

- Every student is valued, respected, and welcome
- Learning happens through exploration
- Social-emotional skills are critical components of development
- A love of learning happens through collaboration with parents

We are pleased that you have chosen us to care for your student, and we pledge to take that responsibility very seriously.

### 2. ELIGIBILITY

The Little Millers Preschool Program is a full-time program open to students (ages 3-5) of the Noblesville Schools' staff members and community. The program was initiated to provide services for the students of Noblesville Schools' staff members but has since expanded to meet the needs of community members as long as there is space available within the program. Community members must live within the boundaries of the Noblesville Schools' district. Employees' status with Noblesville Schools is verified periodically throughout the year. Participants must be 3 years old by **August 1, 2023** (and no older than 6 by April 1 unless approved by the Little Millers Preschool Coordinator) and have independent toileting skills. **Independent toileting skills includes, but is not limited to, students being able to take care of all toileting needs without a pull-up or assistance from staff members.** We understand accidents occur and are happy to assist during these rare occasions.

### 3. PROGRAM LOCATION AND CLASSROOM SIZE

Our program will be housed in classrooms inside Hazel Dell Elementary, Stony Creek Elementary, Hinkle Creek Elementary, Promise Road Elementary, Noble Crossing Elementary, North Elementary, and White River Elementary. Each preschool classroom will be comprised of approximately 20 students with an instructor and instructional assistants.

### 4. REGISTRATION & WAITLISTS

To enroll your student, please select the Little Millers Preschool website, located under the Departments section of the Noblesville Schools website ([www.noblesvilleschools.org](http://www.noblesvilleschools.org)), to complete an enrollment application. After approval is determined, you will be notified of next steps. During the enrollment process, you will be required to turn in the following documents:

- Copy of student's birth certificate

- Copy of valid parent ID
- Proof of residency
- Proof of Immunizations
- Document authorizing the administration of prescription medications, signed by medical provider

At the time of your enrollment, a non-refundable \$75.00 Materials/Technology Fee and a non-refundable \$125.00 Registration Fee is required. Throughout this process, all enrollments for the program will be based on a first-come, first-served basis using the criteria above. When the program becomes full, a waiting list will be established. Families from the waiting list will be contacted as openings occur.

If you wish for your student to continue with our program during subsequent years, you must complete a new enrollment application each year. Each spring, returning families will have the first opportunity to re-enroll before enrollment is opened to the general public. For questions, please contact Donna Hess, the Little Millers Preschool and Miller Explorer Secretary, at (317)773-3171 ext. 10604.

## 5. WITHDRAWALS

When withdrawing a student from the Little Millers Preschool program, a written (email) *two-week notice* is required. If a student is withdrawn without the required notification, the parent or guardian will be held financially responsible for an additional two weeks of tuition and food fees. Refunds of any prepaid fees will only be given when a two-week notice is received.

## 6. 2023-24 CALENDAR & HOURS OF OPERATION

The Noblesville Schools’ Little Millers Preschool program will operate on the Noblesville Schools’ school calendar. The program is open from 6:30 a.m. to 5:30 p.m., and families may select from 3 different enrollment options. LMP will be available for fall, spring, and summer intersession(s) during school calendar breaks (closed on holidays and during winter break to allow our staff time with their families) if desired. Intersession programming will occur at one or two sites per week and will only run if a minimum of ten students enroll.

*The calendar below is subject to change*

<b>2023</b>	
July 31st	First Day of LMP (first day of school for NS students)
September 4th	CLOSED for Labor Day
October 9th - 13th	Fall Intersession Week 1
October 16th – 20th	Fall Intersession Week 2
November 22nd – 24th	CLOSED for Thanksgiving Break
December 25th – January 5th	CLOSED for Winter Break
<b>2024</b>	
January 8th	1st Day of 2nd Semester for LMP (Teacher Work/eLearning Day for NS students)
January 15th	CLOSED for Martin Luther King, Jr. Day (Flex Day)
February 19th	CLOSED for Presidents Day (Flex Day)
March 25th – 29th	Spring Intersession Week 1
April 1st – 5th	Spring Intersession Week 2
May 27th	CLOSED for Memorial Day
May 30th	Last Day of LMP (last day of school for NS students) - Happy Summer!
June 3rd– July 12th	Summer Intersession Weekly
July 15th - July 26th	CLOSED for Professional Development and Planning

## 7. WEATHER DELAYS, EMERGENCY CLOSINGS, & ELEARNING DAYS

When Noblesville Schools are **closed** due to inclement weather or emergency conditions or are implementing an eLearning day, *the Little Millers Preschool program will also be closed*. When school is **delayed** due to inclement weather or emergency conditions, the Preschool Program will open **one hour later (7:30 a.m.)**. There will be more specific information provided on weather delays later in the school year. For additional information about weather related delays and closings as they happen, tune in to your local radio and television stations, or check the Noblesville Schools website at [www.noblesvilleschools.org](http://www.noblesvilleschools.org).

## 8. CURRICULUM DESCRIPTION

Our mission at Little Millers Preschool is to foster students' social, emotional, and academic success and instill a love of learning in a nurturing, safe, and inclusive environment.

We believe:

**Every student is valued, respected, and welcome.** In the Little Millers Preschool, we understand that every student who joins our program will enter with a variety of abilities, experiences, and backgrounds. Our curriculum is implemented by trained staff and is based on early childhood research and the **Indiana Early Learning Foundations**. The designed units of study include a broad range of meaningful content across disciplines, build on what students already know, and promote the application of future-ready skills through student and adult initiated activities. Each student is encouraged to utilize independence (problem solving) and choice (creativity) while selecting learning tasks to pursue within the classroom setting. Focusing on the development of each student allows them to express freely (communication) and pursue their unique abilities while working together with others (collaboration).

**Learning happens through exploration.** In an effort to further align the Little Millers Preschool program across Noblesville School District, we have adopted the **Project Approach** for all students. This approach allows learning to be an adventure and a process that leads to authentic knowledge in content areas such as math, literacy, and social studies. Learning is not limited to the project but becomes a way for children to examine the world in which they live. Through the Project Approach, students will gain skills that they can apply to other topics.

This approach to teaching and learning allows each Little Millers Preschool classroom community to concentrate on the topics that interest their specific cohort while continuing to align **Indiana's Early Learning Foundations** across the program at large.

**Social-emotional skills are critical components of development.** Noblesville Schools has adopted the Second Step® curriculum for social-emotional learning. The Little Millers Preschool program uses the evidence-based Second Step® Early Learning program to teach skills for learning, empathy, emotion management, friendship skills & problem-solving, and skills to aid in the transition to kindergarten. When students leave the Little Millers Preschool with the self-regulation and social-emotional skills taught with evidence-based Second Step® Early Learning, they're set up for a successful transition to kindergarten.

**A love of learning happens through collaboration with parents.** Student's progress is assessed on a regular basis. Teachers use observations, rubrics, checklists, authentic learning experiences, parent feedback, and other tools to document how students are progressing. This data is shared with parents on a regular basis such as during parent-student-teacher conferences and other avenues of regular communication. Teachers pay close attention to individual strengths and areas of growth in order to provide developmentally appropriate learning opportunities for each student. Parent involvement and input is critical in the development and success of each student.

## 9. 2023-24 ENROLLMENT OPTIONS & RATES

**Families may choose from one of the 3 Preschool/Extended Childcare enrollment options below. Enrollment options may only be adjusted on a quarterly basis.**

Non-refundable Registration Fee <i>(due upon enrollment notification)</i>	\$125.00 annual fee
Non-refundable Materials/Technology Fee <i>(due upon enrollment notification)</i>	\$75.00 annual fee
<p style="text-align: center;"><b><u>Preschool Enrollment Option</u></b>  <b>7:35 a.m. - 2:35 p.m.</b></p> <p>Students may be dropped off and picked up in the elementary school car rider line.  <i>(includes morning snack, school lunch, and an afternoon snack)</i></p>	\$185/week
<p style="text-align: center;"><b><u>Preschool +Afterschool Option</u></b>  <b>7:35 a.m. - 5:30 p.m.</b></p> <p>Students may be dropped off in the elementary school car rider line and pick-up up by an authorized adult any time prior to 5:30 p.m. Preschool students will be joining the Miller Explorers K-5 before/after school care beginning at 4:30 p.m.  <i>(includes morning snack, school lunch, and an afternoon snack)</i></p>	\$250/week
<p style="text-align: center;"><b><u>Preschool + Before &amp; Afterschool Option</u></b>  <b>6:30 a.m. - 5:30 p.m.</b></p> <p>Students may be dropped off/picked up at the designated door before and/or after school hours, or families may utilize the elementary car rider line. Preschool students will be joining the Miller Explorers K-5 before/after school care from 6:30 - 7:35 a.m. and then after school beginning at 4:30 p.m.  <i>(includes morning snack, school lunch, and an afternoon snack)</i></p>	\$265/week
Intercession Programming (School Break) Tuition (6:30 a.m. - 5:30 p.m. option only) <i>*Snacks provided only. Students will need to bring lunch daily.</i>	\$265/week
Weekly rates are determined based on the yearly tuition for LMP and divided equally among 37 weeks. Therefore, the weekly rate of the student's enrollment option does not change for shortened weeks throughout the year due to holidays or school closures.	

**Rates are subject to change.**

## 10. FEE PAYMENT POLICY

**PLEASE NOTE THAT FOR INTERNAL AUDIT PURPOSES, WE DO NOT ACCEPT CASH PAYMENTS.**

- 1) Your responsibility for payment begins with the first day your student is eligible to attend and extends through Friday of the week of his/her withdrawal, taking into account the two-week notice. In order to maintain a high standard of quality, we must budget for the daily cost of compensating our staff. When we schedule our staff, we do so expecting that your student will attend every date that the program is open. Therefore, your account will be charged for every date that the program is open, including dates when your student may be absent. ***Please understand that payment credit cannot be given for illness, vacation, or absences.***
- 2) 1) EZChildTrack is the registration and payment processing system for Little Millers. The link is posted on the Little Millers Preschool Website for your convenience.
  - Payments are due by 5:00 p.m. each Friday prior to the week's attendance.
  - You may set up autopay through EZChildTrack. To enroll in autopay, visit your EZChildTrack account.
  - Accounts that are 3 or more weeks overdue will automatically be suspended.

- If your account is in arrears, we reserve the right to withdraw your student from the program and place him/her on a waiting list until the account has been paid in full. Upon receipt of your payment, your student can be reinstated only if space is available. Outstanding balances which are not paid promptly will be transferred to a collection agency, at which time additional charges may apply.
- 3) All accounts are subject to periodic audit. Please note that you will be held responsible for any unpaid charges discovered during an audit.
  - 4) Questions about your account can be directed to the Student Services Department at (317)773-3171 ext. 10604.

## 11. MEALS

Morning snack, lunch, and an afternoon snack are provided daily by the Noblesville Schools' Food Services Department. Meals are nutritionally balanced and comply with standards set by the USDA and the State of Indiana. Meals (snacks and lunch) are included in the price of the program fees for all students. If parents/guardians choose to send food from home, program fees will not be discounted, and we ask that you follow guidance given by your classroom instructor regarding life-threatening allergies in your student's room.

If your student has any food allergies or special dietary requirements, please list this information on his/her Medical Information form.

## 12. DRESS

All students must be dressed appropriately for the day's activities. Your student's instructor will plan numerous play-based activities throughout the day, so please expect your student to come home messy! We encourage parents to dress students appropriately for outside play dependent on the weather. An extra set of clothes in his/her cubby is always a good idea.

Although we are happy to assist with difficult snaps/buttons, we appreciate it when your student is dressed in clothing that allows him/her to use the bathroom largely unassisted.

## 13. ARRIVAL & DEPARTURE

Students attending Little Millers Preschool must be brought to the designated location by an adult no earlier than 6:30 a.m. Students must be signed in and out through EZChildTrack in order to be admitted to and released from the program.

At all preschool program locations, entrance doors are secured at all times. When dropping off or picking up your student, please follow the procedures provided by your student's teacher. **When entering the school building, please do not hold any door open for others – each family must enter independently.**

Students will only be released to a parent, or to those people who have been listed in the student's EZChildTrack account as authorized to pick up. Identification will be required of anyone with whom our staff is not familiar.

The Preschool entrance is available for drop-off before regular school hours and for pick-up during and after regular school hours. If you are dropping off or picking up during the regular school day (7:35-2:35), please use the main school entrance and be prepared to present ID.

## 14. LATE PICK-UPS

Students must be picked up by their designated enrollment end time in order to avoid a late pick-up charge (2:35 p.m./end of the elementary car rider line for the Preschool enrollment option or 5:30 p.m. for the Preschool + Afterschool enrollment option). We realize that, on rare occasions, traffic or weather conditions may prohibit you from arriving on time to pick up your student. However, we will

assess a late pick-up fee of \$15.00 every 15 minutes, beginning at the end of the elementary car rider line for the Preschool enrollment option or 5:31 p.m. for the Preschool + Afterschool enrollment option. This fee will help to offset the extra expense to our budget when our staff must stay beyond their scheduled shift. We appreciate you adhering to this guideline due to our staff's scheduling based on expected ratios. Excessive late pick-ups (3 or more) will result in the student's dismissal from the program.

## 15. ACCIDENT & EMERGENCY PROCEDURES

In the event of an accident or emergency, it is very important that our staff be able to reach a student's parents, or an emergency contact. Please report any change in address or daytime telephone number to our staff promptly and provide emergency contact numbers where someone can be reached during our program hours.

## 16. IMMUNIZATIONS

All Little Millers Preschool program participants must provide proof of immunizations before starting the program. Immunization information can be found on our district website at [NS Immunization Information](#).

## 17. ILLNESS

It is important that a student be free from all symptoms of illness for 24 hours before returning to our program. Please do not send a sick student to the program. If you are unsure, we invite you to call us to discuss the situation first.

If your student becomes ill during the program day, we will isolate him/her, make him/her as comfortable as possible, and contact you to pick up your student. Students who are ill should be picked up promptly. The decision regarding whether or not an ill student may remain at the program is entirely at the discretion of the program staff and the school nurse.

The following are signs and symptoms identified by Noblesville Schools as reasons students must be kept at home and taken to a medical provider if signs and/or symptoms warrant such action.

Fever (over 100 degrees)	Students must not return until they have had a normal temperature for 24 hours without fever-reducing medication. Students on antibiotics for contagious diseases such as tonsillitis, bronchitis, or pneumonia must not return to school until they have taken medication for 24 hours or as specified by a medical provider.
Nausea and/or vomiting	Students must stay home for 24 hours post vomiting.
Diarrhea	Students must stay home 24 hours post diarrhea.
Sore throat (pustules and/or blisters in throat)	Students must be fever free for 24 hours. Diagnosis by a medical provider will determine if student is contagious or not. If medication(s) are prescribed, student must take for 24 hours or as specified by a medical provider before returning to school.
Rash	Diagnosis by a medical provider will determine if student is contagious or not. If student is contagious, he/she cannot return to school until prescribed treatment has been started or as specified by a medical provider.
Pink Eye or Discharge from Eyes	Students must stay home until a medical provider has made a diagnosis, antibiotic has been taken for 24 hours, and drainage from eye(s) has stopped.
Open/draining sores	A medical provider needs to confirm if contagious or not. Appropriate treatment should be started before student returns to school. Keep open wounds covered at all times while in school.
Ringworm	Diagnosis by a medical provider must be made and anti-fungal treatment needs to be started. While in school the site must be covered.

Communicable Diseases	<p>If a student is ill, has a communicable disease that is transmissible through normal school contacts, poses a substantial threat to the health and safety of the school community, or is infested with parasites, the school nurse may send the student home. The nurse will communicate with the student's parent and describe the nature of the illness or infestation. The student may return to school when the following criteria is met:</p> <ul style="list-style-type: none"> <li>● The student's return to school meets the guidelines in the current edition of the <u>Indiana State Department of Health Communicable Disease Reference Guide for Schools</u>, and if recommended,</li> </ul> <p>The student or family provides a medical provider's letter stating it is safe for the student to be readmitted.</p>
	<ul style="list-style-type: none"> <li>●</li> </ul>

**18. DISPENSING MEDICATION**

In accordance with Indiana law and with the Noblesville Schools' policy, medication may be dispensed to Little Millers Preschool participants only when the following conditions are met:

Medication at school must include:

- A labeled prescription container with student's name and instructions
- A written order from the medical provider
- A signed parent permission form on file
- Non-prescription medication in the original container

All prescription and non-prescription medications will be administered to students by the school nurse (during school hours), or by designated preschool program staff (before or after school hours). Any medication brought to the program without meeting the aforementioned guidelines will not be dispensed. If any medication remains at school when it is no longer to be taken, it is mandatory that it be picked up by the parent/guardian. Medication that has not been picked up by the end of the school year will be destroyed. For additional questions regarding medications, please refer to the Noblesville School Board Policy and/or contact your school nurse.

\*\*Any decision on the administration of medication will be made by Noblesville Schools' district administration.

**19. ACCESS TO TECHNOLOGY**

When Preschool students use school computer equipment, the Noblesville Schools' Technology and Internet Acceptable Use Policy (provided to you at the time of enrollment at the school) applies. Violations of this policy may result in consequences ranging from restrictions or loss of technology privileges up to and including suspension or expulsion from the preschool.

**20. PERSONAL BELONGINGS**

Please do not allow your student to bring personal items from home. On special occasions, the Preschool Program staff may invite students to bring an item from home as part of a particular classroom activity. Parents will be notified in advance of those times. Little Millers Preschool is not responsible for misplaced or stolen items.

## **21. BIRTHDAYS, HOLIDAYS & SPECIAL EVENTS**

Our Preschool staff recognizes birthdays and celebrates special events in the classroom. Food items/treats for the entire class are not permitted. In addition, parents are asked to refrain from sending in balloons, flowers, etc. These items disrupt the learning environment. Cards and invitations may not be distributed at school unless every student in the class receives one. Consistency in recognizing these special events is essential to ensure that every student feels honored and valued.

## **22. FIRE, TORNADO & ALICE DRILLS**

The Preschool will participate in all emergency drills held by Noblesville Schools. These are as follows:

- Fire Drills - Held monthly
- Tornado Drills – Held one time per semester
- Safety Drills – Held two times per semester

## **23. DISCIPLINE PHILOSOPHY**

The goal of discipline is to positively guide early learners in developing socially acceptable ways of expressing their needs and feelings. This is accomplished first by the program staff modeling respect for self and others. Adults will set consistent routines, procedures and choices in student directed activities in the learning environment. When disruptive behavior endangers the safety of others, the student will be redirected toward acceptable behaviors or activities. Appropriate behaviors are encouraged through praise and a variety of reinforcers. Repeated misbehavior will result in a time-out (a minute per year of age). If misbehavior continues, a parent conference will be necessary to develop a plan for appropriate behavior. If disruptive behaviors do not improve, the student may be withdrawn from the Preschool.

## **24. PARENT COMMUNICATION & INVOLVEMENT**

Preschool staff members strive to maintain close communication with parents through a variety of avenues including notes, electronic communications, phone conversations, classroom newsletters and conferences. Parents are welcomed and encouraged to visit any time during our hours of operation. All Preschool visitors and volunteers must have the appropriate background check approved to spend time in the LMP classroom during the school day. Please check with our staff in advance to see how you might be able to volunteer or help.

## **25. FAQ'S & PROVIDING FEEDBACK**

We have put together an [informative website](#). Please visit our website to obtain answers to your questions. If you cannot find answers on the website, please feel free to contact our Director of Early Learning and Care, Kayla Van Hook at [kayla\\_vanhook@nobl.k12.in.us](mailto:kayla_vanhook@nobl.k12.in.us).

We also value feedback from our parents and guardians as a tool for evaluating and improving our Preschool. Parents are encouraged to address concerns or share ideas openly with our Preschool staff. Should you have a question, suggestion, or area of concern, please bring it to the attention of your classroom's instructor. If any issue remains unresolved, please contact the Director of Early Learning and Care, Kayla Van Hook, for assistance, 317-773-3171, ext.10609.