

# White Oak Early Learning Center

## Family Handbook

2024-2025



7221 E US 36, Avon, IN 46123

317-544-6700

317-544-6701 (fax)

**Policies and procedures are subject to change at any time.**

# Avon Community School Corporation

## We Believe

- All students can learn and achieve **high standards** throughout their lives.
- All students can become **expert learners**.
- **Social-emotional well-being** is essential for academic learning.
- Learners and their educators are **highly diverse** and require **flexible supports**.
- **Collaboration** among educators across disciplines and roles is essential.
- All students need and deserve a safe physical and emotional **learning environment**.
- **Relationships** are the foundation for growth and success.

## Our Vision

Nationally recognized district of choice that embraces all students and prepares them to grow and thrive for their future.

## Strategic Goals

- In cooperation with our community, we will become a Professional Learning Community (PLC) improving student achievement by providing equitable experiences and opportunities for all students.
- Create systemic and purposeful innovation opportunities to develop critical thinkers.
- Support student well-being, mental wellness, and the whole child (healthy, safe, engaged, supported, and challenged).

**belong · learn · grow**

ALL

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## ATTENDANCE

Preschool attendance is essential for the growth and development of the whole child. In the event your child is unable to attend preschool, please report your child's absence to the school office by calling 317-544-6700. If you are calling outside of school hours, please leave a message including your child's name, teacher, and reason for absence.

If your child qualifies for special transportation, please also contact the transportation department to notify them of your child's absence. Their phone number is 317-544-6140.

**Full-day** students attend 183 school days and follow the district staff calendar, starting July 30th. (*The three additional attending days outside of the district calendar are: July 30, January 6, and June 2.*) Before-school care is from 7:00 am until 8:20 am. Any full day family arriving after 8:20am must wait in the car line, as staff are transitioning to their assigned location to welcome all students. The school day is from 8:30am to 3:30pm. After-school care is from 3:30pm -4:45 pm. All full day students must be picked up by 4:45 to prevent dismissal from the program. If the school is unable to reach an authorized adult after thirty minutes, school resource officers will be notified.

- 1<sup>st</sup> Late Offense: Check-In with office staff and it is documented.
- 2<sup>nd</sup> Late Offense: Check-In with office staff and it is documented. Late fees apply.
- 3<sup>rd</sup> Late Offense: Meeting with principal and it is documented. Late fees apply.
- 4<sup>th</sup> Late Offense: It is documented, and a written notice is sent to families via ParentSquare that the 5<sup>th</sup> late offense will result in dismissal from the program. Late fees apply.

**Half-day** students follow the district student calendar.

For your convenience, district calendars can be found on the ACSC website, keyword: calendar.

## BIRTHDAY/CELEBRATION RECOGNITION

We LOVE celebrating birthdays in preschool and each child will be recognized in class. Due to food allergies, outside food and snacks are not permissible. If you'd like to send in a small item for each child in the class to celebrate, this is allowed at the Early Learning Center. (Possible ideas are stickers, pencils, or a small trinket.) We are not permitted to pass out invitations at school.

We are unable to release student addresses or phone numbers. Your child's teacher may elect to create a classroom directory, but your information will only be included with your consent.

## BULLYING

Indiana state law defines bullying as "overt, repeated acts or gestures (verbal or physical) committed by a student or group against another student with the intent to harass or harm the student." ACSC defines bullying as an incident where all the following apply to the behavior: it was negative or malicious; it happened more than once; it targets a specific individual; it is intended to harass, ridicule, humiliate, intimidate or harm; and the incident created a hostile environment. For more information, please visit the ACSC website, keyword: school safety.

## **COMMUNICATION**

ParentSquare is your primary communication link with the Avon Community School Corporation. Whenever there is timely and important news or updates, you can expect to hear it first through ParentSquare. The best way to interact with ParentSquare is through the mobile app. It's available in the App Store and Google Play. The quick-start guide can be found by visiting the ACSC website, keyword: parents.

## **DISCIPLINE PHILOSOPHY**

Our overall goal is to help children learn problem solving skills, how to interact with others, learn acceptable ways to express their needs and feelings, and to understand that behavior has rewards and consequences. We hope to accomplish this through a variety of approaches, including modeling, positive reinforcement, consistent routines and procedures, conflict resolution strategies, redirection, and parent input/ideas. When needed, interventions may include reteaching, visuals, lots of practice, reminders, change of seating, access to a sensory break area, development of a behavior support plan, or a conference with parents. If a child's behavior is unmanageable or poses a safety risk to self or others, parents will be contacted.

## **DISTRICT PROGRAMMING**

We are fortunate to have a campus that supports more than just our earliest learners. We house the Avon Community School Corp Professional Development Center, which is a state-of-the-art center for staff professional learning. This Center functions independently and is secured separately from our Early Learning Center.

## **DRESS CODE**

Children should come dressed appropriately for changeable weather. Shoes must fit securely on their feet to ensure safety during inside or outside play.

## **EMERGENCIES**

Please ensure that all phone numbers and emails on file with the school office are correct and kept up to date. This is how we will reach you in the event of an emergency. When a child is sick or injured, the parent will be contacted first and given the responsibility of arranging transportation home or to a hospital (if applicable). In cases of extreme emergencies, emergency services will be called. Please visit the ACSC School Safety webpage to learn how parents can remain informed in all types of delays or closures.

## **FEES**

Current program fees are available on our website or in Appendix A (at the end of the handbook).

The supply and snack fees are due to the school office on August 13<sup>th</sup>, 2024 or within the first two weeks of starting school. Supply and snack fees are required fees for all students at White Oak Early Learning Center.

Tuition payments may be paid annually (due August 1) or monthly (the first of each month). We accept cash, check, money order, credit card, or parents can sign up for automatic electronic payments (which triggers a bi-monthly option). ACSC employees can opt for bi-weekly payments deducted from their payroll after filling out the requested paperwork.

All checks returned NSF will be subject to a \$25 service fee. The NSF check amount, plus the \$25 service fee must be paid in cash within 10 business days.

If a tuition payment is not received within two business days of the established and agreed-upon due date, a past-due notification will be submitted via Parent Square. Payments not received by 3:30 pm on the fifth business day of the established and agreed-upon due date will be considered late and will be subject to a collection fee.

Failure to pay fees or tuition within two weeks of the due date will result in your child's removal from the program.

Application fees, deposits and supply fees are non-refundable. A portion of tuition or snack fees may be refundable if your child is withdrawn from our Early Learning Center. Please see the "Withdrawal" section of the Handbook for more detailed information.

If you are registered for our full day program, but delay your child's start date, all tuition and fees are expected to be paid in full according to the original agreed upon dates. In addition, credit will not be given for illness, vacation, absences, or school cancellation.

Detailed information about payments can be found on our website or by calling our treasurer at 317-544-6700.

## **HEALTH SERVICES**

Our clinic is available for students who become ill or injured during the school day. Our clinic is staffed by a Hendricks Regional Health RN. Only minor first aid is available in the clinic. If a student is injured at school and the nurse assesses the condition and feels additional medical treatment is required, the school nurse will notify the parent/guardian. For life threatening emergencies, 911 will be called and the parents/guardians will be notified.

The nurse may exclude a student who is believed to have a communicable disease that is transmissible through normal school contacts and poses a threat to the health and safety of the school community. The following guidelines will be used in determining when to send a child home:

- A fever of 100 degrees Fahrenheit. Children should be fever-free for 24 hours without fever-reducing medication before returning to school.
- Vomiting or diarrhea (defined as two or more liquid stools in a 24-hour period). Children should be free from vomiting or diarrhea for 24 hours before returning to school.
- Suspicion of untreated conjunctivitis or pink eye. If pink eye is diagnosed, drops need to be used for 24 hours before returning to school.
- Suspicious rashes that may be contagious.
- Injury that may require further evaluation or treatment.
- Untreated head lice or presence of live lice.
- A condition or illness that is causing such severe symptoms that the student is unable to function in class.

All students leaving school during the day due to illness must do so through the school clinic. The nurse will determine whether the student should remain in school or go home.

Communicable diseases are contagious and should be reported to the school office or clinic even if they are not cause for exclusion. The child may return to school after receiving proper treatment and clearance by his/her primary care provider.

Prescription Medications: Only medications medically necessary during school hours or written in an IEP will be administered during the school day. Prescription medications must be sent in the original container with the original prescription label intact and be accompanied by a complete Prescription Medication and Hold Harmless Release Form. All medications listed as controlled substances must be directly delivered to our nurse by a parent/guardian.

Over the Counter Medications: Acetaminophen, Ibuprofen, and Tums are available in the clinic. These can be given at the discretion of the school nurse to any student who has permission. Any additional over-the-counter medication, including cough drops, will be kept in the clinic and need to be supplied by the parent. All medication must be in the original container and will be given according to the directions on the bottle and dosage needs that are appropriate for the age and weight of the student. All medications administered at school must be approved by the FDA; no homeopathic or herbal medications will be administered. The Over-the-Counter Medication Hold Harmless Release Form can be found on the district website under School Nursing.

Immunizations: ACSC requires the parent of a student who has enrolled to furnish a written statement of the student's immunization record. Students with incomplete immunization records or who do not meet immunization requirements set forth by the Indiana State Department of Health will be subject to exclusion. Questions regarding immunizations should be directed to the school nurse.

Please visit the ACSC website, key word: school nursing, for more information.

## **HOURS OF OPERATION**

- **Developmental Preschool:** The morning session is 8:30am – 11:00 am. The afternoon session is 1:00pm – 3:30 pm.
- **Full Day Community Preschool:** Before school care is 7:00am – \*8:20am (6:45 on Wednesday). The school day is 8:30am – 3:30pm. After school care is 3:30pm – 4:45pm.
  - *\*We cannot accept any full day students between 8:20am-8:30am because all staff are preparing for bus and car-line arrival. If you arrive after 8:20, you will enter the drop-off line and wait until staff begin the curbside unloading process.*

## **LEGAL NOTIFICATIONS (More detailed information can be found in School Board Policy or on the ACSC website)**

- **Anti-Harassment 1662:** It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all Corporation operations, employment opportunities, programs, and activities.
- **Child Nutrition 8531:** The Board recognizes the importance of good nutrition to each student's educational performance. The Board shall provide eligible children with lunch at a reduced rate or at no charge to the student. It also shall provide breakfast in accordance with provisions in I.C. 20-26-9-1 et seq. Eligibility of students for free or reduced-priced meals shall be determined by the criteria established by the Child Nutrition Program.
- **Educational Records Rights 8330:** To provide appropriate educational services and programming, the Corporation must collect, retain, and use information about individual students. Simultaneously, the Corporation recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.
- **Homeless Students 4013:** To the extent practical and as required by law, the corporation will work with homeless students and their families to provide stability in school attendance and other services.

- **Notice of Non-Discrimination:** Avon Community School Corporation does not discriminate based on race, religion, color, sex, national origin, age, disability, sexual orientation, genetic information, or veteran status in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Avon Community School Corporation Career and Technical Education department does not discriminate in enrollment or access to any of the programs available at the high school or career/technical education center. The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. The Avon Community School Corporation also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).
- **Student Data Opt-Out:**  
<https://resources.finalseite.net/images/v1624025817/avonschoolsorg/yi7j1xpehzhfv9tai824/AvonAnnualNoticeofStudentData.pdf>
- **Use of Force in Course of Staff Supervision 4302:** The Board recognizes that there are likely to be occasions in which a staff member must use limited physical force in the supervision of students in order to: prevent a student from injuring him/herself or others including self-defense and the defense of others by a staff member; stop a student from damaging the property of the Corporation or others; or end the disruption of an educational function or prevent interference with a school activity. In these circumstances, the staff member shall use no more force than the force that is necessary to accomplish the objective of the use of force and shall not use force for the purpose of deterring or punishing misconduct.

## **LUNCH and SNACK PROCEDURES**

All families pay a snack fee at the start of the school year, which includes a daily snack and milk. Morning or afternoon students receive one snack and one milk, while our full day students receive both a morning *and* afternoon snack and milk.

If your child has a food allergy, it is expected that the family will provide this health information at registration (via the health portal). It is also good practice for the family to notify the nurse, food service, and the child's classroom teacher.

Our Early Learning Center does not have a breakfast program. All students should be finished with breakfast before arrival, as outside breakfast food is not allowed into the classroom.

Children who attend our full day program eat lunch at school. Current lunch and milk prices, as well as our menu, may be found on the ACSC website, keyword: food services.

Student enrollment and the size of our café prevent us from welcoming full-day program visitors for lunch. If you would like to have lunch with your child, you may sign your child out mid-day for a special off-campus lunch together.

## **NAP/REST TIME (Full Day Program)**

All community classrooms have an established nap schedule, which follows each class's lunch period. Your child is not required to sleep but is expected to rest quietly and not disturb other children. Nap cots are provided by the school. Nap items, such as a small pillow, blanket, or stuffed animal are provided by parents. These items are brought to school Monday morning in a family-provided bag (child must be able to carry it). All nap items will be sent home on Friday to be washed.

## **PERSONAL COMMUNICATION DEVICES**

Preschool students are not permitted to bring personal communication devices to school, unless it is a technology tool designed for communication and is written into the child's IEP.

## **PESTICIDE APPLICATON**

Periodically throughout the year, it may be necessary that a pesticide be applied to external or internal areas of the school building and grounds. Parents will be notified via Parent Square prior to any application.

## **PROGRAM OPTIONS**

Our Early Learning Center offers a community (paid) full-day program. Our developmental preschool program is a half day program in an inclusion or self-contained classroom. The initial developmental preschool program recommendation is based on the evaluation results. Any additional recommendations are based on the child's goal progress, as well as overall growth.

## **RECESS**

We have two play spaces: an indoor gross motor space and a playground. The children will go outside, except during inclement weather and should dress appropriately. We will follow the K-4 recess weather guidelines to determine outdoor play. If the temperature with wind chill is at or above 20 degrees, children will have outdoor recess. If the temperature or heat index rises to 100 degrees or above, there will be no outdoor play.

## **REQUESTS FOR DELAYED KINDERGARTEN ENROLLMENT**

The White Oak Early Learning Center does not offer an additional year for children who are age eligible for kindergarten. Discussion of the need for retention in Pre-K will be handled individually.

## **SAFETY**

Procedures have been established to provide for the safekeeping of students and staff regarding various emergency situations. The children are instructed in these procedures, and exit maps are posted in each room. Drills are routinely conducted and documented. ACSC will work with state and local agencies in the event of any state or national emergency.

## **SCHOOL CORPORATION POLICIES**

While the Early Learning Center Handbook covers various procedures for our school, School Board Policy includes policies which govern the entire Avon Community School Corporation. Should you desire to review these policies, please visit the ACSC website, keyword: Board of School Trustees.

## **SECLUSION and RESTRAINT**

It is the policy of ACSC to limit or prohibit the use of seclusion, physical, mechanical, or chemical restraint in the education and discipline of students. It will only be used in circumstances in which the strategy can be used safely in a manner that is in the best interest of the student and as defined in policy. For more information on seclusion and restraint, please visit the ACSC School Board of Trustees website.

## SPECIAL EDUCATIONAL SERVICES

Special programs and/or services are available for ACSC students. If you have concerns about your child's development and are considering whether an evaluation for special education services may be appropriate, please contact our Assessment Teacher at (317) 544-6700.

If your child is evaluated and determined to be eligible, under Article 7, he/she may be placed in one of the programs outlined below. Program placement will be determined at the child's case conference.

### Continuum of Special Education Services at White Oak Early Learning Center

- **Walk-in:** Services are provided one or two times per week in 20–30-minute sessions.
- **Language Group:** Services provided one day per week for 2.5 hours.
- **Inclusion Preschool:** Services are provided five days per week, 2.5 hours per day and are based on student need. The inclusion setting includes peer models.
- **Developmental Preschool:** Services are provided five days per week, 2.5 hours per day and are based on student need.

Related services can be provided in all program areas and are determined by each child's needs.

If the student is no longer eligible to receive special education services in the preschool setting, he/she may continue for ten school days. This will provide the family with adequate time to make alternate arrangements.

## STANDARDS, CURRICULUM, and PROGRESS REPORTS

The White Oak Early Learning Center follows the Indiana Early Learning Standards. If you would like more information on these standards, please visit the Indiana Department of Education's Early Learning website at [DOE: Early Learning](#).

Two adopted curriculums utilized at our Early Learning Center are Foundations and Second Step. The Foundations® Pre-K Activity Set supports students' emerging understanding of the alphabetic principles of letter-sound associations and alphabetical order, and the written language skill of manuscript letter formation. Second Step is a program designed to give children "The Power to Grow." This program helps our littlest learners harness their energy and potential by teaching them to listen, pay attention, manage their behavior, and get along with others. In addition to Foundations and Second Step, Heggerty is also used at our Early Learning Center. This supplemental curriculum focuses explicitly on eight phonemic awareness skills.

Progress is reported twice per year: once at the conclusion of the first semester and at the end of the school year. If your child has an IEP, goal progress is reported at the district designated quarter schedule.

## STUDENT CONDUCT

In accordance with the guidelines and policies of the ACSC Board of Trustees, and to ensure the safety and success of our school, children will be expected to demonstrate respect and responsibility while in school. Developmental and age-appropriate consequences may be issued to correct or reinforce behavior. If behavior becomes an instructional or safety concern, parents will be formally notified.

Electronic devices and phones are not permitted. In addition, the school is not responsible for any lost, broken, or stolen items.

Although it is rare at the preschool level, grounds for suspension or expulsion are outlined in Board Policy.

## TECHNOLOGY

Each pre-K community classroom has four laptops used on a limited basis. When preschool students use school computer equipment, the Student Education Technology Acceptable Use and Safety policy applies. Violations of this policy may result in consequences ranging from loss of privilege up to and including suspension or expulsion from school. This policy can be found on the district technology webpage.

## TRANSPORTATION TO AND FROM PRESCHOOL

**Developmental Preschool:** Special bus transportation is available for special education students whose IEP designates a need for special transportation to and from preschool. The ACSC transportation department coordinates all routes, pick up times, drop off times, and procedures. There is a driver and a bus aide on all special education buses.

Before the first day of bus service, the Transportation Office will notify parents of bus number and approximate pick-up/drop-off times. Parents must be at the designated stop 10 minutes prior to the established pick up or drop off time.

If your child rides the bus, they are under the rules set forth by the transportation department to ensure student safety.

For more information on our transportation department, please visit the ACSC website, keyword: transportation.

**Community or Developmental Parent Drop-Off and Pick-Up:** Specific procedures will be communicated to all families via Parent Square, our website, and at Parent Night before school starts. It is important that you read and follow all procedures to ensure the safety of students, staff, and other families. Please be advised that should a person authorized for pick-up insist on removing a child from our care while intoxicated or otherwise impaired, we shall immediately report it to the authorities. A few general guidelines to note:

- Follow all signs and staff directives during drop-off and pick-up.
- Refrain from ALL cell phone use when in line, at the curb, and when departing campus.
- Utilize school-provided name placards. These placards must be in clear view at pickup. A few good ideas we've seen from other parents: Clip to passenger side visor (and flip the visor down at the curb); place the placard on a "pants hanger" and hang from the rear-view mirror when at the curb; place on the passenger window at the curb. DO NOT leave your child's placard in plain sight when leaving campus.
- When at the curb:
  - MAKE SURE YOUR CAR IS IN PARK OR TURNED OFF
  - Drop-off: When motioned to do so, exit your vehicle and safely transfer your child to the sidewalk. Remain with your child until you can safely hand-off your child to a staff member near the awning area.
  - Pick-up: When dismissal begins, parents must show their placard. This shows school staff you are authorized to pick up. Stand at the sidewalk with your child's placard in view. A staff member will escort your child to you. It is your responsibility to ensure that your child is safely secured in his/her child safety seat. If an adult arrives without the provided placard, he/she will be asked to park and enter the office to provide identification and to determine authorization for pickup.
  - Parents are responsible for relaying drop-off and pick-up procedures to others who may be transporting a child to or from school. This includes the requirement of a driver's license or state-issued photo ID.

All pickup/drop off procedures are subject to change at any time for the safety of students, staff, and families.

## VISITOR/VOLUNTEER GUIDELINES

For the safety of our school family, visitors are not permitted past the school office during school hours. In the event parents or visitors must attend a parent meeting or conference, parents/visitors will be asked to scan a state-issued driver's license (with photo) to exit the office area.

Parent volunteers are encouraged, and all volunteer work must be scheduled through your child's teacher. Each volunteer will be required to submit a Limited Criminal History Record Check. Information and records obtained from criminal history inquiries under Board Policy are confidential and shall not be released except as necessary to implement this policy or to defend a decision made pursuant to this policy.

All approved volunteers shall agree to abide by all Board policies and corporation guidelines while on duty as a volunteer. Detailed information about volunteering, which includes policy, the confidentiality agreement, and anti-bullying training, can be found on the ACSC website, key word: school volunteers. Additional volunteer information will be provided by your child's teacher.

Special Notes:

- Siblings must remain at home when volunteering at school.
- Pictures taken by parents during school or on field trips that include other students may **NOT** be shared or posted on social media.

## WEATHER DELAYS, CANCELLATIONS, EARLY DISMISSALS, and VIRTUAL LEARNING

In the event of a delay, early dismissal, or cancellation, families will be notified via ParentSquare. Please make sure you download the Parent Square App or set up notifications via their website. More information regarding weather delays or cancellations may be found on the ACSC website, keyword: school safety. If you need assistance with Parent Square, more information may be found on the ACSC website, keyword: parents.

Two Hour Delay: **Full day** students arrive two hours later than normal. (Example: If 7am is the normal drop time, students can arrive at 9am). The half day student schedule (unless notified of changes) is the following: **morning** students attend 10:30am – 12:00pm and **afternoon** students attend from 2:00pm – 3:30pm.

Cancellation and Virtual Learning: **FULL DAY COMMUNITY:** School is cancelled and there is no virtual learning. **DEVELOPMENTAL PRESCHOOL:** Students will have optional activities posted via Parent Square.

Emergency Early Dismissal: If school is cancelled early, for any reason, parents will be notified via Parent Square with further instructions. Students utilizing special transportation will be transported home. **Community preschool** families will have 1.5 hours from the early dismissal announcement to pick their child up from preschool.

## WEBSITE TRANSLATION

Our website can be translated into over 80 different languages by clicking the "Translate" button at the top of the website.

## **WITHDRAWAL FROM PRESCHOOL**

- Developmental Preschool: If you must withdraw your child from school, please report this to the office at least one full day before the date of withdraw. Please provide your new address in case the school needs to mail any additional communication or information to you.
- Full Day Community Preschool: If your child is in our full day program, a two-week written notice must be provided to the office prior to the child's last attending day. Once written notice is received, families are financially responsible for ten school days of tuition and snack fees. If a two-week notice is not provided to the school office in writing, the family is financially responsible for those two weeks.

**APPENDIX "A" CAN BE FOUND ON PAGE 14 (PRESCHOOL FEES)**

# APPENDIX A

## Community and Developmental Preschool Fees

<b>Program</b>	<b>Annual Cost</b>	<b>Supplies Fee</b>	<b>Snack Fee</b>
<p>Full-Day Community Preschool (M, T, W, R, F)</p> <p>July 30 - June 2 (183 days)</p>	\$7,105.00	<p>\$60.00</p> <p>Due Aug. 13, 2024</p>	<p>\$237.90</p> <p>Due Aug. 13, 2024</p>
<p>Half-Day Developmental Preschool (M, T, W, R, F)</p> <p>July 31 - May 30 (180 days)</p>	No Cost	<p>\$40.00</p> <p>Due Aug. 13, 2024</p>	<p>\$117.00</p> <p>Due Aug. 13, 2024</p>
<p>Language Group (one day per week)</p>	No Cost	<p>\$8.00</p> <p>Due Aug. 13, 2024</p>	<p>Determined by start date.</p>