



# **Bulldog Buddies Handbook**

## **2024-2025**

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

Board Approved Handbook: June 26, 2023

## Program Locations 2024-2025

Building	School Address	School Phone Number	Principal	District Administrator of Preschool
Early Learning Center at Timothy Ball Elementary	720 W Summit St. Crown Point, IN 46307	(219) 663-4330	Dr. Ryan Eckart	Ms. Kristy Elsey, Assistant Director of Elementary Education (219) 663-4330
Eisenhower Elementary	1450 S. Main St. Crown Point, IN 46307	(219) 663-8800	Mrs. Calli Dado	
Lake Street Elementary	475 E. Lake St. Crown Point, IN 46307	(219) 663-5683	Mr. Brett Munden	
Douglas MacArthur Elementary	12900 Fairbanks Ave. Cedar Lake IN 46303	(219) 662-3600	Ms. Marian Buchko	
Winfield Elementary	13128 Montgomery St Crown Point, IN 46307	(219) 663-2287	Mrs. Jillian Alonzo	
Jerry Ross Elementary	11319 Randolph St. Crown Point, IN 46307	(219) 663-3010	Mrs. Jennifer Linsley	

Bulldog Buddies is open to students living in the Crown Point Community School Corporation boundaries, but our space is limited. Students will attend their home school whenever possible.

### Preschool Hours

#### AM

9:20 - 9:30 - Drop off/Arrival

9:30 - Preschool Classes Start

11:50 - 12:00 - Pick-up/Dismissal

#### PM

12:40 - 12:50 Drop off/Arrival

12:50 - Preschool Classes Start

3:10 - 3:20 - Pick-up/Dismissal

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

## **Arrival/Dismissal**

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

## **Closing & Delays**

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

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

## **Elearning day**

Families will be provided with at-home activities for any planned or unplanned elearning day. Activities may be sent home with your child or via ParentSquare.

## **Attendance**

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

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

ABSENCE – If your child will be out, please call the school office of the location your child is attending preschool to let them know the reason and date(s) for the absence.

## **Health & Safety**

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

## **Illness or Injury at School**

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

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

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

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

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

### **Use of Medication**

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

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

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

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

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

Minimum immunization requirements for entry into all Crown Point Community School Corporation schools in 2024-2025 are listed by the Indiana State Department of Health at <https://chirp.in.gov>. For your reference, the schedule of requirements is listed below:

2024-2025 School Year

Indiana State Department of Health - School Immunization Requirements

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

### Safety Drills

Preschool students will participate in all safety drills that are practiced throughout the school year.

### Parent Communication

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

#### Communication Methods

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

## Tuition & Fees

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

### The tuition schedule is as follows:

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

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

Dates of Preschool	Date Fees will be loaded into PowerSchool	Date fees are due
August 14-August 31	Available at online registration	
September 2 - September 30	August 15, 2024	September 1, 2024
October 1 - October 31	September 15, 2024	October 1, 2024
November 1 - November 30	October 15, 2024	November 1, 2024
December 2 - December 31	November 15, 2024	December 1, 2024
January 7 - January 31	December 15, 2024	January 1, 2025
February 3 - February 28	January 15, 2025	February 1, 2025
March 3 - March 31	February 15, 2025	March 1, 2025
April 1- April 30	March 15, 2025	April 1, 2025
May 1- May 31	April 15, 2025	May 1, 2025

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

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

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

## Philosophy & Curriculum Overview

In our preschool, children will discover and learn through play, investigation, and projects that build on their natural curiosity. Throughout the day, children will participate in large group, small group and individualized learning activities. They will also spend time outside and enjoy a snack together.

We believe that children learn best through hands-on experiences, active exploration, and freedom to make choices. Our classrooms are arranged thoughtfully with a variety of different interest areas. Children will have opportunities to make choices as they play, learn, and discover. We understand the importance of focusing on the whole child in order to foster cognitive, language, and physical development. We aim to instill a love of learning in an inclusive environment where friendships are formed and discoveries are made. We rely on the Indiana Early Learning Standards to guide and inform our practice.

We will be working through several different topical studies from the Creative Curriculum this year and information about each one will be provided as we navigate the school year together. The studies will enable children to become engaged in interesting topics that are connected to their daily lives. Each study topic includes a series of investigations that encourages children to use inquiry skills as they learn.

## Supplies

Please send the following items with your student:

- A full-sized backpack labeled with his/her name to hold a folder and other creative projects that may come home.
- An extra set of clothes in a plastic bag labeled with his/her name, in case of a toileting accident or wet or soiled clothing. Please include a shirt, pants/shorts, socks and underwear.

All other classroom supplies will be provided per the \$65 supply fee.

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

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



## **Snack**

Parents are asked to send in a daily snack and water bottle with their child. **Snacks must be peanut/nut free.** Items such as pretzels, goldfish and animal crackers make great snack options. Please be sure to inform your child's instructor and the school nurse if your child has any allergies or has any feeding concerns.

## **Birthdays**

We love celebrating our students' birthdays. It is a very special day for them. **Please do not send any food items.** If you'd like to bring something for each classmate, we suggest a small non-edible item. Examples may include playdoh, fidget, bubbles or a sticker. You can also donate a book to your child's classroom library in their honor! Also, if you plan on inviting your child's friends to a party, please make sure you have enough invitations for every student.