

# NLCS-Special Education Preschool

## Early Journeys

A Developmental Preschool for Children ages 3-5

The place where children learn and grow while building skills, relationships, and a life-long love of learning.

# Family Information



NLCS - Early Journeys  
located within the  
North Lawrence Learning Center  
420 "W" Street  
Bedford, IN 47421  
Phone (812) 275-4821  
Fax (812) 277-7726

## **Preschool Program Description**

Our preschool program provides a developmentally appropriate curriculum for each age group of children. Early Learning Journeys (ELJs) program offers activities that enhance each child's physical, emotional, intellectual, and social growth while adhering to the Indiana Early Learning Standards. Our environments are designed to promote intellectual skills and healthy physical growth. We believe interactions with peers and teachers will give children the opportunity to grow socially and emotionally and help them realize their value as unique individuals.

## **Our Philosophy**

Every child is unique and special in their own way. Learning Journeys believes young children learn best through play, exploration, and discovery as their natural curiosity leads them. Also, that all children should be respected and valued for the knowledge they already possess. The role of the teacher is to facilitate, pose questions, and create learning experiences designed to support the inquisitive nature of each child, scaffolding the child's learning in authentic ways.

The Indiana Early Learning Standards provide a framework for a natural transition to kindergarten. In addition, the Individual Education Plan (IEP) of each child is implemented in the learning environment. The IEP provides needed educational support through certified special education staff including teachers, speech-language pathologists, occupational therapists, physical therapists, and their assistants.

## **Vision Statement**

Early Journeys provides a nurturing environment where children can grow to their fullest potential academically, socially, emotionally, and physically through hands-on learning activities. We are committed to providing quality education to our youngest learners, which will lead to a life-long love of learning and success both in and out of the classroom.

## **Curriculum**

Early Journeys offers a dynamic and engaging program for 3 to 5-year-old children which includes a developmentally appropriate curriculum based on the Indiana Early Learning Standards. *ELM Early Learning Matters by Purdue University.*

## **Program Operations**

Early Journeys is provided through the North Lawrence Community Schools Special Education Program and will follow the NLCS school year calendar for closings/breaks.

Class Schedules are as follows:

Morning classes for 3-4 year-old students will meet on Tuesday, Wednesday, and Thursday.  
Class time is 8:00a - 10:45a.

Afternoon classes for Pre-kindergarten age students will meet on Monday, Tuesday, Thursday and Friday..  
Class time is 12:15p - 3:00p.

Snacks will be served daily. Milk will be provided. A snack calendar will be created and distributed to students. All snack must be prepackaged, sealed items. Your child may also choose to bring their personal snack.

## How do I enroll my child online?

- Please log on to <https://www.northlawrencecommunityschools.org/families/family-resources/welcome> and select RETURNING STUDENT REGISTRATION. *(Please select **returning** student registration even if your child has never attended. Your child is considered a returning student due to already being placed in our system at the time of their Special Education Evaluation)*
- If you do not already have a PowerSchool Parent Account for an older student, please email [smoots@nlcs.k12.in.us](mailto:smoots@nlcs.k12.in.us) and request the ACCESS ID and ACCESS PASSWORD for your child to be emailed. Once you have received this information to create your parent account you may complete online registration for your child. *(If you already have a parent account for an older student you may add the new student to your existing account once you have received the ACCESS ID and ACCESS PASSWORD)*
- After your parent account has been created, select FORMS from the left side of the page, then select REGISTRATION from the tabs across the top. Complete and submit FORMS A through K including the STUDENT REGISTRATION THANK YOU

## What is required to complete my child's enrollment into Early Journeys?

- Birth Certificate (EJs can make a copy of your originals if needed)
- Home Language Survey (EJs will provide)
- Race & Ethnicity Form (EJs will provide)
- Immunization Record (EJs can request with a signed release)
- Well Child Summary (EJs can request with a signed release)
- Handbook Signature Page
- Custody or Guardianship Orders (signed by Judge) if applicable
- Allergy Verification Form signed by Pediatrician if applicable
- Trampoline Permission

## Drop off and Pick Up

For morning car rider drop off, we ask that you park your car and walk your child to their teacher on the front porch at 8:00. If you arrive after this time, you will need to bring them into the building and follow office procedures. We will be dismissed from the front porch at 10:45. Please do not park in the bus circle because the buses will be there for the students who utilize that service. For bus riders, the transportation department will reach out to you closer to school starting to give you your bus times.

For afternoon car rider drop off, we ask that you park your car and walk your child to their teacher on the front porch at 12:15. If you arrive after this time, you will need to bring them into the building and follow office procedures. We will be dismissed from the front porch at 3:00. Please do not park in the bus circle because the buses will be there for the students who utilize that service. For bus riders, the transportation department will reach out to you closer to school starting to give you your bus times.

## Communication

Communication between Early Journeys and home is very important to the success of our program. Teachers will communicate with families through classroom newsletters and email. If at any time you have questions, please reach out to your child's teacher through one of these means of communication.

## **Absence Policy**

- If your child is going to be absent please notify their teacher via email
- If your child is a bus rider and is not going to ride on a given day, please notify your child's bus driver directly if the driver has provided a means to do so. If you cannot contact the bus driver directly, please call the Transportation Office at 812-279-6322 and leave a message. Your information will be relayed to the appropriate driver

## **Dress Code**

- Please dress your child in comfortable, washable clothing
- Clothes can get messy as we explore and create
- Tennis shoes that allow your child to participate in all activities are required
- Sandals, crocs, and heeled shoes are not permitted as they can cause injury as children run and play on the playground and/or in the gym
- Inappropriate school shoes also inhibit physical activities

## **Backpacks**

- Please check your child's backpack daily
- Important papers are sent home that may require a signature, and/or reminders about important activities happening at school
- Checking your child's backpack daily will ensure that important dates are not forgotten and that all information is received promptly
- Backpacks with wheels are not permitted

## **Birthdays**

- Birthdays are very important to children and to Early Journeys
- Everyone's birthday is celebrated! Parents are welcome to send in birthday treats for their child
- Treats may not be homemade and must be purchased with an ingredient list attached due to food allergies
- Please make arrangements with your child's teacher ahead of time if you plan to send in birthday treats

## **Outdoor Play**

- Children will have outdoor play every day when the temperature is 32 degrees or above and not higher than 90 degrees
- Large motor development, exercise, fresh air, and social interaction are an important part of our day
- Please dress your child in comfortable clothes that are appropriate for the season
- Please label all coats and jackets with your child's name
- Layering to adapt to the changing weather conditions and sending a jacket daily is suggested
- When the weather does not allow for outdoor play, large motor opportunities within our classroom and in the gym will still take place

## **Pickup Authorization**

- For the safety of your child, an Early Journeys or NLLC staff member will require identification from the adult picking up your child until after such time that your child's safe adults are recognized by said staff
- Written notification from a parent must be received before pick up if a child is to be released to someone other than those listed on the authorization list in PowerSchool
- If there is an emergency and you **MUST** send someone not on your original authorization list to pick up your child, please call LJs at 812-275-4821

## **School Nurse and Medicine**

Should your child need to leave the center early due to illness or injury, the Nurse or a staff member from LJs will contact you. If you cannot be reached, an adult listed in PowerSchool as an emergency contact to pick up your child will be called.

Please keep your child at home if he/she has any of the following symptoms:

- Fever- 100.4 or greater. Student may return when fever-free for 24 hours( without the use of fever-reducing medications)
- Vomiting- IF your child has vomited more than one time in the past 24 hours. May return to school 24 hours after the last episode
- Diarrhea- Two or more unexplained episodes of water or loose stools in 24 hours. May return 24 hours after the last episode
- Rash- Any new rash accompanied by a fever. May return after the rash goes away or clearance is given by a health care provider
- Skin lesions (sores)- Drainage from a sore that cannot be contained within a bandage OR sores that are developing day-to-day. All skin lesions must be covered while at school
- Cough- Serious, sustained coughing, shortness of breath, or difficulty breathing
- Other- Symptoms that prevent the student from active participation in usual school activities OR student requires pain medication stronger than Tylenol or ibuprofen

Should your child need to have prescription medication administered to him/her while at school the Nurse will do so when:

- Medication is brought in its original container and taken directly to the nurse's office and signed in by the parent
- Written permission is provided by the legal guardian
- Written instructions are provided by a physician stating
  - Name of Patient
  - Name of Prescription medication
  - Purpose
  - Dosage and directions for administration
  - Signature of physician
  - Date

Any over-the-counter medication must be sent to school in the original unopened container and accompanied by a Parent Authorization to Dispense Medication form specifying dosage.

Medications cannot be transported to school in a backpack on the bus.

## **Inclement Weather Closings**

In the event of inclement weather, Early Journeys follows NLCS's closure and two-hour delay status. If NLCS schools are on a two-hour delay there will be no morning preschool classes and afternoon preschool students will attend regular times.

## **Important Items to send to school**

- A full change of weather-appropriate clothing (including socks) should be kept in your child's backpack at all times
- A water bottle labeled with your child's name
- Your child's take-home folder (provided by LJs)
- Diapers, pullups, and wipes if needed for your child's care

## 2024-2025 Developmental School Supply List

- Full size backpack (Required)
- Reusable Water Bottle (Required-will be sent home daily)
- Diapers/Pull-ups (Required-if needed)
- Weather appropriate change of clothes (Required)
- Pip Squeak Markers
- Kleenex
- Baby Wipes
- Ziploc Baggies-any size
- Play-doh

For questions, comments, or concerns regarding any information included in this handbook, please contact Mrs. Jeannie Barnes, NLCS Early Journeys Early Childhood Special Education Coordinator. Phone 812-275-4821 extension 24111. Email [barnesj@nlcs.k12.in.us](mailto:barnesj@nlcs.k12.in.us).

## Permissions and Receipt of the Handbook

I, \_\_\_\_\_ (parent/guardian's name) give permission for my child,  
\_\_\_\_\_ (child's name) to participate in activities that occur on North  
Lawrence Community Schools property. **Also, by initialing below, I specifically:**

\_\_\_\_\_ **GRANT** permission for my child to participate in activities that involve playing and jumping on the trampoline. I understand that I may withdraw this consent at any time by submitting a written request to withdraw my child from the activities. I also agree to hold harmless, defend, and indemnify Early Journeys and North Lawrence Community Schools from any and all claims of mine or my child for injuries to my child arising from the inherent risks of the activities involving the use of the trampoline and those arising from the ordinary negligence of Early Journeys, North Lawrence Community Schools and their teachers, staff, agents, and employees.

\_\_\_\_\_ **DO NOT GRANT** permission for my child to participate in activities that involve playing and jumping on the trampoline.

This permission is valid for the duration of my child's enrollment at Early Journeys.

**Sunscreen Permission**

Early Journeys provides a variety of outdoor learning activities and playtime. Your child’s protection against sunburn is very important to us. With your permission, Early Journeys staff will apply sunscreen to exposed skin prior to going outdoors, Sunscreen will not be applied for exposure less than 20 minutes\*. This Sunscreen Permission is a binding agreement for the entire enrollment of my child.

*\*Please note that Early Journeys and North Lawrence Community Schools are not responsible for any unforeseen adverse reaction that may occur related to the application of sunscreen.*

Sunscreen provided by Early Journeys is SPF 50.

\_\_\_ **I DO** give permission for Early Journeys staff to apply sunscreen to my child as needed, before outdoor activities with exposure longer than 20 minutes.

\_\_\_ **I DO NOT** give permission for Early Journeys staff to apply sunscreen to my child.

Comments: \_\_\_\_\_

I have received, read, understand, and agree to all guidelines, information, and policies (including discipline policies) outlined in the Early Journeys Family Handbook.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_



## **Required Enrollment Documentation**

Parent/Guardian - This checklist of documents is required for each child's enrollment.

### **From: northlawrencecommunityschools.org**

- New Student Pre-Enrollment found on the NLCS website followed by completing all information on Forms A-M and Thank You in PowerSchool
- Child  
to complete Enrollment

### **From the Court:**

- Custody Order if applicable
- Protective Order if applicable
- Adoption Decree if applicable

### **From Early Journeys Enrollment Appointment:**

- Medication Permission Form if applicable
- Race & Ethnicity Form
- Home Language Survey
- Work Survey
- Permissions/Signature and Handbook Agreement page

### **From: Your Child's Pediatrician:**

- Immunization Records-please bring in a new record as immunizations are administered
- Copy of student's last Well Summary

### **From the Health Department:**

- Birth Certificate



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## Home Language Survey (HLS)

The Civil Rights Act of 1964, Title VI, Language Minority Compliance Procedures, requires school districts and charter schools to determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students as outlined Plyler v. Doe, 457 U.S. 202 (1982).

The purpose of this survey is to determine the primary or home language of the student. The I-ILS must be given to all students enrolled in the school district/charter school. The HLS is administered one time, upon initial enrollment in Indiana, and remains in the student's cumulative file.

Please note that the answers to the survey below are student-specific. If a language other than English is recorded for ANY of the survey questions below, the WIDA Screener will be administered to determine whether or not the student will qualify for additional English language development support.

Please answer the following questions regarding the language spoken by the student:

1. What is the native language of the student? \_\_\_\_\_

2. What language(s) is spoken most often by the student? \_\_\_\_\_

3. What language(s) is spoken by the student in the home? \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing here, you certify that responses to the three questions above are specific to your student. You understand that if a language other than English has been identified, your student will be tested to determine if they qualify for English language development services, to help them become fluent in English. If entered into the English language development program, your student will be entitled to services as an English learner and will be tested annually to determine their English language proficiency.

### For School Use Only:

School personnel who administered and explained the I-ILS and the placement of a student into an English language development program if a language other than English was indicated:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Collecting Racial and Ethnic Data

08.08.19

Though the department does not report individual student or staff data to the federal government, the total number of students and staff by race and ethnicity of each school is reported. The following sections define how race and ethnicity are collected using a two-part question, how observer identification is used for non-self-identifying students, and an overview of reporting racial and ethnic data to the IDOE.

### Two part question for students and staff

Districts must collect race and ethnicity information on students and staff using the two-part questionnaire. The respondent must answer both questions. District enrollment forms will need the below two-part question for all new enrollees to Indiana schools. Districts should train staff to assist enrollees in responding to the two-part question. This data is to be collected once and is to be kept as part of the enrollee's permanent file. (Exception: a parent/guardian/student makes a request to correct the original identification.) This information should be transferred upon the enrollees exit to another district.

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**Race and Ethnicity: (Note: Both Part 1 and Part 2 of the question must be answered.)**



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

The Migrant Education Program (MEP) provides supplemental education and support services to eligible children through national funding. The purpose of the program is to ensure that all migrant students reach the academic standards and graduate with a high school diploma (or complete GED/HSE).

## WORK SURVEY

Thank you for answering the following questions. If your child is eligible for the Migrant Education Program, they may receive additional educational support. This information is strictly confidential.

Student's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

1. Within the last **3 years**, have your children moved for any reason? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

### Part 1: Ethnicity

Is this individual Hispanic/Latino? (Choose only one)


- No, not Hispanic/Latino
- Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)

### Part 2: Race

What is the individual's race? (Choose one or more)

- American Indian or Alaska Native: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

2. Has anyone in your household moved from one school district to another within the United States, to look for seasonal or temporary work in agriculture? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If you answered **NO** to either of these questions, please stop.  If you answered YES, please continue.

3. When was the last time you or anyone in your household moved to look for or work in an agricultural activity within the United States? Month \_\_\_\_\_ Year \_\_\_\_\_

4. Please check any of the agricultural activities listed below that you have looked for or worked in:

- |   |   |
|---|---|
| <input type="checkbox"/> Plant or harvest vegetables or fruits                | <input type="checkbox"/> Canning vegetables or fruits       |
| <input type="checkbox"/> Detassel corn  | <input type="checkbox"/> Sod farm                           |
| <input type="checkbox"/> Tobacco farm   | <input type="checkbox"/> Planting, pruning or cutting trees |
| <input type="checkbox"/> Poultry and/or egg farm                              | <input type="checkbox"/> Dairy farm                         |
| <input type="checkbox"/> Duck, turkey, chicken, pork or beef processing plant | <input type="checkbox"/> Flora culture/gladiola farm        |
| <input type="checkbox"/> Aquaculture/fish hatcheries                          | <input type="checkbox"/> Greenhouse or plant nursery        |

Please list the names of all children in the household under 22 years of age.

Child's Name	Date of Birth (D.O.B.)
1.	
2.	
3.	
4.	
5.	

Indiana Government Center North, 9th Floor • 100 N Senate Ave • Indianapolis, Indiana 46204 317-322-6610 [www.doe.in.gov](http://www.doe.in.gov)

## Early Journeys Discipline Policy

It is very important that a child's development is nurtured through caring, patience, and understanding. Staff members use Conscious Discipline emotional regulation techniques to guide and regulate the behavior of our students. However, we may have to respond to your child's misbehavior: hitting, kicking, spitting, hostile verbal behavior, and other behaviors that could hurt your child or others.

In response to these behaviors, we will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprivation of food or other basic needs
- Humiliation or isolation

In response to misbehavior, we will;

- Respect your child
- Establish clear rules
- Enforce rules consistently
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices

- redirect your child to a new activity
- Move your child to a time-out chair for no long than one minute per your child's age, if necessary

If your child's behavior is very disruptive or harmful to your child or others, I will discuss the issue with you privately. If the behavior is not resolved we may need to explore further options.

As a parent, you may have some concerns or wish to offer suggestions. The above plan may be modified with your suggestions. Please use the lines below to recommend any strategies that work well for your child.

Child's Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Additional techniques to be used with my child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_