

Bulldog Buddies Preschool Handbook

The rules 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 2025

▼ About Our Program

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.

▼ Locations, Hours, Attendance

▼ Program Locations

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.

| Building | Address | School Phone | Principal | District Admin for 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 | |
| Solon Robinson Elementary | 601 Pettibone Street, Crown Point, IN 46307 | (219) 663-2525 | Mrs. Barbara Merrill | |
| 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 | |

▼ Preschool Hours

Morning

- 9:20 - 9:30 - Drop off/Arrival
- 9:30 - Preschool Classes Start
- 11:50 - 12:00 - Pick-up/Dismissal

Afternoon

- 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 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.

▼ E-learning 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 and 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 students 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 Requirement (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:

| Indiana Dept. 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

▼ 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> (<https://www.facebook.com/bulldogbuddiespreschool>).

▼ Tuition and Fees

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

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.

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 13-August 31 | Available at online registration | |
| September 1 - September 30 | August 15, 2025 | September 1, 2025 |
| October 1 - October 31 | September 15, 2025 | October 1, 2025 |
| November 3 - November 30 | October 15, 2025 | November 1, 2025 |
| December 1 - December 31 | November 15, 2025 | December 1, 2025 |
| January 6 - January 31 | December 15, 2025 | January 1, 2026 |
| February 2 - February 28 | January 15, 2026 | February 1, 2026 |
| March 2 - March 31 | February 15, 2026 | March 1, 2026 |
| April 1- April 30 | March 15, 2026 | April 1, 2026 |
| May 1- May 31 | April 15, 2026 | May 1, 2026 |