Future Flyers Preschool

3280 S. 9th Street

Lafayette, IN 47909

At the Future Flyers Preschool Program, our goal is to maintain a safe and orderly environment in which your child can learn. Therefore, we place a great emphasis on encouraging appropriate behavior of children to help them develop self-control, self-confidence, and self-discipline. An effort is made to help children understand why some behaviors are not acceptable, and suggestions for more desirable behaviors are offered. The rules are posted in the classroom and reviewed often with children.

We will follow the Earhart pledge:

I am an Earhart flyer. I am safe. I am loved. I belong.

My teachers job is to keep me safe. My job is to keep it safe for myself and others.

I will use my words to show kindness, my actions to show respect, and my heart to build connection.

When I feel upset, I will pause and breathe. When I see someone in need, I will be helpful.

We are a school family. We look out for each other. We lift each other up. It's a new day – Let's Fly!

To ensure the safety of all participants and staff, the Future Flyers Preschool staff will implement a positive discipline program where expectations are taught and practiced. Children involved in our program are expected to follow the expectations and discipline policies established by the LSC School Board and implemented by the preschool staff. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior or behavior that could pose a threat to others. Severe behavior will be addressed by the Preschool Director/Principal. While being disciplined, no staff member of Future Flyers will respond with: threats or bribes, physical punishment or abuse (even at parent's request), deprive your child of food or other basic needs, nor will a staff member humiliate or isolate your child.

1.Positive redirection

2.Verbal warning for specific behavior.

3.Timeout in the "thinking spot" to allow for reflection of their actions.

4. Timeout in the "thinking spot" to allow for reflection of their actions, and a call to parent or guardian to possibly pick-up

5. Parent/Guardian conference to discuss behavior and consequences for future incidents.

6.Suspension - 1 to 2 days from the program and/or remainder of the day.

7 .Repeated aggressive/inappropriate behavior with 1-3 suspensions will result in removal from the program with approval from the Preschool Lead Instructor and Principal.

Future Flyers Preschool reserves the right to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that may put participants and staff in danger. I have read the Future Flyers Preschool Discipline Policy and fully understand the process to be used for discipline issues.

_____ Participant's name

_____ Parent/Guardian signature

Please sign this form and return to Mr. Habben

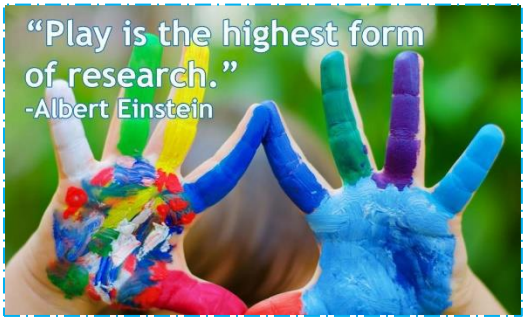
Future Flyers Handbook 2025-2026

Philosophy

The Future Flyers Preschool Program was created in hopes of providing affordable early childhood education that was absent within the community. We believe children learn best in a nurturing, child-initiated play-based environment that fosters self-confidence, trust, creativity, autonomy, and acceptance of individual differences. The goal is for staff to establish positive personal interaction, nurturing each child's growth and education. We want to create a program where families and children feel at home and part of a warm, supportive community. As we look to the future, our goals for children are to become critical thinkers, have the necessary executive function skills to be academically successful and to continue their educational experiences with confidence and enthusiasm. We want children to not only be successful in their future academic career, but to look back at their experiences with a sense of belonging and fondness for their time spent at the preschool. At the end of the program we strive to support all children in gaining growth towards:

- Gross and Fine Skills Development
- Hand-Eye Coordination Development
- Understanding and Following School Procedures
- Social and Emotional Growth
- Ask and Answer Relevant Questions
- Communicate Feelings Effectively
- Vocabulary Expansion
- Self-regulation of attention and behavior
- Sense of self-worth and growing confidence
- Knowledge of self, family, and culture
- Developing independence, self-confidence, and self-efficacy
- Developing conflict resolution skills

Our curriculum is a combination of engaging and hands-on activities that come from, but are not limited to Zoo Phonics, Hagerty, and Touch Math. Our exceptional teaching staff includes 1 lead teacher and 2 paraprofessionals. There will be 2 Parent/Teacher Conferences a year to discuss your child's progress.



Policies and Procedures

Arrival/Dismissal

* 7:15 – 8:25 AM - You will need to park in the back parking lot near the playground and come in through Door F (7:15-8:25AM). You can walk your child into the classroom.
* 8:25AM – 2:45PM – You will need to park in the front parking lot and ring the bell outside Door A (Main Entrance). An office staff member will walk your child back to the classroom.
* 2:45 – 4:00PM – You will need to park in the back parking lot. Enter through Door F. You may then enter the building and come into the preschool room.
* 7:15- 4:30PM – As a parent you will be able to access your child during the day. If you need to see them without picking them up, please buzz into the office and we will bring your child to you. Please don't make this a habit as they are busy learning.

** There will be a $1 per minute late fee charge*

Tuition

* Tuition will be due at drop off on Monday.
* Tuition is $140 a week paid in cash, check, money order, or online payment.
* There will not be any payment due Fall Break, Spring Break, and Winter Break (week of Dec 23 – January 3)
* The week of Thanksgiving tuition will be $50.
* A full week tuition will still be paid on the weeks that include Labor Day, MLK Day, and President's Day.
* Tuition will not be paid over summer vacation (unless you are attending).
* Future Flyers will open on Monday August 4 and payment will be required that week.

Attendance Information

* If your child is vomiting, having diarrhea, or running a fever of 100.4 or higher they will not be able to attend. They will need to be symptom free for 24 hours without the use of medicine. If your child has Covid-19 like symptoms, please keep them home for 5 days, or they have a negative test. If you have questions, please call the office to get clarification.
* If your child will be absent for any reason, please call the front office at 765-772-4740, and report it.
* If your child becomes sick while at school, the nurse will contact you to come and pick-up your child from school as soon as possible.

*

- Weather
    - If the school is delayed or closed due to bad weather, notification will be sent to local TV or weather stations. We follow the weather determinations of LSC. If the school is on a 2-hour delay, the doors will open at 9:15.

Communication

- Parents/Guardians communication is important to ensure the program's success. Teachers will be available via email and school phone. You are also able to send handwritten notes. Please remember that teachers are working hands-on with your child during the day, so they typically are not available during school hours. Arrival and dismissal are also not a time to discuss any issues or ask any questions. We need the teachers focusing on the kids.
- **We use Brightwheel as a way to communicate with all parents and guardians. You will want to download that application on your phone. After sending you an invite you can set up a personal account. This will allow you to check your child in and out. It will also allow you to see pictures of their day.**
- If you wish to speak with the teacher in person, you can set up a meeting.
- Parents/Guardians are welcomed to call the front office if they need to share information such as a change in pick-up or to update contact information.
- Parents/Guardians are required to have updated contact information on file.
- There will be Parent/Teacher conferences twice during the year to discuss your child's progress.
- There will be an Open house before the start of the year. The date is still to be determined.
- Annually parents will be asked for feedback about our programming with an online survey.

Snacks

- You will bring in snacks for your own child in the bag that Miss Crystal has for you. She will place the bag in your cubbies once it starts to get low and needs refilled.
- We understand that birthdays are a special time, and we look forward to sharing in that with your child. If you would like to bring in a treat to share with the class, we encourage that, however, these treats will also need to be store bought.

Meals

- **Breakfast**
  - Students will be given the option of eating breakfast for free if they arrive between 7:30-8:45AM.
- **Lunch**
  - Students will have the option to bring their lunch from home or they can have the hot lunch from school. A menu will be sent home so you can plan this out in advance.

Personal Items

- No toys, cards, electronics, or cell phones should be brought to school
  - The school is not responsible for any lost or stolen items

Dress Code

- Please dress your child in seasonally appropriate clothing that can receive normal wear and tear. Please provide a change of clothes in case they are needed. If your child is not yet potty trained, you are required to send diapers or pull-up and wipes. Soiled clothes will be sent home in your child's backpack.

Family Nights

- As a student of Future Flyers Preschool, you will be invited to all the Earhart Elementary family nights. You will be given information as they get closer.

Safety Procedures

- Safety is of the utmost importance to us. During the school day, doors will be locked. Anyone wanting access to the building will need to enter through Door A and check-in with the main office.
- Fire, tornado, earthquake, and lockdown drills are held regularly and will be done in conjunction with Earhart Elementary School drills.
- Students will receive instructions on how to respond and practice as a class before each drill.

Materials/Supplies

- There is a two time per year $50 materials fee each year. This is due at the beginning of each semester (August and January). This fee covers a variety of items including but not limited to; instructional materials, access to technology, software, art, dramatic play etc.

Emergency Information and Care

- Registration packets asks for basic health information and emergency contacts. These need to be filled out fully at the start of each year. These will need to be updated whenever contact information changes. Please email any important information to rhabben@lsc.k12.in.us
- In case of an emergency, injury, illness, or death the parents/guardian will be notified and given a completed Accident/Incident Health Form.
- If there is a day you will be away from your phone, please let the teacher or office know the best way to contact someone for that day.
- It is IMPERATIVE that we can reach you INSTANTLY.

Student Health Procedures

- If a student becomes ill, they will be sent to the nurse. The nurse will follow the guidelines concerning communicable diseases by the Indiana State Department of Health or accepted guidelines by the American Academy of Pediatrics.
- The nurse will contact the parent/guardian or other contacts that were provided.
- The ill student must be picked up IMMEDIATELY by a trusted adult.
    - *Students need to stay home when they have a:*
        - Temperature of 100.4 or higher
        - Cough
        - Shortness of breath or difficulty breathing
        - Repeated shaking with chills
        - Muscle pain
        - Headache
        - Sore throat
        - New loss of taste or smell
        - Untreated head lice
        - Untreated rash
        - Vomiting and/or diarrhea
- Indiana State Law requires that your child have an immunization record on file in the office. This needs to be kept up-to-date. If you choose not to have your child vaccinated for personal or religious reasons, you must provide the school with written documentation each year.
- Any questions, please contact the office.
    - ***Immunization Requirements***
        - Indiana Law states that schools must keep records of immunization for all students. When a student enrolls in a school, parents must provide the school with a complete immunization record or must provide a current written medical contraindication or religious objection.
    - ***Minimum Immunization Requirements***
        - 3 Hep B (Hepatitis B)

        - 4DTaP (Diphtheria, Tetanus, and Pertussis)
        - 3 Polio (Inactive Polio)
        - 1 MMR (Measles, Mumps, and Rubella)
        - 1 Varicella
    - ***Indiana Code 20-8.1-7-7-10.1 (c)*** A child may enroll but shall not be permitted to attend school beyond the first day of school without furnishing immunization information or written exceptions note above. Medical and religious objections must be renewed yearly with the school nurse.

* **Administering Medicine**
    - Medicine is only allowed to be given to a student within the school day with a written and dated consent of the student's parent/guardian as well as the physician. The consent is only valid for the dates specified and cannot extend past the school year.
    - All medicine (prescription or nonprescription) needs to be in its original container, stating the student's name, the medication, the time it is to be given, and how it is to be given. If the medication is to be terminated prior to the date on the prescription, the written and dated consent of the parent and the physician's order will be kept on file.
        - All health-rated procedures (blood sugar tests, EpiPen injections etc.) must have specific parent and physician orders. All orders will be kept on file.
        - If any medications or treatments change, please notify the school nurse.
        - The medications need to be delivered and picked up by the parent/guardian directly to the nurse.
        - All medications and equipment should be picked up by the parent/guardian at the end of the school year.
* **Emergency Health Situations**
    - In an emergency health situation, the Future Flyers Preschool staff will take the necessary steps in keeping your child safe in the health emergency. In case of medical emergency, 911 services will be called.
* **Cleaning/Sanitizing Procedures**
    - Cleaning and Sanitizing Procedures will be followed as recommended by the state of Indiana.
    - Workplace cleaning and disinfection of toys that can be placed in mouths will be cleaned and sanitized weekly. Other hard surfaces, including diaper changing stations, door knobs, and floors will also be disinfected daily to maintain healthy operations.
* **Toys**
    - We will rotate toys and activities bi-weekly to encourage exploration and allow for a variety. Toys that aren't being used are stored in the classroom closet.

* **Transportation**
    - We will **not** be providing transportation to or from school for this program. If the preschool lead teacher determines that they want to take their class on a field trip then we will use LSC Transportation to get to and from the field trip. Permission slips will be sent home prior to every field trip.
* **Hiring**
    - We will **not** be hiring anyone under the age of 18.

Potty Training: Our preschool recognizes that potty training is a significant milestone for children and requires collaboration between parents and teachers. We aim to support families in this process while maintaining a positive and respectful environment for all children.

Parent Responsibilities

1. **Initiating Potty Training**: Parents are responsible for initiating potty training at home before their child starts in our program.
2. **Communication**: Parents must communicate their child's potty training status, including progress and setbacks, with the preschool staff.
3. **Providing Supplies**: Parents are responsible for providing an adequate supply of diapers, pull-ups, wipes, and spare clothing for accidents.
4. **Consistency**: Parents should maintain consistency in potty training methods used at home and communicate these methods to preschool staff.
5. **Supporting Independence**: Parents are encouraged to support their child's independence in using the toilet, including practicing at home and encouraging proper hygiene habits.

Preschool Responsibilities

1. **Communication**: Preschool staff will communicate with parents regarding their child's progress and any challenges faced during potty training.
2. **Encouragement and Support**: Staff will encourage and support children in their potty training efforts, respecting each child's pace and individual needs.
3. **Accommodation**: Staff will accommodate potty training needs by providing regular potty breaks, assisting with clothing changes, and maintaining a clean and sanitary environment.
4. **Education**: Staff will educate parents on best practices for potty training and offer guidance and resources as needed.

Accidents and Setbacks

1. **Accidents**: Accidents are a normal part of the potty training process. Staff will handle accidents with sensitivity and respect for the child's feelings.
2. **Setbacks**: If a child experiences a setback in potty training, staff will work with parents to identify potential causes and develop a plan to support the child's progress.

Future Flyers Contract

2025-2026

Date of application _____ Start Date: August 4, 2025

Child's name _____ Age _____

Gender _____ Birthdate _____

Home address _____City/Zip _____

Parent Name 1 _____

Cell _____ Work _____

Email address _____

Home address_____

Parent Name 2 _____

Cell_____ Work _____

Email address _____

Home address _____

Daycare Payments can be made by cash, or check made out to Lafayette School Corp.

We are open Monday through Friday 7:15am to 4:30pm

Please complete this page and email to Mr. Habben at rhabben@lsc.k12.in.us

Health Information *(to be filed)*

Physician's name _____

Physician's address _____

Physician's phone # _____

Dentist's name _____

Dentist's address _____

Dentist's phone # _____

Allergies _____

Other health issues/concerns _____

Person authorized to pick-up your child from Future Flyers Preschool:

Name _____ Address _____Phone # _____

Name _____ Address _____Phone # _____

Name _____ Address _____Phone # _____

Responsible person(s) who may be called to come for your child in case of illness or another emergency if you cannot be reached:

Name _____ Address _____Phone # _____

Name _____ Address _____Phone # _____

Name _____ Address _____Phone # _____

Future Flyers Preschool

By signing this agreement, I/we understand and hereby agree to comply with all of the policies and procedures of Future Flyers with regards to fees, health, attendance, and other items specified in the parent-provider contact/enrollment application provided. This contract will be entered into at the time of the enrollment and/or when the parent-provider contract/enrollment application is signed by both parent and provider. This contract between the parent and provider will be considered over on the last day of a 14 Day notice given by either the parent or the provider, or the last day the child attends Future Flyers. I/we am aware that payment is due every Monday of the week attending. I/we understand that no refund of payment can be given.

Both Parents/Guardians need to sign and return.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Director Signature _____ Date _____

Lead Teacher Signature _____ Date _____

Please sign this page and email to Mr. Habben

Future Flyers Preschool

Supply List

LSC is providing all the other supplies for the 24-25 school year. You just need the supplies below.

* Backpack
* 2 boxes of Kleenex
* 1 box of Crayola 10 color washable markers
* 10 glue sticks
* 1 bottle of hand sanitizer
* 1-2 changes of clothes in a Ziplock bag labeled with child's name
* Small blanket for naps
* Wipes and Pull-ups (if still working on potty training)

Emergency Contact Information

Fire: 911

Ambulance: 911

Police: 911 or (765) 807-1200

Poison Control: 1-800-222-1222

Our Address: 3280 S. 9th Street

Lafayette, IN 47909

Our Phone Number: (765) 772-4740

If a child should need immediate medical assistance, I will contact a rescue squad or hospital at 911. I will contact parents of the injured or ill child to let them know their child's condition.

Transportation to the doctor or hospital will be provided by the ambulance.

Plan for Provider Illness

- If I should get injured or become seriously ill or expire, I/emergency personnel will call Ryan Habben at (765) 426-2434 who will notify the parents to come and pick up their child(ren) immediately. Ryan will not care for the children, but only stay long enough for the parents to arrive.
- The children's records are located in the front office closet in a filing cabinet.
- I have provided each parent with the phone number of the childcare resource and referral agency to assist in finding emergency care (1-800-299-1627)
- If I should get hurt or become ill and I am able to, I will notify parents or guardians of the child(ren) to come and pick them up, or I will provide a substitute caregiver.
- Anna Loro, Ryan Habben, or Anabelle Camp will be an option for a substitute caregiver. These employees will meet all the requirements listed on the Employee and Volunteer form #B-1.
- If I care for a child who is capable of understanding what to do in an emergency situation, I will teach him/her how to contact another adult and/or call 911.
- I understand by my signing, I agree that the above plan will be followed in case of my illness and a copy of this will be posted in the classroom.

Signature: _____ Date: _____

Emergency Staffing Plan

- If a staff member is unavailable for work and appropriate staffing cannot be maintained, please contact Ryan Habben at 765-426-2434. He will be responsible for contacting replacement staff members. *The staff member selected, must meet the following staffing requirements: drug testing, TB test, CPR and First Aid Training, and a signed release for Child Abuse, Sex Offender Registry, and Criminal History Check.*
- In the event of an emergency that prohibits appropriate staffing from being maintained, Ryan Habben (765-772-4740) will be responsible for notifying parents to pick up their children.
- Emergency contact information for the children is located in a binder on the teacher's desk and in the office closet filing cabinet.
- I have provided each parent with the phone number of the childcare resource and referral agency to assist in finding emergency care (1-800-299-1627)
- In the event Ryan Habben cannot be reached, please contact Anna Loro at 765-491-0402. This staff member should understand the appropriate staffing requirements and emergency procedures at the facility.
- In signing this, I agree that the above plans will be followed and a copy of this will be posted at the facility at all times.

Signature: _____Title: _____ Date: _____

Authorized Representative Signature

Safe Conditions Policy

The following steps will be taken to ensure that your child is safe while at Future Flyers Preschool.

- Children will be actively supervised with the required number of qualified adults.
- Future Flyers will not care for children in areas that are being remodeled, repaired, or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, and furnishings in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose or rusty parts, or materials containing poisonous substances.

The following steps will be followed to ensure your child's safety:

- Clean the child care daily
- Keep the child care in a sanitary condition at all times
- Sanitize toys, furniture, and other equipment that is used by children, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

Provider's Signature: _____

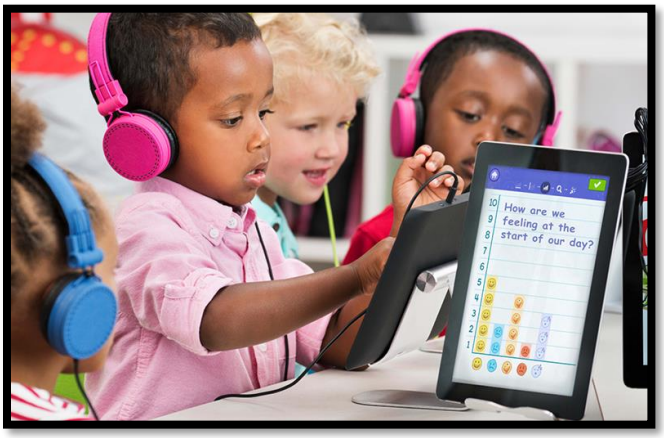
Provider's printed name: _____

Special Needs

The Greater Lafayette Area Special Services (G.L.A.S.S.) is a special education cooperative that serves the Lafayette, Indiana area (Tippecanoe County). The G.L.A.S.S. provides a continuum of public education services for approximately 3600 students with disabilities from ages 3 through 21 years old who are enrolled in Lafayette School Corporation, Tippecanoe School Corporation and West Lafayette Community School Corporation. The advisory board of the G.L.A.S.S. is made up of a school board member and superintendent from each corporation, the director of special education, the assistant director of special education, and the supervisors of the G.L.A.S.S. program. This advisory board is responsible for advising and/or making recommendations regarding the G.L.A.S.S. program. Disabilities, Programs, and Services are defined both in the Federal Law IDEA and Indiana State Law Article 7. These laws ensure a "Free and Appropriate Public Education" (FAPE) to students with disabilities to the same extent as students without disabilities. A student's suspected disability is determined by a case conference committee that uses an educational evaluation and placement procedures as determined by Indiana State Law Article 7. Once a student is identified with a disability, the case conference committee will be responsible for identifying the student's individual needs in his/her least restrictive environment. Services and programming decisions are made on an individual basis. All Lafayette Schools, Tippecanoe Schools and West Lafayette Schools are inclusive and provide special education services.

Technology Policy

- Programs must be carefully selected and be suitable to the needs and developmental levels of each
  child using or watching various types of technology or media.
- Technology is used in the classroom to extend learning within the classroom and to integrate and enrich the curriculum.
- Programs are chosen that are engaging and age appropriate to children.
- Programs depicting violence, e.g. graphic news reports, will not be shown.
- Children are to view 'G' rated programs only.
- All content will be socially and culturally considerate and appropriate.
- Only quality developmentally appropriate, interactive media will be used.
- Allow children to freely explore touch screens loaded with a wide variety of developmentally appropriate interactive media experiences that are well designed and enhance feelings of success.
- Capture photos of block buildings or artwork that children have created.
- Celebrate children's accomplishments with digital media displayed on Class Dojo or on the classroom Website.
- Incorporate assistive technologies as appropriate for children with special needs and/or developmental delays.



Nap/Rest Policy

- Naps and rest will be provided in a quiet area daily.
- A child will be given the opportunity to choose an item to use quietly at their mat during rest time if they don't nap.
- Mats will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Mats will be placed directly on the floor and must be stacked when not in use.
- Children's heads will be uncovered during sleep time.
- Separate bedding will be provided for each child in care. Parents may provide a blanket or comfort toy for their child to assist in falling asleep.
- Bedding provided by the center will be washed weekly by the center or when soiled or wet.
- Bedding provided from home will be sent home to be washed weekly or when soiled or wet.

Playtime/Recess

Playtime is a crucial part of your child's emotional, social, and physical development. But it is about much more than having fun.

Play can:

- stimulate the imagination and encourage creativity
- help children learn how to respond appropriately to positive and negative emotions based on their experiences playing with other children
- teach toddlers to learn to share, take turns, or be a leader by doing something as simple as building with blocks
- assist in teaching critical skills such as negotiation and conflict resolution, especially during unstructured play when children, not adults, make the rules

- involve exercise that helps to enhance coordination, build muscles, and gets the heart pumping, helping to keep the body at a healthy weight

Students will have the opportunity to play outside on the playground or in the gym when weather doesn't permit. This will be offered daily.

Vision - To be a welcoming and inclusive community that partners with families to celebrate childhood, embrace learning through play, and prepare confident individuals to reach their full potential.

Goal	Tasks	Data /Outcome	Responsible	Resources	Target Dates	Reviewed
Future Flyers will become accredited and Path to Quality Level 4		Certificate	Director		2025-2026 School Year	Reviewed progress on 2/14/25 with preschool staff
Evaluate BOY/EOY Assessments		Adjusted assessment	Lead Teacher Director Assistant Directors	Previous assessment Other preschool created assessments	2024-2025 School year	Reviewed progress on 2/14/25 with preschool staff
Reconfigure classroom for easier drop off/pickup		Rearranged room and added additional access door	Director/Lead Teacher	ESSER funds for construction	Start of 24/25 school year	Completed on 8/10/24
