



Bluffton-Harrison Tiger Cubs’ Preschool Handbook

**1100 E. Spring Street, Bluffton, IN 46714 Phone: 260.824.0333*

Mrs. Jaci Moser, PreK/Childcare Director

Preschool Mission

The faculty, staff, students, and community of Bluffton-Harrison Elementary Tiger Cubs’ Preschool are committed to encouraging learning as a lifelong endeavor.

Preschool Motto

Work hard, do your best, be good to each other, and be safe.

Preschool Philosophy

Each student comes into our school with different perspectives, interests, backgrounds, families, home lives, and life experiences.
BHES

Tiger Cubs’ Preschool is a place for discovery and play. The goal is to grow young minds through imagination, fostering their curiosity while also focusing on social, emotional, and academic skills needed to be successful learners preparing for kindergarten. We want them to be engaged learners while fostering their love to learn and make learning fun.

Bluffton-Elementary School is an inclusive preschool that educates students with special needs.

Eligibility Requirements:

- Children must be age 3 by August 1, 2026 to be eligible for the 3 day Preschool program
- Children must be age 4 by August 1, 2026 to be eligible for the 5 day Preschool program
- Children must be potty trained.

Program Enrollment Fees:

- Registration Fee: \$40.00

Program Options

***3 year olds**

Options	Schedule	Cost	Selection
3 Day Preschool NO Childcare	Monday, Tuesday, Thursday Drop off - 11:50-12:00pm Class Time - 12:00-2:30pm Pick UP - 2:20-2:30pm	\$115 a month <i>(Written in one check: made out to BHMSD)</i>	<input type="checkbox"/>
BHMSD EMPLOYEES ONLY 3 Day Preschool WITH Childcare	Monday, Tuesday, Thursday Drop off - Determined by Parent Class Time - 12:00-2:30pm Pick UP - Determined by Parent	\$330 a month <i>Includes: 3 day PreK, 5 day Childcare , Lunch, & Snack (Written in two Checks: \$270 and \$60 - made out to BHMSD)</i>	<input type="checkbox"/>

**Updated October 2025*

***4 year olds**

Options	Schedule	Cost	Selection
5-day AM NO CHILDCARE	Drop off: 7:50-8:00 Class time - 8:00 -10:30 Pick UP 10:20-10:30	\$130 a month <i>(Written in one check: made out to BHMSD)</i>	<input type="checkbox"/>
5 day PM NO CHILDCARE	Drop off - 11:50-12:00 Class Time - 12:00-2:30pm Pick UP - 2:20-2:30pm	\$130 a month <i>(Written in one check: made out to BHMSD)</i>	<input type="checkbox"/>
5 Day Preschool WITH Childcare	Drop off - Determined by Parent Class Time - School places Pick UP - Determined by Parent	\$450 a month <i>Includes: PreK, Childcare, Lunch, Snack (Written in two Checks: \$390 and \$60 - made out to BHMSD)</i>	<input type="checkbox"/>
BHMSD EMPLOYEES ONLY 5 day Preschool WITH Childcare	Drop off - Determined by Parent Class Time - School places Pick UP - Determined by Parent	\$322 a month <i>Includes: PreK, Childcare, Lunch, Snack (Written in two Checks: \$262 and \$60 - made out to BHMSD)</i>	<input type="checkbox"/>
On My Way Pre K WITH Childcare	Must Qualify: Contact: Mrs. Amanda Nusbaumer anusbaumer@bhmsd.org	FREE/REDUCED* <i>Includes: PreK, Childcare, Snack *Lunch may be reduced or free</i>	<input type="checkbox"/>

**Updated October 2025*

Preschool Rates

The total cost for preschool and childcare service is distributed over the course of the school year at \$450 per month as the cost for service for the school year is \$4,500. Within our school calendar, we are aware that some months (August, October, December, March) do not have a full four-weeks of service provided; however, instead of charging parents/guardians a daily amount for 176 days of service, the district distributes the total cost as a monthly fee. Due to this, we do not offer a daily rate option.

Preschool Curriculum

Based on Indiana's Early Learning Foundations.

Classroom Placements

Students will be placed into classrooms by BHES staff members. Parents will receive information in July concerning their placement and teacher contact information. A "Meet the Teacher" event will be scheduled prior to the start of the school year (late July/early August) and students/families will be able to meet their teacher and see the classroom.

Assessments

BHES Tiger Cubs' Preschool utilizes the following assessments:

- A bi-yearly report card assessment (Included at the end of this document.)

Arrival and Dismissal

- Parents or others who bring their children to preschool will remain in their vehicles while the teachers or instructional assistants help their children out of the car. If a child is not willing to get out of the car, parents will pull forward and bring the child into the school.
- During dismissal, teachers or instructional assistants will help students into their vehicles, but the drivers should pull forward and then buckle in their children, in order to keep the line moving.
- At Open House, teachers will hand out printed name tags for the drivers to hold up for teachers to see whom they are picking up from preschool.
- Children who attend the school's early morning childcare program will be walked into the school by parents and brought to the preschool classroom by a childcare worker.

- Children who attend the afternoon childcare program will be picked up after AM preschool by the childcare worker.
- If students are not picked up at the specified end time for school, the teacher will call the parent/guardian, and the student will be taken to childcare until the parent arrives and they will have to pay the childcare fee along with school lunch cost.

Open House

- Open House is a one-hour meet and greet time. The parents have an informational meeting with the teacher first, while children play in a designated area. After the meeting, parents bring students to the classroom to meet the teacher, see the classroom, and meet their new friends.
- Children should not come to Open House, unless they are accompanied by a parent/guardian.
- Parents will receive any forms the teacher wishes to individually have filled out, as well as name tags for dismissal, procedures for arrival and dismissal, classroom contracts, payment policy, and snack schedule, etc.

Payment

- Registration fee must be paid prior to the first day of preschool.
- Monthly fees must be paid during the first week of the month.
- Friendly reminders will be sent home with students in their backpacks from BHES School Treasurer if payments are overdue.
- A letter will be sent home if payments are more than one month late, stating that if payments fall behind more than 2 months, the student may finish out the current month, but he/she will not be allowed to attend the following month, unless fees are current.
- Parents may either send payments in a folder with their students, hand the payments directly to the teachers, or pay in the front office.
- Preschool tuition, registration fees, lunch money, and childcare payments should be made payable to BHMSD if paid by check. Include in the memo the child's name.
- **ALL CHECKS/CASH MUST BE TURNED- IN AN ENVELOPE WITH CHILD'S FIRST AND LAST NAME ON THE FRONT OF THE ENVELOPE AS WELL AS WHAT THE PAYMENT IS FOR – LUNCH MONEY,**

PRESCHOOL TUITION, PRESCHOOL REGISTRATION FEE, CHILD CARE PAYMENT, etc. IF IT IS NOT MARKED, IT WILL BE SENT HOME FOR YOU TO MARK IT AND THEN YOU WOULD HAVE TO RETURN IT BACK TO THE SCHOOL. WE CANNOT TAKE UNIDENTIFIED MONEY!

Visitors

- Any visitors who wish to consider the Tiger Cubs' Preschool may contact PreK director, Mrs. Jaci Moser to schedule an appointment.
- Anyone who wishes to volunteer, who has a child attending, must have a criminal history on file with the front office.

Delays/Cancellations

- On days the school is canceled due to weather, preschool will be canceled, too.
- Two Hour Delay days will follow the below schedule:
 - AM CLASS
10:00am-12:00pm
 - PM CLASS
12:30 p.m. – 2:30 p.m.
- BHMSD will participate in virtual instruction on cancellation days. Preschool will provide virtual instruction as well. The last student day for the district will be the last preschool student day.
- Parents may sign up in the front office to be contacted through the School Reach Program of delays and cancellations.

Snack

- Each student will provide a snack for his/her class on designated days. A snack calendar will come home with each student monthly.
- Please refrain from sending in homemade foods and/or red/dark drinks.
- Foods must be prepackaged. Washed fresh fruit and vegetables are acceptable.
- Please send in cups with drinks that are from a jug, any silverware if needed for snack, and napkins.

Supplies

- Students are not expected to bring any supplies to school, except for a regular-size backpack.
- Make sure that all coats/jackets are labeled with the students name.
- Please do not bring in outside toys. We are not responsible for lost toys that are brought into the classroom.

Illness

- Students may not attend school if they have a fever of 100 degrees or higher.
- Before returning to school, students must be fever-free for 24 hours.

Address and Contact Information Changes

- If parents/guardians move or their contact information changes, such as phone numbers, the school must be notified immediately with updated information.

Programs

- The Tiger Cubs' Preschool has a celebration day during the last week of school.
- Any other similar activities are at the individual teacher's discretion.

Convocations

- Often school convocations are held near the end of the school day. If any of the morning preschool students and their parents/guardians wish to return to school for the program, they are more than welcome. Parents/guardians must stay with the child.

Immunizations

- Proof of immunization will need to be given to the school nurse.

Childcare

*If interested in the BHMSD childcare program please contact:

Childcare director: Mrs. Jaci Moser

- jmoser.bhmsd.org
- 260-824-0333 (school office).



Bluffton-Harrison Elementary School

www.bhmsd.org

1100 East Spring Street Bluffton, Indiana 46714
Mrs. Schlaura Linderwell, Principal
Mrs. Ashley Kilgore, School Counselor

Phone 260-824-0333 Fax 260-824-0512
Mrs. Alyssa Moser, Assistant Principal
Mr. Kole Meyer, School Counselor

In Case of an Emergency Situation the following plan will be followed:

****Please make sure you fill out this form completely and sign and date the form at the bottom.**

If a staff member is unavailable for work,

I, Schlaura Linderwell (BHES Elementary Principal) will designate the person below to be responsible for contacting the qualified replacement staff member/s.

Please contact:

- Qualified Caregiver: Mrs. Jaci Moser
- Position to Provider: BHMSD Childcare/Preschool Director
- Contact phone number 260-824-0333
- Email address: jmoser@bhmsd.org

A qualified substitute caregiver will be provided to continue care, and will meet all employee/volunteer member requirements:

- Drug Test, TB, CPR, First AID and Child Abuse training, Orientation, National Fingerprint Criminal History, and Current completed Consent Form on file with the Office of Early Childhood and Out of School Learning.

Notifying Parents

In the event of an emergency that prohibits appropriate staffing from being maintained, the person mentioned above will be responsible for notifying parents to pick up their child/ren.

Emergency contact information for all BHES enrolled preschool students is located in two locations:

- The caregiver/teacher crisis manual
- The BHMSD student management system, Powerschool.

I understand by my signature I agree that the above plans will be followed in case of my illness and a copy of this will be posted in the BHES preschool office all times.

Provider Signature _____

Date _____

10-31-24

BHMSD Tiger Cubs Preschool Program SAFE CONDITIONS POLICY

The following steps will be taken to ensure that your child is safe while at our child care program.

Children will be actively supervised with the required number of qualified adults (adults who have completed a national criminal history check, consent form, drug screen and negative TB test and have completed all required trainings).

Our child care will not care for children in areas that are being remodeled, repaired, or painted. The administrator or director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys, furnishings, and cribs, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The child care will take the following steps to maintain the child care:

1. Clean the child care daily; bathrooms, classrooms, playgrounds.
2. Ensuring that a qualified caregiver maintains ratios, group size and supervision at all times. (inside/outside, field trips, transportation etc.)
3. Keep the child care in a sanitary condition at all times through routine cleaning.
4. Sanitize toys, furniture, cots and other equipment used by children, weekly and when they become soiled or contaminated.
5. Wash all soiled items prior to sanitization.
6. Follow any Executive Orders (EO) or local public health emergency requirements
7. Ensure handling and storage of hazardous materials and the appropriate disposal of biocontainment. • Handwashing • Exposure to blood and bodily fluids • Poisons and hazardous material including but not limited to; plants, Asbestos, Carbon Monoxide, pest control equipment
8. Protection from hazards that can cause bodily injury such as electrical hazards, bodies of water and vehicular traffic.

**BHMSD Preschool Program
DISCIPLINE/GUIDANCE POLICY**

It is very Important that a child's development is nurtured through caring. Patience, and understanding. However: while caring for your child, I may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior, and other behaviors which will hurt another child are not permitted.

In response to these behaviors, I will not use:

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

In response to misbehavior, I will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- 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 or cool-down area for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to him/herself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other childcare/preschool arrangements.

As a parent, you may have some concerns or wish to offer suggestions. By signing below, we may modify the above plan with agreed upon suggestions.

Child's Name

Date of birth

Parent/Guardian Signature

Date