



# TIGER CUBS PRE-K

LEBANON COMMUNITY SCHOOL CORPORATION

## Family Handbook

2026-2027

In the event there is a contradiction between a handbook statement and a LCSC school board policy, the LCSC policies will take precedence over all handbook rules.

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Welcome




# TIGER CUBS PRE-K

LEBANON COMMUNITY SCHOOL CORPORATION

Dear Tiger Cub Families,

Welcome to Tiger Cubs Preschool! I am delighted to begin this school year with you and your child as part of our learning family. At Tiger Cubs, we believe that every child is unique, full of potential, and capable of incredible growth. Our classrooms are places of joy, discovery, and belonging—where curiosity is encouraged, imaginations are nurtured, and each child's individual strengths are celebrated.

Our mission is to provide a high-quality early learning experience that builds a strong foundation for future success. Guided by Indiana's Early Learning Standards, our teachers create engaging, hands-on learning opportunities that inspire children to explore, think, and grow. We are committed to supporting every student, every day, to reach a new best, both academically and socially. Through play, purposeful instruction, and caring relationships, we help our Tiger Cubs develop confidence, kindness, and a lifelong love of learning.

We are thrilled to have you as partners on this exciting journey. Participating in your child's education is critical to his or her success! We invite parents and guardians to participate in your child's Pre-K experience. This can happen in several ways. Throughout the year there will be many volunteer opportunities, and we also invite you to join our Cub Connection .. Please keep an eye out for more information!

Thank you for trusting us with your most precious treasure—your child. Together, we will make this a year filled with growth, laughter, and memorable learning adventures.

If ever you have concerns or questions, please feel free to contact your child's teacher or myself at any time.

Warmly,

*Rick Hunt*

Principal, Tiger Cubs Preschool

## Office Hours, & Contact Information



### TIGER CUBS PRESCHOOL

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515 E Williams Street  
Lebanon, IN 46052

Phone - xxx-xxx-xxxx

Office Hours: 8:00 AM-4:00 PM

Staff Member	Title	Email	Phone Extension
Rick Hunt	Principal	<a href="mailto:huntr@leb.k12.in.us">huntr@leb.k12.in.us</a>	
TBD	Secretary		
TBD	Nurse		
TBD	Cafeteria Manager		

## Our Mission



## Our Vision

The vision of the Tiger Cubs Preschool is to work in partnership with families and the community to enhance the abilities and skills of children in the areas of social-emotional, physical, cognitive, and academic development. The development of these areas will be taught through teacher lead activities and play-based learning and discovery.

The Tiger Cubs Preschool is committed to providing learning experiences for children in preparation for early success and school readiness. The Tiger Cubs Preschool program provides a learning environment that supports children to develop strengths and skills necessary for them to construct their own knowledge and prepare them for their next stage of learning. Students learn at different levels and speeds. Our staff will provide students with a broad range of educational and social emotional opportunities that will help them learn to the best of their ability and meet their individual potential.

## Overall Program Information

The Tiger Cubs Pre-K program consists of two preschool programs, the Tiger Cubs Pre-K and the Developmental Preschool. These two programs work together to support all of our students. The Tiger Cubs Pre-K full day preschool program is for those students who are four years and older who will be entering kindergarten the following year. Our Developmental Preschool program supports those students starting at age three who have been identified as having the need for special education support and services. Below is information on each of the two programs.

For the Tiger Cubs Pre-K, any child who will be four years old by August 1st of the current school year can attend the Tiger Cubs Pre-K program (see below for early entry information). Students do not need to live within the boundaries of the Lebanon Community School Corporation to participate. This program is tuition based and there are limited seats available for enrollment. This program will be held at the Tiger Cubs Preschool building and at Perry-Worth Elementary. This program is a full day program and follows the Lebanon Community School Corporation calendar.

The Developmental Preschool program will be housed at the Tiger Cubs Preschool. Students are identified through special education evaluation, and participate based on their specific needs. Students in the Developmental Preschool program may also participate in the Tiger Cubs Pre-K program. If a family is concerned that their child may need special education support or services, they are encouraged to contact the Tiger Cubs Preschool office for more information on the evaluation process. The Developmental Preschool program operates on a 2-day or 4-day schedule, depending on the child's age and specific educational needs as determined by the case conference committee. No classes are held on Wednesday to allow for special education meetings and evaluations. When a child only needs speech or other related therapy services, they may be provided that service on a walk-in basis.

Program Option	Days/Times
Full Day Preschool	Monday-Friday 9:00 AM - 3:00 PM
Extended Care Options	Before Care 7:00 AM - 9:00 AM  After Care 3:00 PM - 5:30 PM
Developmental Preschool Instructional Day (Per Case Conference Committee placement only)	Monday, Tuesday, Thursday, Friday  ½ Day Program  AM - 9:15 AM - 11:45 AM  PM - 1:00 PM - 3:30 PM

## Tuition Costs and Fees

Program Option	Cost
Non-Refundable Registration Fee	A \$100 non-refundable registration fee is expected at the time of registration unless otherwise noted. The registration fee will be applied to the 1st week's tuition fees.
Full Day Preschool	\$190.00 per week - 39 Weeks LCSC Staff: 10% discount
Consumables Fee	There will be a \$50 consumables fee per semester for all children enrolled in Tiger Cubs Preschool programs. The Consumable Fee is due with the first payment of each semester.
Extended Care Options	
Before Care - 7:00 AM-9:00 AM	\$50.00 per week - 39 Weeks LCSC Staff: 10% discount
After Care - 3:00 PM - 5:30 PM	\$62.50 per week - 39 Weeks LCSC Staff: 10% discount
Developmental Preschool Instructional Day (Per Case Conference Committee placement only)	Developmental Preschool is at no cost to families except for the consumables fee listed above. This program is for students with disabilities.  If space is available, and the students' needs do not preclude participation, students in the developmental program can join the Full Day or Extended Care program. This will be fee based. Fees will be determined based on time in the program per day.

## Tuition Assistance and Scholarships

At Tiger Cubs Preschool, we are committed to making high-quality early learning experiences accessible for all families. Our team is working on options to offer tuition assistance and scholarships based on a family's financial need. Our hope is that we will be able to offer scholarships and assistance funding provided through partnerships with local government agencies and business partners through our Preschool Access Fund. The Preschool Access Fund will be administered by the Lebanon Community School Corporation. Tuition assistance is a work in progress, but the LCSC team is committed to finding ways to make our Pre-K program financially accessible to all families regardless of their financial means. We will continue to update families on tuition assistance options as we approach our official enrollment due dates.

## LCSC Employee Discount

A 10% discount is offered to LCSC employees who are legal guardians of the student. This discount may be offered to extended family members who are LCSC employees under the approval of the Superintendent or his designee.

## Tuition, Fees, and Payment Information

Payments are made through Brightwheel app.

Families may choose to pay weekly or monthly. Payments are due the Friday before the week of service. Monthly payments must be made in advance of the upcoming month. See Appendix A: Payment Schedules for due dates for weekly and monthly payments.

Consumable Fees will be added to the 1st payment of each semester. These are indicated by an \* on Payment Schedules.

The annual tuition amount has been set for the 2026-2027 school year. This total is divided by 39 weeks to calculate the weekly rate. The 39 weeks include the first and last weeks of school, but not the weeks of fall break, winter break, spring break.

The weekly rate remains the SAME regardless of closure days and pre-planned days scheduled throughout the year for staff professional development or other school related activities (preplanned days will align with the LCSC school calendar). Activities may be provided to families on eLearning closure days and pre-planned eLearning days.

The weekly rate remains the SAME regardless of the following holidays: Labor Day, Martin Luther King, Jr. Day, Presidents' Day, and Memorial Day. These holidays have been taken into consideration when calculating the weekly rate, which will not change regardless of the number of days attended per week.

Families are not charged for fall break, winter break, and spring break.

- If you take a vacation outside of school breaks or your child misses school due to sickness or for any other reason, tuition is expected to be paid in full.

### Late Payments:

- We understand that hardships do occur. If you are experiencing difficulty making tuition payments, please reach out to the Preschool Principal. Assistance programs are available in some circumstances.
- All payments are due on the date specified on the Payment Schedule (see Appendix A). A late fee of \$5 per day will be applied to any payment after the due date. After a week of delinquent payments, you will be informed in writing of your late payment balance.
- After two weeks of delinquent payments, you will be informed in writing again of your balance and services will be suspended until your balance is paid in full.

Summary: Tuition payments must be made on time. Due dates will be provided to each family based on the selected payment method. Delinquent tuition payments will result in a late fee of

\$5.00 per day for a maximum of \$50.00 over two weeks, and continued failure to pay tuition fees after two weeks will result in suspended services from the Tiger Cubs Pre-K program. This could result in the child not being able to continue in the program if their seat is needed and provided to a waitlisted family.

Please review the Tuition Contract in Appendix B. This contract must be signed as a part of the enrollment process.

## Late Pick-Up Fee Policy

We understand the occasional emergency occurs, however; prompt pick up is important. A late fee of \$1 per minute will be charged. Frequent or excessively late pick-ups can lead to termination of participation in the preschool program or extended day program.

## Termination of Services

Termination can occur for any of the following reasons:

- Failure to pay fees or tuition in a timely manner
- Aggressive or abusive behavior by a parent or child, either physical or verbal (for example: threats, slander, or obscene language) toward children, staff, or other personnel
- Failure to provide necessary documentation and paperwork as mandated by the government, funding sources, or our program
- Fraud, including falsifying any documentation presented to the program regarding eligibility

## Enrollment Process

Tiger Cubs Pre-K has limited enrollment, and students will be enrolled based on the following timeline:

- January – Late March - Waitlist Opens - Parents will submit an interest form on the Brightwheel application.
- Late March – Early April - Lottery Conducted - If applications exceed available spots, a random lottery is held. Families are notified of lottery results (placement or waitlist position).
- April – Post-Lottery - Enrollment Offers Sent - Families who receive a spot must confirm enrollment by completing all enrollment information. Enrollment Information & Non-Refundable Deposit Due - Within two weeks of the offer, families must submit all required paperwork and a non-refundable deposit. If not received by the deadline, the spot is offered to the next family on the waitlist. The deposit will be \$100.00.

Enrollment Offers will be sent via the BrightWheel system, and all enrollment information will be collected through BrightWheel including the non-refundable deposit.

- April – August - Waitlist Movement - Families contacted in order as spots become available. Families have two weeks to submit paperwork and deposit once offered a spot.
- August - Final Enrollment & Class Lists Created - Any additional enrollment items completed and families receive teacher assignments and first-day details.

Enrollment is contingent upon completion of the full enrollment process and payment of a non-refundable deposit that will be applied to the students first week of enrollment.

Children must be four years old by August 1st of the current school year in order to attend preschool. We will accept an application for early enrollment for children who will be four years old by September 1st of the current school year. Those students will not begin enrollment until their 4th birthday in August even if this is passed the start of the school year.

Early enrollment will only be considered based on the child's readiness for Pre-K. The determination for readiness will be made by the Pre-K team and school administration. The team will reach out to early enrollment applicants to set a time for an evaluation.

If there are no available classroom placements, families may complete the Tiger Cubs application in order to be added to the waiting list. Children who are eligible for kindergarten are not eligible to attend Tiger Cub Preschool and are encouraged to attend kindergarten.

Any parent/guardian with a concern about the enrollment process should communicate their concern to the Preschool Principal or Director of Elementary & Early Learning for further consideration.

## Residency

Proof of residency information is required for all enrollment applications for the Tiger Cubs Pre-K.

Tiger Cubs Pre-K will accept students from both inside and outside of Lebanon Community School Corporation. A child who resides outside of the district may apply for enrollment in Tiger Cubs Pre-K, but it is important to note that Lebanon Community School Corporation residents will receive first priority in the waitlisting process.

Developmental Preschool students must reside within the boundaries of the Lebanon Community School Corporation to receive special educational services. Proof of residency within Lebanon Community School Corporations designated district boundaries is required prior to enrollment in Tiger Cubs Developmental Preschool program.

## Custody and Court Papers (8330 and/or 5230)

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. In the absence of such notice, the school will release the student into the care of either parent listed on the student's birth certificate.

## Tiger Cubs Club

The Tiger Cubs Club will provide before and after care programs administered and run by the Lebanon Community School Corporation. The program will be staffed by the Tiger Cubs Preschool team. This program is divided into before and after care.

The Tiger Cubs Club has three options:

1. Both Before and After Care
2. Before Care only
3. After Care only

There are limited seats for our Tiger Cubs Club program. Seats are provided on a first come basis, and once full students will be placed on a waiting list. This will be determined by formal enrollment date and time once formal acceptance is sent to families after the lottery date in March.

Families will be notified if there is not a seat available for the program.

Preference will be given to families signing up for both the before and after care option to ensure they have full care coverage with a seat available in both sections.

All fees for the Tiger Cubs Club will be added to each families tuition bill, and must be paid on the due date for tuition (weekly or monthly per the parents' payment plan).

Students in the Developmental Preschool may participate in the Tiger Cubs Club Program if:

- Space is available, and
- Their individual needs allow safe participation

This is a fee based program for all students including those in the Developmental program.

### Fees:

- Before care operates from 7:30-9:00 AM and the cost is \$50.00 per week.
- After care operates from 3:00-5:30 PM and the cost is \$62.50 per week.

For more information on our Tiger Cubs Club fees, payment requirements and your obligation as a part of participation in this program, please see the Tiger Cubs Club Agreement / Contract in

Appendix C. This contract must be signed through the Brightwheel app.

See Appendix A for payment due dates. All before and after care program fees will be added to the tuition and fees bill for each payment period and are subject to the same late fee terms and conditions.

Lebanon Employees receive a 10% discount for the Tiger Cubs Club Program.

Late Fees:

Similar to the regular Pre-K program, we understand the occasional emergency occurs that may require a late pick up, however; prompt pick up is important. A late fee of \$1 per minute will be charged. Frequent or excessively late pick-ups can lead to termination of participation in the After care program.

# Curriculum, Instruction, & Assessment

## Curriculum

Early learning is a valuable component to your child's future success in school, work, and life. We recognize the importance of developing foundational skills as well as learning through play. All activities implemented in the classroom are guided by the Indiana Early Learning Foundations. The Early Learning Foundations are accessible online at:

<https://www.in.gov/doe/students/indiana-academic-standards/indiana-early-learning-foundations/>.

McGraw Hill's World of Wonders curriculum will be the core curriculum for our preschool program. Tiger Cubs Preschool is committed to providing a high-quality, developmentally appropriate, and research-based curriculum that supports the academic, social, and emotional growth of all students. World of Wonders offers key support in helping our students grow in all of these key areas.

World of Wonders is a comprehensive early learning program designed to prepare preschool children for success in kindergarten and beyond. It aligns with the Indiana Early Learning Foundations and integrates key areas of development including literacy, mathematics, science, social studies, social-emotional learning, and physical development.

Key features include:

- Integrated learning across all developmental domains.
- Literacy-rich instruction emphasizing phonological awareness and vocabulary.
- STEAM connections through hands-on activities.
- Family engagement tools and digital access.
- Support for English learners and differentiated instruction for students in our Developmental Pre-K.

The World of Wonders curriculum is organized around 10 thematic units covering the academic year. Each unit includes daily lesson plans, integrated literacy and math instruction, and family engagement resources. Themes include My School and Me, My Family and Friends, Our Community, Seasons All Around, Animals and Habitats, Growing Things, Taking Care of Our Earth, Transportation and Travel, Imagine It!, and Ready for Kindergarten.

We also utilize a variety of additional instructional tools and strategies to support all domains of development. Some curricular supplements that will be used in your child's classroom include: Heggerty for early literacy development, Second Step for supporting learning ready skills and good citizenship, and our We are TIGERS programming.

## Instruction

Your child will receive instruction in whole-group, small-group, and individual settings. Instruction in the classroom is provided through teacher-led and child-led experiences. These experiences are designed with a focus on whole-child learning, offer play-based opportunities for exploration and creativity, and to develop their skills in language, literacy, mathematics, science, social studies, creative arts, social-emotional learning, and motor skills. Your child will also have daily opportunities for open-ended learning.

When possible, extended learning opportunities will be provided. These may include lessons taught

by volunteers or outside experts, especially in the area of creative arts, music, STEM, and movement. As appropriate, information on learning experiences will be shared with parents prior to activity so that you may plan accordingly for appropriate dress or for other needs.

Home connections for extended learning will be provided to help families engage students beyond the classroom. Exposure to lesson vocabulary, helping students make connections to what they've learned, and practicing skills in different settings can help students progress towards mastery of new skills. Parents and guardians will be invited to family learning nights throughout the school year to help families engage with our program and support the home connections at a deeper level. Information about family learning nights will be shared throughout the school year.

### Assessment

We will assess your child's progress periodically throughout their time in our program. These assessments will typically include observations of your child while completing tasks and activities within the classroom. We will share progress reports a minimum of four times per year following the typical reporting periods for the K-12 schools. These reports will include information on your child's progress in relation to the Indiana Early Learning Foundations and Kindergarten readiness skills that we have identified as being important in building a strong foundation for learning.

Skills assessed will include but are not limited to:

- English/Language Arts: Covering foundational literacy skills, including print awareness, phonological awareness, alphabet knowledge, and communication.
- Mathematics: Focusing on number recognition, counting, basic addition and subtraction, and identifying shapes.
- Student Wellbeing: Encompasses social-emotional skills, understanding and expressing feelings, and building positive relationships.
- Physical Growth: Involving the students developing gross and fine motor skills.
- Approaches to Play and Learning: Focuses on a child's attitude toward peer relationships, classroom activities and learning, problem-solving skills, habits of work, and persistence.

We also utilize the Indiana Student Performance Readiness and Observation of Understanding Tool, ISPROUT, to assess all students receiving special education services. ISPROUT measures children's knowledge in Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being and Motor Development, and Fine Arts. ISPROUT is not a traditional standardized test; students do not select answers to questions. Rather, our teachers use this tool to make close observations and document student learning during a typical school day.

## Family Engagement and Communication

Tiger Cubs Preschool recognizes that you are your child's first teacher. Therefore, we believe in a partnership approach to educating the whole child. We welcome your involvement in supporting your child's learning within our program, including open lines of communication, open houses, family nights, celebrations, fun events, and end of the year ceremonies.

**IMPORTANT:** Our primary tool for receiving and sending messages will be through the BrightWheel program and app. It is a requirement that each parent download and utilize this important communication tool. BrightWheel serves as our student information system, emergency communication, and standard communication tool.

Brightwheel is used for all enrollment, to communicate with families, for tuition and fee payments, attendance, and other important school functions. With brightwheel, parents can:

- Stay connected to their child's learning and daily activities
- Receive real-time updates, messages, and photos from teachers
- Access billing, forms, and important school information in one place
- Enjoy a simple, secure account setup to connect with their child's center

Learn more about brightwheel at <https://mybrightwheel.com/>.

It is important that all parents download the brightwheel app from the App Store for iOS devices or the Google Play Store for Android devices.

For iOS (iPhone/iPad): [App Store](#)

For Android: [Google Play Store](#)

In order for your child's teacher to have the best communication possible, it is important that you keep all of your contact information up to date. If there is a change in address, phone numbers, place of work, emergency contact, please contact your child's teacher immediately and update your information in the BrightWheel application.

Your child's teacher will share daily and weekly news detailing your child's learning experiences via the BrightWheel communication tool. Additional communication could come in various forms, including phone calls or print.

If a parent is concerned about an academic or behavior problem, it is very important that they contact the school so the problem may be solved. It is best for the parent to first contact the teacher. No problem can be solved without the combined efforts of the parent and teacher. If a parent still has concerns, the second step would be to contact the Preschool Principal.

Family and parent engagement in school plays a vital role in promoting student success. When families are actively involved in their child's education; by communicating with teachers, participating in school events, and supporting learning at home, students show higher academic achievement, improved behavior, and stronger social skills. This partnership between home and school fosters a sense of belonging and accountability, helping children feel supported and motivated to do their best.

To promote Family Engagement we will have the following opportunities built into our annual calendar and program:

- Tiger Cub Family Learning Nights and Tiger Cub Family Fun Events - There will be several opportunities each year for our Tiger Cubs families to participate in fun and educational opportunities. These events will be planned throughout the year, and information will be sent to all families.
- Conferences: Your child's teacher will provide you with the opportunity to have conferences throughout the year. You may always schedule additional conferences with your child's teacher.
- The Cub Connection 🐾: Tiger Cubs Preschool is proud of our Cub Connection 🐾. This is a family members, community members, and preschool staff organization that meets to discuss questions related to preschool, to collaborate on special events, and to build relationships between families, staff members, and our community partners.

## School Calendar

Tiger Cubs Preschool follows the Lebanon Community Community School Corporation school calendar and is in session during the 180 scheduled student days per the LCSC school calendar.. This calendar can be found on the corporation website: <https://www.leb.k12.in.us/about/calendars>

## School Closings and Delays

Tiger Cubs Preschool follows Lebanon Community School Corporation's decisions and communication regarding delays and closings. In the event of a weather-related school closing, all Tiger Cubs Preschool classrooms will also be closed.

In the event of a two-hour delay for LCSC, all full day Tiger Cubs Pre-K students should report at 11:00 AM.

A two-hour delay will affect the ½ day Development Preschool classes differently. The Developmental Preschool classes will operate from 1:00 - 3:30 PM with AM and PM classes rotating attendance on delay days. For example: for the first 2 hour delay, the students who normally attend in the PM will attend classes from 1:00 - 3:30 and AM student classes would be canceled for that day. For the second 2 hour delay, the students who normally attend in the AM will attend classes from 1:00 - 3:30 and PM student classes would be canceled for that day.

For postings of school closings, delays, emergency early dismissals, cancellations and major school safety alerts, check the following local TV stations: WRTV-TV (6), WISH-TV (8), WTHR-TV (13) or radio stations: WIBC, WFMS. You may also check ParentSquare for cancellations and delay of school announcements. Every effort will be made by school officials to make such decisions before 6:30 A.M., so that the word can be spread to all involved parties.

## Attendance

Good attendance is vital to the success of all students. If your child is going to be absent, please let the school know by contacting the preschool secretary at your child's school location and your child's teacher.

## Arrival and Dismissal

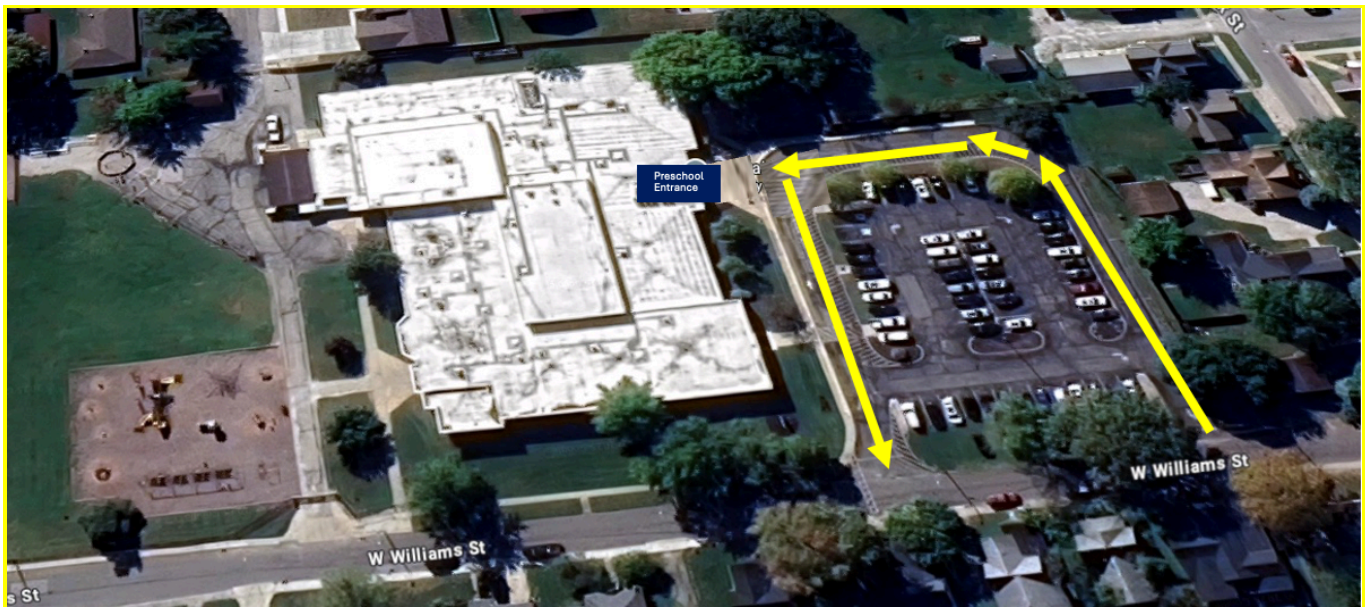
### Arrival:

Parents will drop off their child along the sidewalk as shown in the map below. When dropping off your child each day, it is an expectation that a parent checks in their child using the Brightwheel app. QR codes are available in the dropoff line and at the entrance/exit to the buildings. Please make sure you are familiar with your four-digit code.

### Dismissal:

Parents will pick up their child along the sidewalk as shown in the map below. When picking up your child each day, parents will indicate they are in the line ready for their child by checking them out on the Brightwheel app. QR codes are available in the pickup line and at the entrance/exit to the buildings. Your child will come out for pick-up only when you have entered your code into Brightwheel to check them out for the day.

Arrival and Dismissal Map: Please note W Williams Street is ONE WAY during pick up and drop off each day. Please enter the school as shown. The Drop Off and Pick-Up areas will be marked with cones and staff will be available to support both unloading and loading of students.



**IMPORTANT:** Using the Brightwheel app is a critical part of ensuring we are able to keep our students safe. Please make sure you are familiar with your Brightwheel four-digit code. Any additional or changes in arrival and dismissal instructions will be given to families prior to the beginning of each school year.

Please send a note if there is a change in your normal pick-up routine. Any adult who arrives to pick

up a child must be on the child's approved pick-up list. Please keep this list updated through the school office and/or the Brightwheel app. If a staff member does not recognize the person picking up, the staff member will ask for a photo ID.

We will not release a child to someone who we believe may be impaired or intoxicated. We will immediately report the incident to the local police agency.

Indiana Code prohibits vehicles from idling within 100 feet of schools. Vehicles are asked to turn the ignition off within 100 feet of our school facility if you are sitting in line for more than a few minutes. Please do NOT park along the curb in the drop off or pick-up line and come into the building. If you need to come into the building for any reason, please park in a regular parking spot. Please do NOT leave siblings in your car unattended while you bring your preschooler inside the building or coming to pick them up.

## School Celebrations

Throughout the year, we will have various school-wide celebrations. Families will be encouraged to participate by helping provide treats (both food and nonfood items). When providing treats, they must be pre-packaged, store bought, individually wrapped treats to be shared with classmates. Treats will be eaten at a time determined by the classroom teacher. If there are allergen concerns, these will be shared prior to events.

### Celebration Snacks/Treats

When treats or snacks are requested for class parties or celebrations, we ask that healthy options be considered. Due to an increase in food sensitivities, allergies, and other medical conditions, we request non-food items such as pencils, stickers, erasers, etc., to replace food snacks for classroom celebrations and holiday parties. We thank you for supporting a healthy and safe school environment by providing healthy alternatives to sweet treats and sweet drinks.

### Birthday Celebrations

We will celebrate student and staff birthdays weekly as a school by recognizing our Tiger Cubs birthdays through announcements and a birthday treat (non-food treat). Families are asked not to send in treats or items for birthday celebrations as this can distract from the normal flow of the program.

## Special Education Services and Child Find

Child Find is the process of locating, identifying, and evaluating all students 3 years of age but less than 22 years of age, who are in need of special education services and related services, regardless of the severity of their disability.

Recommended IEP services are provided at no cost to families. Based on a student's progress and Case Conference Committee recommendations, or if a child no longer qualifies for special education, the preschool classroom is still an option for families if they are interested, but tuition fees would apply at that time.

## Social Development

At Tiger Cubs Preschool we structure our support of student behavior and social learning around Positive Behavioral Interventions and Supports (PBIS) and the Conscious Discipline model. These systems work together as a powerful, complementary framework for guiding preschool students' behavior and fostering positive social-emotional growth.

PBIS offers a broader schoolwide structure for setting behavioral expectations, explicitly teaching them, and recognizing positive behaviors. In a preschool context, PBIS provides clear, consistent rules stated in positive language, visual support for expectations, and ongoing reinforcement systems to help young learners internalize routines and expectations. While PBIS creates the framework for consistency and accountability, Conscious Discipline adds depth by addressing the emotional and relational needs behind behavior, equipping children with lifelong skills for self-control and empathy.

As a part of our PBIS structure we have established Tiger Cubs School-wide Expectations. Having a few simple, positively stated expectations facilitates the teaching of behavioral expectations across school settings. For example, at Tiger Cubs Preschool we use CUBS -

Be **C**aring - Show care and compassion for others in every situation.

Be **U**seful - Be helpful and take care of things in our school.

Be Your **B**est - Always work to be your best in everything you do.

Be **S**afe - Always be safe and follow all the rules that keep us safe.

These simple words can be used in every area of the building. This helps because students learn our expectations through consistent language. By focusing on the core expectations, it is easier for students to remember expectations in each area of the school. Expectations are explicitly taught for each area of the school, and a considerable amount of time goes into that instruction.

You will hear us refer to the phrase "We are TIGERS" often at the Tiger Cubs Preschool. "We Are TIGERS" is more than a slogan— it's a shared identity that reflects the values and expectations we want every member of LCSC to uphold. Each letter in TIGERS will stand for a core attribute that represents what it means to be part of LCSC.

**T** - Teamwork

**I** - Integrity

**G** - Growthmindset

**E** - Empowered

**R** - Responsible

**S** - Supportive

With a common vision, language, and set of practices, this initiative will promote consistency, achievement, connection, and sustainability across all PreK–12 schools. Students will be given opportunities to learn, model, and grow into these expectations every day.

Why It Matters - This effort isn't just about the words on a poster. It's about strengthening positive relationships, communication, and partnerships between school and home—and making sure every voice is part of the process.

Conscious Discipline serves as both a social-emotional learning program and a classroom management approach, emphasizing safety, connection, and problem-solving as the foundations for learning. It focuses on helping children and adults develop self-regulation, empathy, and conflict-resolution skills through intentional relationship-building, predictable routines, and supportive environments. In preschool classrooms, this often includes greeting children by name each morning, maintaining a safe place for self-regulation, teaching emotional vocabulary, and guiding students through calm, constructive problem-solving rather than punitive discipline.

Together, these approaches create a safe, predictable, and nurturing learning environment. PBIS ensures clarity and consistency, while Conscious Discipline ensures that discipline is rooted in teaching, not punishment. By combining both, preschool programs can address not only "what" behaviors are expected, but also "how" to help children get there—supporting the whole child through intentional instruction, emotional connection, and proactive support strategies. This integration empowers educators to respond to behavior as opportunities for growth, building a foundation for both academic success and healthy social-emotional development.

## Discipline Policy

At times, children may have a difficult time behaving appropriately in the classroom for a variety of reasons. We will not allow a child's behavior to continue if the child will hurt him/herself, others, or property. Teachers will use redirection, implementation of calming strategies, modeling, or gently separating the child from the group for a brief period of time. Physical punishment, threats, bribes, humiliation, isolation, or withholding food is never used. Recurring concerns for the child will be addressed with the family.

If children display behavioral difficulties, staff members will document these incidents. If a pattern arises, a conference will be scheduled to discuss possible solutions. Please note, if a child's behavior reaches a point at which they are interfering with the learning process, the Preschool Principal has the right to suspend the child from school. The occasions which allow for a suspension are listed in our elementary schools' handbooks which are located on the LCSC website.

Below are specific guidelines and procedures for how we support discipline for Tiger Cubs Preschool students:

### Family Partnership

We believe children thrive when home and school work together. Parents will be:

- Informed promptly of concerns,
- Invited to collaborate on strategies, and
- Supported with resources and referrals if additional help is needed.

### Guiding Principles

We focus first on preventing problems before they start. Teachers create safe, engaging, and structured environments that set children up for success through:

- A positive learning environment: Celebrating good choices and building strong relationships

- Predictable routines: Modeling TIGERS skills and respectful behavior
- Responsive redirection: Guiding children toward constructive options
- Restorative practices: Allowing children to learn from mistakes and repair harm

### Tiered system of support

- For all children: social-emotional lessons, consistent routines, visuals, and positive teacher support.
- For some children: extra reminders, small-group practice, and home–school communication.
- For a few children: individualized support plans and collaboration with specialists (with parent consent).

### Responding to Challenging Behavior

When misbehavior happens, staff focus on the behavior and guide children in a calm, respectful way. Strategies may include:

- Offering positive alternatives
- Using logical consequences connected to the behavior
- Providing a calm-down space for a short break to regulate emotions
- Talking through feelings and problem-solving together
- If challenging behavior becomes a recurring concern, staff will document what’s happening, meet with parents, and develop a plan together to support the child.

### Aggressive or Unsafe Behavior

If a child causes harm to others or themselves (such as hitting, biting, or repeated aggression):

- Parents will be contacted the same day.
- Staff and families will work together on a support plan.
- If safety is an immediate concern, parents may be asked to pick up the child for the rest of the day.

### Suspension and Expulsion

Tiger Cubs Preschool works to keep every child enrolled and supported. Suspension and expulsion are considered only as a last resort:

- Suspension may be used in rare cases if a child’s behavior poses a serious, immediate safety risk. Any suspension will:
  - Be approved by the Preschool Principal
  - Be as brief as possible,
  - Include a clear plan for the child’s return, and
  - Be communicated directly with parents.
- Expulsion will only be considered if all other strategies have been tried without success, including family meetings, adjustments to the classroom, and individualized support plans. If expulsion becomes necessary for safety reasons, we will:
  - Work with families to find an appropriate new setting,
  - Share records and support strategies to ensure continuity, and
  - Help make the transition as smooth as possible for the child.

## Student Dress and Clothing Notes

All children MUST have on hand at the school a change of clothes (underwear, socks, pants, shirt, and shoes). Our school may not have extra clothes on hand in the event of a needed change. We also ask that children come to school in clothes that can get messy. While we will do our best to ensure clothes stay free from paint and spills, accidents will happen. Closed-toe shoes are suggested for all children for safety during outdoor play.

## Rest Time

Children in our full day programs will have rest time every day. The school will provide a cot for every child. It is recommended that your child brings in a blanket, pillow, and a small stuffed animal. Those items will not be available through the school. It is an expectation that students rest for 30 minutes prior to engaging in an alternative activity on his/her cot. All naptime items from home will be sent home on Fridays to be washed every weekend. If a child does not nap, alternate activities will be provided.

## Potty Training

To support a safe and positive environment for all children, students must be fully potty trained before attending our program.

At Tiger Cubs Preschool, we encourage independence and readiness for learning in all areas of development. Children should be able to recognize when they need to use the restroom, communicate this need to an adult, and use the toilet with minimal assistance. Pull-ups or diapers are not permitted.

We understand that occasional accidents may happen. Families are required to send at least one complete change of clothing (including socks and underwear) in a labeled bag to be kept at school. Additional clothing may be requested if accidents occur frequently.

Teachers will provide guidance and encouragement as children independently use the restroom. Staff will assist with accidents as needed in a respectful and caring manner.

This policy helps ensure children are comfortable, confident, and ready to fully participate in the Tiger Cubs Preschool experience.

This policy may be adjusted for students in our Developmental Preschool Program based on each child's special educational needs.

## Food Service

Tiger Cubs Preschool intends to offer breakfast and lunch options for all children. This program will be operated by the Lebanon Community School Corporation Food Service Department. It will run similar to the meal programs at our elementary schools, with the intent of providing breakfast and lunch options.

Our food service policy is being updated to mirror the most recent state and federal policies. More information on the food service program, meal costs, and or free or reduced options will be provided as soon as it is available in an updated handbook and separate communication.

### Nutrition

Families may send in lunch from home or purchase school lunch. The daily menu and lunch prices are available via the LCSC website. Meals and snacks that we provide must meet all the requirements for types of food and amounts under the USDA Child Care Food Program.

### Food Allergies

Requests for substitutions due to allergies or any other dietary needs will require a note from the student's doctor stating exactly what accommodation needs to be made. The Food Service Program will not accommodate a student's request for specific substitutions to their meal that is based solely on religious or lifestyle choices. Notes can be submitted to the cafeteria or corporation Registered Dietitian.

### Meal Charging and/or Delinquent Charge Procedures

Lebanon Community Community School Corporation's policy for meal charges is as follows: This information will be updated soon.

## Directory Information and Photographs

The Corporation has established the following information about each student as “directory information”: Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information”, a student’s name, address, telephone number, date and place of birth, photograph, dates of attendance, awards received, and current honor rolls.

The corporation will make the above information available upon a legitimate request unless a parent, or guardian notifies the school in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all such information.

## Transportation

Tiger Cubs Preschool does not offer transportation except for students in the Developmental Preschool Program as applicable to their specific IEP needs.

## Visitors and Volunteers

Planning to visit our Tiger Cubs Preschool? Welcome! We are looking forward to having you on campus! For the safety and security of our students and staff, and comfort of all visitors, please review the guidance below.

Upon entering any building, visitors must report to the office, sign in using their driver's license and be issued a visitor’s badge. Please use only the front door, as all other doors will be locked. Please note that anyone wishing to enter the building during the school day must adhere to secured entrance procedures.

LCSC utilizes Raptor Technologies to screen and track visitors to our campuses. Upon arriving at a building, visitors are required to produce a form of state-issued photo identification (e.g. driver's license). After processing the information through the Raptor system, the visitor is given a computer-generated identification badge to wear through the duration of his or her visit.

For more information on LCSC’s visitor policies go to:

<https://www.leb.k12.in.us/departments-services/safety/safety/visitors>

We welcome volunteers into our school to support our programs. To ensure the safety of our students, Corporation Policy requires those volunteering with Lebanon Community School Corporation must complete a criminal background check. To complete this process please visit:

<https://www.leb.k12.in.us/departments-services/safety/safety/volunteers>

# School Safety

A critical component of school safety is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

## Standard Response Protocol

Our school uses the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions: Hold, Secure, Lockdown, Evacuate and Shelter. Per Indiana code, schools are required to conduct and document safety drills for students in these areas. Please take a moment to review these actions, per Indiana law, we are required to conduct drills regarding each of these scenarios multiple times each year.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## Emergency Drills - Fire, Tornado, Lockdown, Lockout, Earthquake (8420)

The school complies with all safety laws and will conduct drills in accordance with State law. Specific instructions will be provided to students by their teachers who will be responsible for safe, prompt, and orderly compliance with safety protocol. In addition, all schools have emergency evacuation plans in place.

## Mandatory Reporting

Any person working with children is required by law to report suspected child abuse or neglect. If child abuse or neglect is suspected, tiger Cubs staff are required to contact Indiana Child and Family Services. As required by law, the parent will not be contacted by the school in cases of suspected abuse or neglect. Our staff will maintain confidentiality. Concerns regarding staff should be sent to the Preschool Principal or Director of Elementary and Early Learning or another administrator from the Central Office to be handled.

## Equal Opportunity and FERPA

The Lebanon Community Community School Corporation is committed to equal opportunity. All courses, student activities, educational services, programs, instruction, and facilities will not be denied to anyone in the School Corporation on the basis of race, sex, religious beliefs, handicapping condition, or national origin including limited English proficiency.

The law guarantees your family rights to privacy in school matters. You must notify the principal by September 1, or within fifteen days of enrollment (whichever is later in the school year) if you do not want your child's photo or name to appear in school-sponsored publications. This includes, newsletters, school directories, honor roll or awards lists, promotion rosters, athletic programs, etc.

### Americans with Disabilities Act - Section 504 (1510A & 1510B)

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual is discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the school office.

CIVIL RIGHTS COMPLIANCE OFFICER  
Chad Martin 765-482-0380

## Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for care of the property or its loss. Valuables such as jewelry, electronic devices, or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

### Destruction of School Property:

- Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages.
  - Restitution: Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to disciplinary action according to the Student Behavior Standards (Section 3).
- The Board authorizes the recovery of costs related to the loss, damage, or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings.
- The Board reserves the right to file a civil action in a court of competent authority against parents of a student who willfully destroys Corporation property.
- LCSC students using Apple iPad computers are responsible for their assigned device. The student and parents are responsible for damage to the device. Parents are encouraged to purchase device insurance. Many insurance companies offer a low-cost option for this insurance to be added to a homeowner's policy. Third-party options are also available. At the start of the new school year, more information on insurance may be obtained from your child's school.

## Communication Distribution

Tiger Cubs Pre-K will not distribute printed or digital information on behalf of external groups, including athletic organizations, clubs, or community partners, without prior approval from the LCSC Communications Department. Lebanon Community School Corporation (LCSC) has established Distribution of Information Guidelines to streamline the process for requesting the distribution of materials to students and families. These guidelines are available on this LCSC webpage. All requests must be submitted using the Request to Distribute Information form provided on that webpage.

## Pest Control and Use of Pesticides Policy

Lebanon Community School Corporation is committed to providing a safe environment for all students and staff, with a focus on minimizing exposure to pests and pesticides. Our pest control strategy combines both chemical and non-chemical methods, aiming for effective pest management while limiting potential pesticide exposure.

To ensure safety, certified pesticide applicators will only apply pesticides during non-instructional times or school breaks, when students and staff are not present. However, as part of our pest management plan and in compliance with Indiana Pesticide Notification Title 357, LCSC may occasionally use pesticides to maintain a safe environment. Parents, guardians, and staff may receive

prior notification of pesticide applications made within 48 hours of instructional times by registering with the school district for advance notice. To be added to our pesticide notification registry, please register by using this Public Link to Sign Up or visit <https://www.leb.k12.in.us/> and search for Pesticide.

## Protection of Pupil Rights Amendment – PPRA

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family; 12
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law;
3. Activities involving collection, disclosure, or use of personal information obtained about students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

LCSC has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. LCSC will directly notify parents of these policies at least annually at the start of each school year and after any applicable changes. LCSC will also notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. LCSC will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys

at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

## Seclusion and Restraint Plan

As part of emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

The Seclusion and Restraint Plan is located in its entirety on the LCSC website.

## Healthy School Information

Students must be free of a fever and free of symptoms such as vomiting and/or diarrhea without the use of medication for 24 hours before returning to school.

A temperature of 100 degrees or higher is considered a fever.

If your child is injured or becomes ill while at school, every effort will be made to make the child comfortable and, if necessary, contact a parent or guardian. If a parent or guardian cannot be reached, we will attempt to contact the emergency numbers that you have listed. If this is not possible or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance services will be the responsibility of the parents or guardians.

When a student comes to the clinic during the day with a complaint of illness, their temperature will be checked by clinic personnel. If the student has a temperature (oral, axillary, tympanic or infrared) of 100 degrees or higher, is vomiting, has diarrhea, or other apparent illness, the parent/guardian will be notified. The students may return to school when symptoms have been improving for 24 hours AND they are 24 hours free of fever, vomiting and diarrhea, without the use of medication. Students who do not appear ill or do not have active vomiting, diarrhea or temperature of 100 or higher will be returned to class.

Medical coverage for students: Although we make every effort to keep our playgrounds and buildings safe, occasionally students are injured. The school corporation's insurance policy doesn't provide medical or accident insurance on students. You may wish to check with your health and accident insurance carrier to assure that your policy includes coverage for injuries to your child that may occur at school.

### Administration of Medication at School – Guideline/Policy

#### Prescription Medication:

All Medication will need to be brought to the school by a parent or guardian. No medication should travel in a backpack to school with the exemption of diabetic supplies, epi pens, diastat and inhalers that have a written prescription from a doctor. A medication release will need to be signed by the parent/guardian before any medication can be given at school. Prescription medication needs to be in the bottle or box with the student's name on it and how it is to be dispensed (the prescription label). If there is a change in the time or dose of the medication, then the prescribing physician will need to fax that change to the clinic staff. The medication release consent will be valid for the period the medication is to be given or to the end of the school year. All medication that is left over has to be picked up by the parent/guardian or it will be discarded by the clinic or designated staff.

#### Non-prescription medication:

Any non-prescription medication needs to be brought in to the clinic staff by a parent or guardian. A medication release will need to be signed and will include how and when the medication is to be given. Medication is not to be sent to school with the child. After discussion with clinic personnel, exceptions may be made on an individual basis as to bringing in a non-prescription medication. All unused medication is to be picked up at the school by the parent or guardian.

All medication given is documented on medication sheets. Medications should only be administered to students during the school day if the medications are required to be administered at a specified time within the school day, or if the medication is needed for a chronic condition. For example, if an antibiotic is prescribed to be administered three times a day, the antibiotic can be administered before school, after school and at bedtime.

Any designated employee who is responsible for administering injectable insulin or blood glucose testing by a finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

#### Immunizations

The School Board requires that all students be properly immunized in accordance with the Indiana Department of Health guidelines. These immunizations are mandatory for all students entering preschool. The Indiana Department of Health may designate additional communicable diseases for which immunizations are required.

The Superintendent shall require parents to furnish to the preschool, prior to enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students may not be admitted to the preschool without documentation of immunization.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for

medical, religious, or other reasons allowed by the State.

### Immunization Requirements for Preschool

3 Hepatitis B

4 DTaP (Diphtheria, Tetanus, and Pertussis)

3 polio

1 Varicella (Chicken Pox)

1 MMR (Measles, Mumps, Rubella)

2 Hepatitis A

### Blood-Borne Pathogens Notification

The Corporation has been notified by the Federal government that the Corporation is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the Corporation who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contacting HBV or HIV, the Corporation is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally-mandated procedures includes a requirement that the Corporation request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the Corporation to request that consent. Although we expect that incidents of exposure will be few, our intent is to notify parents of these requirements ahead of time.

If you have any questions or concerns, please contact Dr. Jon Milleman, Superintendent, at 765-482-0380.

### Control of Casual Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include: diphtheria; scarlet fever, strep infections, whooping cough, mumps, rubella, and other conditions indicated by the local and state Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines. 29

## Control of Head Lice

LCSC has a guideline of no live lice. If a student in the Corporation is found to have head lice, the school nurse or designee shall notify the parent and ask the parent to pick the student up at their earliest convenience and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. The student shall remain in the classroom until picked up by the parent.

After treatment and upon returning to school, the student will be examined by the school nurse or designee, which may include the principal. The Corporation practices a policy of "no live lice" as the criterion for the return to school. The Boone County Health Department cannot clear a student to return to school. A parent /guardian must bring the student to the clinic of the school the child attends. The parent/guardian must wait while the student is being checked, if the student is not cleared the student will be sent back home.

A student is not to miss more than one day of school after being sent home with nits or lice. Procedures for removing the lice or nits will be provided by school medical personnel. If you want additional information, please ask and the medical personnel will be happy to assist in this matter.

Screenings of an entire class will not take place. No class or school wide notifications will be made even when cases have been confirmed.

Head lice is a universal problem, present in the community at all times, and is particularly prevalent among elementary school-age children. Head lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and their immediate household and other close personal contacts. Contracting head lice is not an indicator of uncleanliness or socioeconomic status. Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen.

## Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by the panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually-transmitted diseases, AIDS, ARC (AIDS Related Complex), HIV, Hepatitis B, and other diseases that may be specified by the Board of Health.

The School Board shall not be responsible for the diagnosis and treatment of student illness. Unless a student suffers a chronic disease or medical condition discussed in the "Indiana Medication Law" the administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours. For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers to both the manner in which a medication is administered and to health care procedures which require special training, such as catheterization.

### **Injury and Illness**

All injuries must be reported to a teacher or the clinic. If minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the School's emergency procedures. A student who becomes ill during the day should request permission from the teacher to go to the clinic. Parents will be contacted when symptoms of illness are present. Parents should provide information to the school about any short-term or long-term concerns or special situations related to their child's health. This will help the school nurse and school officials determine the appropriate action to be taken. No student will be released from school without parental permission.

If a student is dismissed from school due to health issues, the nurse will notify the parent/guardian. Using a cell phone to reach a parent instead of reporting to the nurse's office is against the school's cell phone guidelines.

### **Mental Health Services**

Through a partnership with outside mental health services counseling and behavior therapists are present in each of the LCSC schools each week to provide therapy to those students presently receiving these services.

### **Student Accidents**

The School Board believes that school personnel have certain responsibilities in case of accidents that occur in school. These include the administration of first aid by authorized personnel to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Regardless of the seriousness of any accident, the administrator in charge must submit an accident report to the Superintendent.

# Handbook Acknowledgement

Please sign below to acknowledge that you received and have read all components of this Family Handbook. the Tiger Cubs Preschool Family Handbook and that you have read and understand all parts of the handbook. If you do not understand a section in the handbook or have any other questions about the handbook, please ask the Preschool Principal.

I received and reviewed the Tiger Cubs Preschool Handbook:

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Parent/Guardian Signature

---

Date Signed

## Appendix A: Payment Schedules

Consumable Fees will be added to the 1st payment of each semester. These are indicated by an \* below.

Dates for payment are:

### Weekly Payments:

Tuition will be due on Friday prior to the upcoming week.

Month	Due each Friday prior to the next week of school (No payment for Fall, Winter, and Spring Break weeks - payment prior to these weeks carry over to after the break).
July 2026	31*
August 2026	7, 14, 21, 28
September 2026	4, 11, 18, 25
October 2026	2, 9, 16, 30
November 2026	6, 13, 20, 27
December 2026	4, 11, 18
January 2027	8*, 15, 22, 29
February 2027	5, 12, 19, 26
March 2027	5, 12, 19, 26
April 2027	9, 16, 23, 30
May 2027	7, 14, 21

### Monthly Payments:

Month	Due Last Friday of the Month for the upcoming month (date below)
July 2026	31 (for 4 weeks)
August 2026	28 (for 4 weeks)
September 2026	25 (for 4 weeks)
October 2026	30 (for 4 weeks)
November 2026	27 (for 3 weeks)
December 2026	18 (for 4 weeks)
January 2027	29 (for 4 weeks)
February 2027	26 (for 4 weeks)
March 2027	26 (for 4 weeks)
April 2027	30 (for 4 weeks)



Appendix B:  
Tiger Cubs Pre-K Tuition Agreement / Contract

Coming soon.



## Appendix C: Tiger Cubs Club Agreement / Contract

Coming soon.