Welcome to Willard Preschool! The following are things that you need to know if you have a child in our program.

Pre-Kindergarten Program Expectations

Students must be 4 or 5 years of age to attend Willard's Pre-Kindergarten program with the intent to enter Kindergarten the following school year. The Pre-Kindergarten program is a one-year program for 4 or 5-year-olds who will be entering Kindergarten the following year. All students **must be fully toilet-trained**.

Student Readiness Expectations

Pre-Kindergarten students are expected to demonstrate the following skills and behaviors:

- Toilet trained: Independently communicates the need to use the restroom, adjusts clothing before and after toileting, wipes self appropriately, and completes toileting without soiling clothes or the surrounding area. Communicates with an adult if an accident occurs.
- Sustain attention to an activity for at least 10 minutes, with the ability to accept redirection from an adult
- Communicate wants and needs
- Safety awareness (e.g., keep self and others physically and emotionally safe, and can stay with an adult)
- Take turns and share with minimal adult assistance
- Follow elementary school routines and procedures

These expectations help ensure that students are prepared for a successful transition to Kindergarten.

Preschool Screening:
Every preschool student will participate in preschool screenings. Screening dates will be shared via social media at the beginning of February. Students will be given the DIAL-4 (Developmental Indicators for the Assessment of Learning) as part of the screening, including vision, hearing, speech, and language.

Curriculum
Preschool has adopted High Scope Curriculum, a comprehensive curriculum that DESE evaluated and approved as meeting the Early Learning Standards. High Scope is an engaging and developmentally-appropriate curriculum that provides opportunities for students to grow in the following areas:

1. Social and Emotional Development
2. Physical Development and Health
3. Language, Literacy, and Communication

4. Mathematics
5. Creative Arts
6. Science and Technology
7. Social Studies

Hours of Operation
Preschool hours follow your elementary school schedule.

If someone other than yourself is picking up your child, you must let your child's teacher know prior to their arrival. Also, please list person(s) who are on your approval list for pickup (see enrollment form).

Prior to or on the first day your child attends class, we must have a current copy of their immunization record. If we do not have it, your child will not be permitted to stay until we receive one.

Transportation
Parents are responsible for providing transportation to and from school. School bus services are not available for preschool students.

Attendance
Regular and punctual attendance is essential in establishing a good teaching and learning environment. In the event of an absence, parents are required to call the appropriate elementary office by 9:00 a.m. Calls from parents or guardians only establish the whereabouts of the student. Calls do not excuse the absence, they simply verify the absence. You can ensure that your child's absences are verified by providing documentation of the following:

- Medical appointments, with written appointment confirmation by medical provider or when sent home by the school nurse.
- Religious observances, with written notification from the parent.
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written notification from the parent.
- Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting.

Arrival and Dismissal
To ensure the safety of students, children are not to be dropped off early at school, unless they are enrolled in the *TigerTALES Program.* At the end of the day, students are to be picked up promptly. Drop-off times and pick-up times will be designated by each building. Bus services are not available for preschool students.

Before/After School Care

You must complete one form per student. TigerTALES Website. You will be expected to read through and sign off on the TigerTALES handbook after confirmation of enrollment to TigerTALES.

TigerTALES will be capping enrollment at each site to ensure the highest quality care to all of our students. Registration will be first-come, first-served as your submission is date and time-stamped. Once

maximum capacity is reached, we will place students on a waitlist, but there is no guarantee that placement will be made. TigerTALES registration will start over the summer. Please be watching for an email or on our social media sites for more information. **ENROLLMENT IN OUR PRESCHOOL PROGRAM DOES NOT GUARANTEE A SPOT IN THE TIGER TALES PROGRAM.**

Submission does not indicate confirmation of a 2025-2026 TigerTALES spot. Confirmation of a spot will be made via phone call or email from the Coordinator of TigerTALES. If your student has a confirmed spot, instructions will be given/sent regarding how to complete enrollment, submit documents, and pay the $35 enrollment fee per student.

The morning program is available from 6:30 AM to 8:15 AM. The after-school program is available from 3:30 PM (or 3:00 PM on early-out Mondays)- 6:00 PM.

TigerTALES Tuition will be separate from PreSchool tuition. Payments for TigerTALES tuition will be made through the Procare app. Information will be sent from the TigerTALES office on how to pay. Please see the updated tuition prices for PreSchool TigerTALES students below.

TigerTALES Tuition 2025-2026 PreK - 6th Grade

Monthly Tuition Rates	Regular - Full Time Rate	Reduced Lunch- 25% off	Free Lunch- 50% off
AM Only	$210.00	$157.50	$105.00
PM Only	$241.50	$181.00	$121.00
Both AM & PM	$315.00	$236.00	$162.50
Willard Employee	$60 per family per month		

Effective July 1, 2020 - Willard Schools will no longer accept state subsidy for childcare payments.

Effective July 2, 2023- Willard Schools will no longer accept drop-ins or part time tuition.

Effective July 2, 2023- Willard Schools will no longer offer a sibling discount

Tuition

Tuition is billed on the 1st, and payment is due on the 20th of each month, September through May. If the 20th falls on a weekend, the payment must be paid on the Friday before if paying by cash or check. Monthly tuition will be the same regardless of holidays or scheduled days of non-attendance.

Families that qualify for Free and Reduced lunches will not be charged tuition. To determine if you are eligible for free tuition, you must complete a Free and Reduced lunch application and be approved by the Willard Schools food service department based on federal eligibility guidelines.

Full Rate: $450 / mo for 169 student days in session

Full Rate	Reduced Lunch Rate	Free Lunch Rate
$450/month	$0/month	$0/month

Payment Schedule

DUE DATES:	Full Rate 450.00	Reduced Lunch Rate $0	Free Lunch Rate $0
Screening date	***$40 enrollment fee***	***$40 enrollment fee***	***$40 enrollment fee***
September 20, 2026	$450	$0	$0

October 20, 2026	$450	$0	$0
November 20, 2026	$450	$0	$0
December 20, 2026	$450	$0	$0
January 20, 2027	$450	$0	$0
February 20, 2027	$450	$0	$0
March 20, 2027	$450	$0	$0
April 20, 2027	$450	$0	$0
May 20, 2027	$450	$0	$0
TOTAL TUITION	**$4,050**	**$40**	**$40**

Payment Policy
Payment is due on the 20th of each month. Tuition payments will be due, September through May. All accounts unpaid on the payment due date will be assessed a $25.00 late fee on the 25th of the month. On the fifth day after the payment due date, parents will receive verbal and/or written notice that the account remains delinquent. If payment of tuition and fees is not received in full by the tenth day, the student will be dismissed from the program unless payment arrangements have been developed and agreed to in writing by the building Principal.

In addition to the monthly tuition payments, parents must also pay a $40 non-refundable enrollment fee. The enrollment fee is due at preschool screening.

Meals Breakfast and Lunch Program
The school district provides nourishing, well-balanced breakfasts and lunches for students at a nominal price. (Prices will be established and announced at the beginning of the year.) Drinks brought to school are to be sealed and in their original containers. Parents/guardians shall only provide outside food/drinks for their child. Parents/guardians attending lunch will eat in a designated area.

**We do not allow sippy cups to be brought to school.

Toilet Training

Students must be fully toilet-trained prior to entering Willard Preschool. While we understand that occasional accidents may happen, students are expected to independently manage their toileting needs at school.

A child is considered toilet-trained when they:

- Communicate the need to use the restroom
- Completes toileting without soiling clothes or the surrounding area
- Independently pull clothing up and down before and after toileting
- Wipe themselves independently

- Inform a teacher if an accident occurs

If a student has an accident and does not have a change of clothes available, the nurse may provide clothing on one occasion. Students must be able to wipe/clean themselves and change their clothing with minimal adult assistance.

If wetting or soiling accidents occur beyond one incident per school year requiring nurse assistance, a parent/guardian will be contacted to bring a change of clothes and assist their child.

Repeated or ongoing accidents will result in a conference with the teacher and principal to establish a support plan. If accidents continue to occur, the student will be removed from the Preschool program.

Discipline

Willard Preschool implements a social-emotional development program called Conscious Discipline. Conscious Discipline is a trauma-informed, evidence-based program that builds a strong *School Family* culture through intentional routines, rituals, and structures.

This approach transforms everyday discipline situations into teachable moments. Students are guided in developing the social-emotional and communication skills necessary to manage their emotions, resolve conflicts, and make positive behavior choices.

Our preschool behavior expectations are aligned with those of our elementary schools to ensure a smooth transition to Kindergarten. Students are expected to demonstrate safety awareness by:

- Keeping hands, feet, and objects to themselves
- Staying with an adult at all times
- Following classroom routines and procedures

Students may be removed from the Preschool program if behavior expectations are consistently not met. Every effort will be made to support the child through guidance, intervention strategies, and communication with families. However, if a student's behavior compromises the safety, learning environment, or well-being of themselves or others, removal from the program may be necessary.

Nap/Rest Time
Students can bring a blanket from home labeled with the student's name.

Health/Sickness
We will notify you immediately if your child becomes ill. Some guidelines to help make this decision are: a fever over 100.0 in the past 24 hours, constant cough, wheezing, nasal discharge, vomiting, rash, diarrhea, etc. ***_If your child is vomiting, has a fever, or diarrhea, he or she MUST be kept out of the preschool until **free of these symptoms for 24 hours.**_

Medication will only be given to your child with dated and written permission from parents stating the length of time medication should be given. Both prescription and non-prescription medications should be in the original container from the pharmacy/store and labeled with your child's name and instructions for administration. Please hand this directly to your child's teacher; it may not be left in the backpack.

In case of a serious accident or injury, we will notify you immediately at the telephone numbers you have listed on the enrollment form. If your child requires emergency medical care, the school staff will administer first aid or obtain emergency medical treatment in the best interest of your child.

Please sign on the next page and return to your child's teacher, indicating that you have read and agree to all sections in the handbook.

Please sign and return:
I have read the Willard Preschool Handbook and understand the policies and procedures in place.

Student's Name:

_____

Parent Signature/Date:

_____

Thank you.