



# Parent Handbook

## 2026-2027



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### Grievances/Concerns

### Acknowledgment of Handbook

**Dear Growing Together Preschool Families,**

On behalf of the staff at Growing Together Preschool, welcome! We are honored to have the opportunity to teach and care for your children.

We believe that children learn best in a safe, nurturing, and loving environment. Our team is committed to supporting your preschooler by creating a welcoming space where they feel valued, encouraged, and excited to learn. We provide a multi-sensory, developmentally appropriate program designed to meet each child's unique needs and learning style. Our goal is to support growth in all areas—physical, cognitive, social, and emotional.

Our classrooms are designed to foster a sense of trust and belonging. We strive to create an environment where children feel safe to explore, build relationships, and develop confidence as learners. Through meaningful interactions with peers and adults, children are encouraged to grow both academically and socially.

We recognize that parents and caregivers are a child's first and most important teachers. We value this partnership and look forward to working together to support your child's development and success. Please don't hesitate to reach out with any questions or concerns throughout the school year.

We ask that all families take time to read this handbook, follow the outlined guidelines, and keep it for future reference. Our policies and procedures are in place to ensure a positive and successful experience for every child at Growing Together Preschool.

We are excited for a wonderful year ahead and look forward to building strong relationships and lasting memories together!

Sincerely,

Franchesca Bender  
Growing Together Preschool Coordinator  
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## Mission, Vision, Beliefs

### *Mission:*

Our mission is to provide high-quality, safe, developmentally appropriate, and stimulating early education experiences that promote each student's social-emotional, physical, and cognitive development, ensuring that the students of School City of Mishawaka are prepared for success in school and have a love for lifelong learning.

### *Vision:*

The students of School City of Mishawaka are curious, independent, and have a love of learning that equips them to become contributing members of our community and the world.

### *Beliefs:*

- Children are the most valuable resource in the community.
- High-quality early childhood experiences make a difference in establishing lifelong academic and social-emotional success.
- Play is mandatory for brain development, self-regulation, and the advancement of language, cognition, and social competence.
- Early childhood education must be developmentally appropriate and individualized. The multi-sensory and hands-on activities must focus on the individual child's abilities and needs.
- Parents, families, and members of the community at large are essential in providing a strong foundation for a child's present and future development across all domains: physical, social, cognitive, and emotional.
- Early childhood professionals must have adequate preparation and continued professional development to plan and execute developmentally appropriate early childhood experiences for the students in School City of Mishawaka.

## Paths to Quality Certification

Growing Together Preschool is Level 3 Paths to Quality certified. Programs that voluntarily participate in Paths to Quality demonstrate a commitment to providing high-quality care and education for students. Paths to Quality certification ensures that programs provide safe, nurturing environments, appropriate adult-to-student ratios, and an intentionally planned curriculum that supports the young student's social-emotional, physical, and cognitive development.

## Early Learning Standards

We use the Indiana Early Learning Foundations at [inlearninglab.com/collections/early-learning-foundations-guidance](http://inlearninglab.com/collections/early-learning-foundations-guidance), which align with the Indiana Kindergarten Standards. These Foundations guide the implementation of curricular activities to promote kindergarten readiness for all of our students.

## Learning Approach

At Growing Together Preschool, we use a research-based curriculum that supports the whole child through meaningful, hands-on learning experiences. Our approach is grounded in child development research and focuses on learning through play, exploration, and discovery.

We believe that every child is naturally curious, capable, and full of potential. Children learn best when they are actively engaged, so our classrooms are designed to encourage exploration, creativity, and problem-solving. Through playful games, hands-on activities, and discovery-based projects, children build important skills across all areas of development, including social-emotional, physical, language, and cognitive growth.

Our curriculum weaves a wide range of developmental skills into daily experiences, allowing children to learn naturally as they play. Rather than focusing on worksheets or rote memorization, we provide opportunities for children to learn through art, music, movement, storytelling, and hands-on investigation. This approach helps children develop a love of learning while building confidence and independence.

Teachers play an important role as guides and facilitators. They observe children's interests, ask thoughtful questions, and adapt activities to meet each child's individual needs. This ensures that learning is personalized, meaningful, and developmentally appropriate.

Our classrooms are intentionally designed as engaging learning environments filled with hands-on materials that support exploration and discovery. Children are encouraged to make choices, work both independently and with peers, and learn at their own pace.

We also value the important role families play in a child's development. We strive to build strong partnerships with families through communication, shared goals, and opportunities to extend learning at home. When families and teachers work together, children are more successful and confident learners.

At Growing Together Preschool, our goal is to create a joyful, nurturing environment where children feel safe to explore, take risks, and grow into lifelong learners.

## Assessment

At Growing Together Preschool, assessment supports each child's individual growth and development in a meaningful, developmentally appropriate way. We use an Indiana Early Learning Standards Matrix to guide our process and monitor progress across key developmental areas, including social-emotional, language, physical, cognitive, early literacy, and early numeracy skills. Assessment is primarily play-based

and observation-driven, allowing teachers to gather information during everyday classroom experiences. In addition, we conduct formal assessment checkpoints in the fall, winter, and spring to track growth and measure progress over time. This information is used to guide instruction, individualize support, and communicate each child's progress with families, ensuring a strong partnership between home and school.

## Class Offerings:

### *Growing Together Preschool Locations*

Beiger Elementary School

1600 E 3rd St, Mishawaka, IN 46544

Hums Elementary School

3208 Harrison Rd, Mishawaka, IN 46544

Liberty Elementary School

600 Pregel Dr, Mishawaka, IN 46545

### *Growing Together Preschool*

- First Steps- (3 years old by October 1)- \$100/ Month
  - Monday & Tuesday PM
  - Wednesday & Thursday PM
  - Thursday & Friday AM (BEIGER ONLY)
- Preschool (4 years old by October 1) \$150/ month
  - Monday/Tuesday/Wednesday (BEIGER ONLY)
- Pre-K (4 or 5 years old by October 1)
  - Monday-Thursday PM (\$200)
  - Monday-Friday AM (\$250)

## Registration

Registration can be completed online at [mishawakaschools.com/Preschool](http://mishawakaschools.com/Preschool). You must upload your child's birth certificate and current immunization record at the time of registration. Once your registration has been approved, you will receive an email from the preschool coordinator with additional information for the upcoming school year.

## Required Documents

Growing Together Preschool requires the following documents to be submitted in order to accept your registration: Child's Birth Certificate, Current Immunization Record, Student Registration Application, Emergency Contact Information, Children's and Hoosiers Immunization Registry, Discipline Acknowledgment, Photo Release/Media Consent, and Acknowledgment of Parent Handbook.

## Change of Address/Phone

Please be sure to keep your work, home, and cell phone numbers updated in Skward in case of an emergency. Should any information change throughout the year, please notify us immediately and update the information in Skward.

In keeping with our policy of open communication among staff, children, and family, we encourage you to keep staff informed of important changes or events at home and to discuss any concerns with staff.

## What to Bring to School

Each student MUST bring the following items each day of attendance.

- Two complete sets of seasonally appropriate clothing for emergencies are to be kept at school. This includes shirt, pants or shorts, undergarments, socks, and shoes. Please mark your student's name on each item with a permanent marker. (Should remain stored in the student's backpack)
  - Jacket or sweatshirt during Fall and Spring
  - Appropriate outer clothing for Winter
  - Winter coat
  - Boots
  - Gloves or mittens
  - Hat
  - Disposable diapers or pull-ups for students who are not potty-trained. Wipes will be provided.

**Please LABEL all items** with your student's name. Growing Together Preschool is not responsible for lost items.

## Toy Policy

While we welcome books or tapes to be shared with the class, we ask that other toys be left at home. Exceptions are made for toys that may be needed to ease the transition into school (comfort items) or for items pre-approved by the teacher. Please do not send gum, candy, and/or pop to school with your child.

## Snacks and Meals

Growing Together Preschool values the importance of healthy nutrition and follows the Child and Adult Care Food Program (CACFP) guidelines. Our snacks and lunches are low in sugar, include whole grains, and limit preservatives to support children's overall well-being. Students may bring a commercially prepared, sealed, and nutritious snack to share with their class; however, homemade items are not permitted in accordance with food program regulations.

Please include any allergies and/or dietary restrictions on the enrollment form. When possible, substitutions for snacks will be made, but families may be required to provide an alternative snack that meets their student's dietary restrictions.

There are two rotating monthly snack menus, which include two snack components to be served per day. Serving sizes are determined based on guidelines for the Child and Adult Care Food Program (CACFP).

Through spontaneous conversation during snack/lunch, students are encouraged to taste all the food. Most of the time, students discover that they do indeed like something they thought they would not. We do not force students to clean their plates, count how many bites they eat, or force them to try foods that are served to them. Students are served all components of snack/lunch due to certification and CACFP requirements. Teachers use snack and meal time to talk about good nutrition and why we need to eat certain foods.

All classes will receive one snack per day of attendance.

## **Tuition**

Growing Together Preschool reserves the right to revise fees and/or policies after proper notification to parents/guardians. Growing Together Preschool payments are due by the 1st of the month. A \$25 late fee will be charged to families who do not pay tuition by the 1st. Preschool monthly tuition already includes an adjustment for school breaks. The monthly tuition rates are not based on a daily rate; therefore, no credits will be issued for inclement-weather or delayed-start days. Payments can be made in advance. Families whose tuition is one month delinquent will be unenrolled from Growing Together Preschool. Readmission is dependent upon full payment of the delinquent balance and availability of classroom openings. Payments can be made through the online payment portal, or by check or cash at the School City of Mishawaka Administration Center. Families that have delinquent tuition will be charged a late fee and then turned over to collections. The parent/guardian understands that he/she assumes all responsibility for collection agency and legal or court fees associated with the account, if that becomes necessary.

There are opportunities for partial or full funding through the Child Care and Development Fund (CCDF, also known as preschool vouchers) and OnMyWayPre-K. If you are interested in more information and/or applying for either of these programs, visit [in.gov/fssa/carefinder/on-my-way-pre-k/](http://in.gov/fssa/carefinder/on-my-way-pre-k/)

## **Pickup Policy**

Staff will discuss Pickup Procedures with parents at the beginning of the school year. It is expected that your child will be picked up promptly at the end of the school day. Late fees will be assessed when children are picked up after the scheduled class end time. This policy applies to all students enrolled in our program. A late pickup fee of \$1 per minute per child will be billed if your child remains at school after the end of class. If you are not in the pickup line, you will be asked to enter the building and sign your child out with our staff. The pickup time will be logged, and late fees assessed and billed to you.

If a parent has not arrived to pick up their child and cannot be reached by phone within 15 minutes of the end of class, we will call the emergency contacts listed on the emergency contact

form. The Department of Child Protective Services and/or the Mishawaka Police Department will be contacted if parents cannot be contacted or do not arrive within 30 minutes after the end of class.

## **Authorization for Child Release**

If someone other than the legal guardian or the listed approved pick-up person in Skyward will be picking up a student from Growing Together Preschool, written parental consent must be provided prior to the pick-up. Written parental consent should include the full name of the person and a phone number. Anyone picking up a student must be 18 years of age and must show identification. No student will be released without written authorization from the parent. Parents may call in case of an emergency, and the person will be allowed to pick up, for that day only.

Parents may revise their permanent authorized pick-up information/emergency contact information in Skyward. Parents must maintain up-to-date contact information. If an authorized person, including parents, is suspected of being intoxicated or impaired, staff will report to the local police agency.

If an individual is denied permission to pick up a student, a copy of the court order must be on file at Growing Together Preschool.

## **Attendance**

Each classroom will maintain daily attendance records. Regular attendance and punctuality in arrival at school are vital to the educational process. The development of good attendance habits is an important learning behavior that will prove beneficial throughout your student's education.

If your student will be absent or late to preschool, please call the school. If your student will be absent for an extended period of time or your family is going on vacation, please notify your student's teacher in writing. Communication between the school and home is vital for planning your student's education.

## **Emergency Closings and Delay**

If the school must be closed or the opening delayed due to inclement weather or other conditions, notification will be posted on the School City of Mishawaka website and via School Messenger. Local radio and television stations will also be notified. Parents are responsible for being aware of emergency closings and delays. If schools are open, parents should determine whether their child can withstand the elements and attend school. If there is a 2-hour delay, the morning preschool sessions will be canceled.

## Virtual Learning

If any Indiana State Department or local government issues an order prohibiting public schools from offering in-person learning, students will have the opportunity to attend preschool virtually. Preschool tuition for virtual instruction will be offered at half the monthly cost of regular in-person classes. Each family of students who have chosen to participate virtually will receive an invitation from their child's classroom teacher with instructions on how to log into their virtual classroom.

## eLearning Days

Growing Together Preschool will not be in session on any SCM eLearning Days. Special education services will be offered on eLearning days as outlined in the Individualized Education Program.

## Temporary Preschool or Classroom Closure

We will follow the Indiana State and local Department of Health guidance on safety matters. Families will be notified by phone, email, or school communication system if a temporary closure is warranted.

## Emergency Staffing Plan

### *Maintaining Appropriate Staffing*

If a staff member is unavailable for work and appropriate staffing cannot be maintained, the staff will contact the preschool coordinator. The coordinator will be responsible for contacting replacement staff members. The selected staff member must meet staffing requirements to maintain supervision.

### *Notifying Parents*

In the event that appropriate staffing cannot be maintained due to an emergency, the preschool coordinator will be responsible for notifying parents.

### *Child Care Resource and Referral Agency*

If emergency care is required, please call the Child Care Resource and Referral Agency through Early Childhood Alliance for assistance. The number is 1-219-757-1800.

## Safety & Emergency Procedures

### *Fire, Tornado, and Safety Drills (Policy 8420)*

School City of Mishawaka complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season in accordance with State-prescribed procedures. The tornado alarm system is different from the fire alarm system. Students will be instructed on the procedures during a tornado drill.

Safety drills will be conducted once per year. Teachers will provide specific instruction on the appropriate procedure to follow when students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## Medications/Health Plans

### *Medications at School (Policy 5330)*

Nonprescription medicine: Requires the written consent of the parent. Form A, Authorization to Administer Medication, must be used for this written authorization. The form is available on the School City of Mishawaka website. Non-prescription medication must be in its original container.

Prescription Medicine: No prescribed medication will be administered to a student without the written prescription from the student's physician, accompanied by the written authorization of the parent. The prescribed medication must be in a prescription container labeled with the student's name and exact dosage instructions. Medication administered at school must be brought to school by a parent or guardian. In some instances, it is necessary to create a student health plan. These are developed with the assistance of the school nurse, and all necessary staff training is provided by the school nurse. All medical documentation will be kept on file in the Health Office and must be renewed each school year.

## Student Illness or Injury

If a student becomes ill or is injured at school, the student will be taken to the Health Office for assessment. Students may be sent home for illness at the school nurse's discretion, in accordance with SCM Guidelines Policy #8453. If it is determined that the student needs to be sent home or requires emergency treatment, the student will only be released to parents/guardians or the persons designated on the student's enrollment/emergency contact forms. Students will not be released from school for health reasons until a parent has been contacted and permission has been obtained for the student to leave. In cases of accident or serious illness, if the school is unable to reach parents or the emergency contact, the school will notify emergency personnel for treatment and/or transport.

## Communicable Diseases/Fever (Policy 8453)

Any student with a fever of 100 degrees or higher should be kept home until they are fever-free for 24 hours without fever-reducing medication.

Students should also have no signs of vomiting or diarrhea for 24 hours prior to returning to school.

If a student has a communicable disease that is transmissible through normal school contacts, poses a substantial threat to the health and safety of the school community, or is infested

with parasites, the school nurse may send the student home. The nurse will communicate with the student's parent and describe the nature of the illness or infestation. The student may return to school when the following criteria are met: (1) The student's return to school meets the guidelines in the current edition of the Indiana State Department of Health Communicable Disease Reference Guide for Schools. (2) A doctor's letter stating it is safe for the student to be readmitted is provided.

When a student is injured at school and requires care from preschool staff or the nurse, an incident report will be completed in Skyward. Parents will also receive a phone call for any injury involving a student's head.

## **Safe Conditions Policy**

### ***Care and Supervision***

All students will be supervised by at least one qualified caregiver, and the minimum required student: staff ratios will be maintained at all times.

### ***Student: Staff Ratios***

3/4-year-old classes- 10:1 with a max of 20 students

4/5-year-old classes- 12:1 with a max of 24 students

Growing Together Preschool strives to maintain a lower student-to-staff ratio by providing additional staff members in each classroom as needed. In the event of an emergency in which we are unable to maintain appropriate staffing requirements, the emergency staffing plan will be followed. This plan is posted in each classroom.

### ***Safety during repairs and remodeling***

Signs will be posted around the building, and areas will be avoided at any time that repairs or remodeling are taking place.

Any repairs or remodeling that would be unsafe for students will take place when preschool is not in session.

### ***Safety inside the facility***

Designated staff members (Lead Teacher) will check the classroom for any possible safety hazards before class starts each day. All electrical outlets at the student's level are covered with appropriate outlet covers. Any broken toys or furnishings that pose a threat will be removed. Students will be supervised outside of the classroom when climbing stairs.

### ***Safety outside of the facility***

Designated staff members (Program Assistants) will inspect the safety of the outside playground equipment each day before students enter the playground. Staff will (1) Report any items that pose a possible safety hazard for students to maintenance/custodial staff, and students will not be permitted to use playground equipment until hazards have been

removed/remedied. (2) Follow universal precautions in handling any sharp equipment or bodily fluids.

### ***Classroom Cleaning and Sanitation***

At Growing Together Preschool, maintaining a clean, safe, and healthy environment is a top priority. Classroom staff follow daily routines for cleaning, sanitizing, and disinfecting to reduce the spread of germs and keep all learning spaces safe for children. Tables are cleaned before and after snacks and after messy play. Staff use approved cleaning products according to manufacturer guidelines, including food-safe cleaners for eating surfaces and disinfectants for high-touch areas such as toys, cubbies, and door handles. When visible dirt is present, surfaces are first cleaned with soap and water, then disinfected. Students also play an important role in keeping the classroom healthy by following proper handwashing procedures throughout the day, including before and after eating, after using the restroom, after sneezing or blowing their nose, and after messy play.

Classroom materials and environments are cleaned regularly to ensure ongoing sanitation. Cloth toys and dress-up items are washed weekly or more often as needed. Toys that children place in their mouths are cleaned and sanitized between uses, and a rotation system is used to keep these items separate until they are cleaned. Other toys are sanitized at least once a week. Cubbies are cleaned weekly, and water tables are emptied and sanitized after each use. Furniture, rugs, and carpets are vacuumed daily, while hard floors are swept and mopped. Bathrooms are cleaned and sanitized daily or more frequently if needed, including toilet seats and high-touch surfaces. Trash is removed regularly, and wastebaskets are emptied as needed.

In addition to classroom routines, custodial staff cleans all preschool spaces daily in accordance with OSHA guidelines. High-touch areas such as door handles and faucets are cleaned at least once per day, and more frequently during illness. If there is an outbreak of a contagious illness, cleaning and disinfecting procedures are increased to further protect students and staff. Through these consistent practices, we strive to provide a clean, healthy environment where children can learn and grow safely.

## **Outside Play**

At Growing Together Preschool, we believe outdoor play is an important part of a child's day. Children will go outside daily whenever weather conditions allow. Decisions about outdoor play are made each day based on factors such as temperature, wind chill, and overall weather conditions. In accordance with Paths to Quality guidelines, children will go outside when the temperature, including wind chill, is 25°F or higher.

To ensure your child is comfortable and able to fully participate, please send appropriate outdoor clothing each day, including a coat, hat, and gloves during colder months, as well as snow gear when needed.

During warmer weather, we take extra precautions when the temperatures rise above 90°F. Families are encouraged to send a labeled water bottle with their child each day for use during outdoor play.

## **Discipline**

### *Policy*

It is very important that a child's development is nurtured through caring, patience, and understanding. There may be instances, however, when staff will be required to work through challenging behaviors with students. Growing Together Preschool will follow the School City of Mishawaka Code of Conduct, in addition to the Office of Early Childhood and Out-of-School Learning Suspension and Expulsion Policy (#5702). To view the policy, visit the link under Parent Resources on our website: [MishawakaSchools.com/preschool](http://MishawakaSchools.com/preschool).

### *Research-Based Strategies*

At Growing Together Preschool, we use the Conscious Discipline approach to support children's behavior in a positive, respectful, and developmentally appropriate way. This research-based, brain-informed model focuses on teaching children the skills they need to manage emotions, build relationships, and solve problems, rather than simply reacting to behavior.

We understand that challenging behaviors are often a child's way of communicating a need or expressing big emotions. Our staff responds calmly, empathetically, and consistently, helping children feel safe and supported. Teachers model and teach self-regulation strategies, such as breathing and calming techniques, and help children identify and express their feelings.

Rather than focusing on punishment, we focus on teaching appropriate behaviors. Staff clearly model expectations, use positive language to guide children, and provide simple choices to encourage independence and cooperation. When conflicts arise, teachers guide children through problem-solving and communication strategies, helping them learn to express their needs and resolve challenges respectfully.

Our goal is to create a classroom environment where children feel connected, valued, and capable. By building strong relationships, teaching emotional regulation skills, and providing consistent support, we help children develop self-control, confidence, and the ability to interact successfully with others.

In the event that a serious safety threat exists and cannot be addressed with reasonable modifications and/or the use of

positive behavior supports and strategies, School City of Mishawaka administrators may exclude students from attending Growing Together Preschool as a last resort.

### *Calming Area*

Each classroom includes a calming area where students can take a break and regulate their emotions. This is a designated, safe space for children to go when they are feeling overwhelmed, anxious, upset, or experiencing other strong emotions. The calming area helps children learn how to manage their feelings, regain control, and return to learning when they are ready. Developing problem-solving skills and self-regulation is an important part of early childhood. The calming area is never used as punishment or "time out," but rather as a supportive teaching tool to meet children's social-emotional needs.

## **Celebrations**

Birthdays are a special day and will be celebrated during class. Families are welcome to bring in a store-bought, wrapped birthday snack for the whole class. A healthy snack will be offered in addition to any birthday snacks.

## **Religious Holidays**

Growing Together Preschool is a multicultural program committed to serving students from diverse religious and ethnic backgrounds. Our program strives to be sensitive and respectful to all ethnic/religious groups. While teachers will not single out one religion during a holiday, we will explain and answer questions in a developmentally appropriate way, including what the meaning of that religious holiday is to different cultures. We encourage students to share with the class regarding how their family celebrates. If you do not wish for your student to participate in any holiday activities and/or discussions, please provide a written note to the classroom teacher indicating which holidays you do not want your student to participate in.

## **Parent and Family Involvement**

Growing Together Preschool fosters an active, positive relationship between school staff and families. We feel it is vital to communicate regularly with parents and involve parents/families in school activities. We communicate and involve families in the program through weekly teacher messages, family engagement activities, parent meetings, parent-teacher conferences, and our standing invitation to help in the classroom as special guest readers or as parent helpers. Parents are always welcome and encouraged to spend time in their child's classroom. Parents who wish to participate in classroom activities must complete a background check in the main office, which requires a previously scheduled appointment. Please stop in at the Elementary School Office to complete the required background check form.

## Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled once per year. The fall conference schedule will follow the School City of Mishawaka schedule. Parent-Teacher conferences are 15 minutes long and will include an overview of your student's present performance. Teachers will review anecdotal notes, student progress in academic and social-emotional areas, and answer any questions. If parents would like to have a conference at a time other than the scheduled conference times, please make arrangements with your child's teacher.

## Reporting of Child Abuse and Neglect

Growing Together Preschool is required by Indiana State Law (IC 31-33-5-1) to report any cases of suspected child abuse or neglect to the Department of Child Services. All Growing Together Preschool Teachers receive annual training regarding the signs of child abuse and neglect. Abuse Hotline  
Phone # 1-800-800-5556.

## Confidentiality

Growing Together Preschool teachers will be privileged to confidential information as they work with students and families. A strict confidentiality policy is in place to ensure that the privacy of students and families is maintained. Information regarding students will only be shared with appropriate family and staff members.

## Photo Release Information

Growing Together Preschool and School City of Mishawaka are proud to share good news about our students, programs, and events. The school corporation encourages media coverage to help the community learn about the great things students and staff are doing.

During the school year, Growing Together Preschool staff and/or School City of Mishawaka staff may want to photograph or videotape your student. Information that would potentially be shared for the purpose of media coverage includes, but is not limited to: student's photo, name, grade, age, videos, and images.

If you DO NOT want your child to be included in media coverage, corporation publications, websites, and social media, please indicate this on your student's online application. Without a MEDIA DENIAL form on file, it will be assumed that you have granted permission for your child to appear in videos and/or photographs for (social)media usage.

Thank you for your cooperation in helping us highlight the good work and efforts of our learners and instructors.

## Policy on Alcohol, Tobacco, Firearms, and Illegal Substances

The use of tobacco, and the use or possession of alcohol, illegal substances, and firearms is prohibited on school property.

## Right to Revise Handbook and Policies

Growing Together Preschool reserves the right to revise the Handbook and add/revise any policies with advance notice to parents.

## Questions/Concerns

At Growing Together Preschool, we value open communication and strong partnerships with families. If a concern or issue arises, parents/guardians are encouraged to contact the Preschool Coordinator. The Coordinator will respond as soon as possible to discuss and address the concern. Questions or concerns may also be shared through email or phone.

For matters that require immediate assistance, please contact the Preschool Coordinator by phone at (574) 254-4711. If the Coordinator is unavailable during an urgent situation, please contact the school office your student attends.

Beiger: (574) 254-4700 Hums: (574) 254-3800  
Liberty: (574) 254-3700



## Acknowledgement of Receipt of Parent Student Handbook

I have received a copy of the 2026-2027 Growing Together Preschool Parent-Student Handbook, and I understand that I am obligated to read and become familiar with its contents. I understand that the Policies and Guidelines are updated periodically and may change over time. I understand that any such changes that may occur during the 2026–2027 school year supersede the policies in this document. I understand that updated policies will be communicated in print form.

Student Name: \_\_\_\_\_

Preschool Site *(circle one)*:      Beiger                  Hums                  Liberty

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date