

Crawfordsville Community School Corporation

WILLSON PRESCHOOL ACADEMY

Preschool Handbook

2026-2027

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Crawfordsville Community School Corporation

1000 Fairview Avenue, Crawfordsville, IN 47933 Ph: 765-362-2342 Fax: 765-364-3237

Our Schools



Preschool
500 E Jefferson Street
Crawfordsville, IN 47933
Ph: 765-362-0005
Fax: 765-364-3220
Director: Mrs. Plunkett



Kindergarten-1st Grades
800 Fairview Ave.
Crawfordsville, IN 47933
Ph: 765-362-2886
Fax: 765-362-3957
Principal: Mr. Welcher



2nd-3rd Grades
1010 Lane Ave.
Crawfordsville, IN 47933
Ph: 765-362-2602
Fax: 765-361-0767
Principal: Mrs. Hall



4th -5th Grades
1301 S. Elm Street
Crawfordsville, IN 47933
Ph: 765-362-2691
Fax: 765-362-1149
Principal: Mrs. Galinowski

www.cville.k12.in.us

OUR ADMINISTRATION



Dr. Rex Ryker
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rryker@cville.k12.in.us
765-362-2342



Dr. Brent Bokhart
Assistant Superintendent
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765-362-2342



Mrs. Angela Ludlum
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aludlum@cville.k12.in.us
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Heidi Plunkett
Director
Willson Preschool Academy
hplunkett@cville.k12.in.us
765-362-0005



Vision

The vision of the Crawfordsville Community School Corporation is to provide each student with a foundation for building a successful future as a responsible, productive citizen in a global society.

Mission

- The mission and goals of the Crawfordsville Community School Corporation are to:
    - Support a variety of paths to academic success and lifelong learning
    - Support character education and character development in the school community
    - Support the appropriate use of fiscal resources to maintain and enhance the community's investment in education
    - Support programs to overcome obstacles that interfere with learning
    - Support the involvement of parents and community as partners in education



It is the policy of the Crawfordsville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC 22-9-2) IC 20-33-1, Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1972, Title IX (19971 Education Amendments), Section 504 of the Rehabilitation Act of 1973

Willson Preschool Academy

School Description

Willson Preschool Academy is a Legally Licensed Exempt Provider that is part of the Crawfordsville Community School Corporation, a public school corporation located in Crawfordsville, Indiana, known as the “Athens of Indiana” for its rich cultural heritage and emphasis on exceptional education. We have a long history dating back to 1833, with the establishment of the Crawfordsville English and Classical High School, the precursor to the nationally recognized Wabash College.

Today, the corporation operates six buildings, including Crawfordsville High School, Crawfordsville Middle School, Willson Preschool Academy, and three elementary schools: Hose Elementary (K-1), Nicholson Elementary (2-3), and Hoover Elementary (4-5). The total enrollment is 2,456 students, with a staff of 484 full and part-time employees. The student population is diverse, with 63.1% being economically disadvantaged, 3% homeless, 23% English Learners, 1% in foster care, and 24% students with disabilities. We also have a high-ability program catering to 12% of our students.

The community we serve is largely involved in manufacturing, which makes up 25% of the local industry. Throughout history, we have been committed to providing progressive and exemplary education. With the support of Wabash College and several community educators, we continue to strive for excellence in education for all students.

Philosophy & Goals

At Willson Preschool Academy, we believe in the power of play as a means of learning and learning as a form of play. We are committed to providing high-quality early childhood programs that prioritize purposeful play, as we recognize its ability to enhance a child's intellectual, social, emotional, and physical development.

Goals:

1. **Foster Intellectual Development:** We aim to create an environment where children can explore, discover, and engage in activities stimulating their curiosity and critical thinking skills. Through purposeful play, children will develop problem-solving abilities, creativity, and a love for learning.

2. **Promote Social and Emotional Development**: We strive to create a nurturing and inclusive environment where children feel safe, valued, and respected. By encouraging positive interactions, cooperation, and empathy, we aim to develop their social skills, emotional intelligence, and self-confidence.

3. **Encourage Physical Development:** We recognize the importance of physical activity in a child's overall development. The programs will provide opportunities for children to engage in active play, develop gross and fine motor skills, and promote a healthy lifestyle.

4. **Foster Collaboration between Families and Educators:** We believe that a strong partnership between families and educators is essential for a child's success. We will actively involve families in their child's learning journey, providing regular communication, opportunities for involvement, and resources to support their child's development.

5. **Empower Students through Choice and Reflection:** We value the individuality of each child and believe in their ability to make choices and reflect on their experiences. The programs will encourage students to explore their interests, make decisions, and engage in self-reflection, fostering a sense of ownership and autonomy in their learning.

6. **Cultivate Early Learning Foundations:** We are committed to providing a comprehensive early learning experience that encompasses all areas of development. Through individual and collaborative activities, we will ensure that students gain knowledge and skills in language and literacy, math, science, social studies, and the arts.

7. **Create an Inclusive Environment:** We embrace diversity and strive to create an inclusive environment where all children, regardless of ability, can grow and develop. The programs will be designed to accommodate each child's unique needs, promoting acceptance, understanding, and respect for individual differences.

8. **Prepare Preschoolers for Kindergarten:** We are dedicated to ensuring that all preschoolers in our center are well-prepared for the transition to kindergarten. We will focus on developing the necessary skills and knowledge to enable them to thrive in a formal educational setting. The programs will emphasize early literacy and numeracy skills, problem-solving abilities, social interactions, and self-regulation. By equipping preschoolers with a strong foundation, we aim to instill confidence and a love for learning, setting them up for a successful transition to kindergarten and beyond.

By adhering to this philosophy and pursuing these goals, our public preschool center aims to provide a nurturing and enriching educational experience that prepares children for a lifetime of learning and success.

Program Description

- Willson Preschool Academy is a Legally Licensed Exempt Provider public school that runs four distinct programs.
    - **Community Preschool** - Students who turn 3 years old within the school year, may be placed in a 3 year old room. Students who turn 4 years old within the school year, may be placed in a 4 year old room. All decisions are based on a student's skill development and seat availability. Enrollment will be granted in the order the registration paperwork/deposit are received. A waitlist will be created when enrollment is full. $400 billed monthly; $20 non-refundable deposit is due at time of application.



    - **Pre-High Ability Program**- The Pre-High Ability preschool classroom was established to meet the needs of students with above average aptitude and ability. The program strives to meet the unique needs of students who necessitate a differentiated program to reach their full potential. The curriculum is enriched with additional math, science, and language arts exposure. If you are interested in your child attending the Pre-High Ability program, please contact the director at 765-362-0005 to schedule an appointment.



    - **Developmental Preschoo**l - Open to students who are 3,4, or 5 years of age who have been identified with disabilities described in Article 7 of Special Education Law for North Montgomery and Crawfordsville Schools. If your child is 3, 4, or 5 and you suspect a disability, contact the director at 765-362-0005. Tuition is Free; $40 non-refundable supply fee is due annually.
    - **After-School Childcare** - Open to students enrolled in the Willson Preschool Academy Community Preschool Program. $50 Billed Weekly. Space is limited.



Enrollment

- The Community Preschool and After-School Childcare Programs will accept children who are at a stage of growth and development which enables them to benefit from the program, and for whose developmental level the program is staffed and equipped to provide care.
    - We will not admit or maintain any child whose needs we cannot meet.

    - We will not admit or maintain any child whose behavior poses a threat to other children and/or staff.
    - We will not discriminate on the basis of race, color, religion, or gender.
- The Developmental Preschool Program is open to students who are 3, 4, or 5 years of age who have been identified with disabilities described in Article 7 of Special Education Law for North Montgomery and Crawfordsville Schools. If your child is 3, 4, or 5 and you suspect a disability, contact the director at 765-362-0005.
- All enrollments must be completed through the google form sent to parent upon request.
- To begin the enrollment process, access the link from the CCSC website for Willson Preschool Academy.
- After applying, parents/guardians will be notified about the status of their enrollment.
- All information pertaining to admission, health, family, or discharge is confidential.
- All files are kept in the office.
- Child information will not be shared with any other agencies or individuals unless we are required by law to do so.

Afterschool Care Program

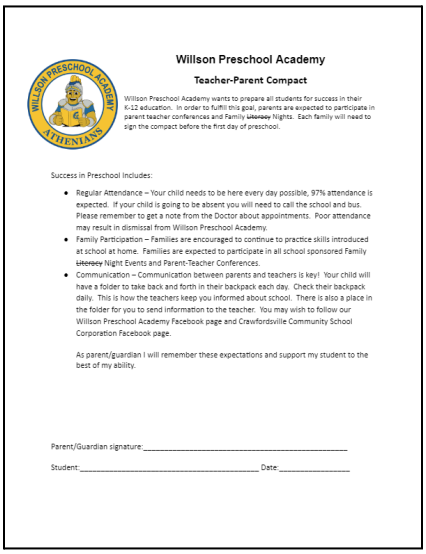
- Afterschool Care is open to any student enrolled in the Willson Preschool Academy Community Preschool Program. There will be 22 spots available for preschool students.
- Afterschool Care is available 1:50 PM - 4:30 PM. Students will receive a snack daily at 2:00 PM.
- Afterschool Care fee is $50 weekly.
- All students attending the afterschool care will be paying $50 per week. If a student is eligible for CCDF or OMWPK vouchers, they can utilize their vouchers to cover the cost of Afterschool Care payments.
- Payment for the afterschool care program will be billed on Wednesday and is due on the following Monday. (i.e. An invoice will be billed on Wednesday, August 7th. Payment is due Monday, August 12th.)
- When picking up your child, please call 765-307-1180. Parents must sign their child out at pick up. Failure to do so, may result in over-time payments or removal from the afterschool care program.

Curriculum

- Willson Preschool Academy uses Early Learning Matters (ELM) curriculum in all of our classrooms. ELM provides a comprehensive continuum of research-based child care curriculum serving children from birth to age five. ELM supports key learning domains and is aligned with state and national learning standards.

Teacher-Parent Compact

- All parents are required to review and sign the Willson Preschool Academy Teacher-Parent Compact when they enroll their child.
- The Teacher-Parent Compact includes the following:
    - Willson Preschool Academy wants to prepare all students for success in their K-12 education. In order to fulfill this goal, parents are expected to participate in parent teacher conferences and Family Nights. Each family will need to sign the compact before the first day of preschool.
    - Success in Preschool Includes:
        - Regular Attendance – Your child needs to be here every day possible; 97% attendance is expected. If your child is going to be absent, you will need to call the school and bus. Please remember to get a note from the Doctor about appointments. Poor attendance may result in dismissal from Willson Preschool Academy.
        - Family Participation – Families are encouraged to continue to practice skills introduced at school at home. Families are expected to participate in all school sponsored Family Night Events and Parent-Teacher Conferences.
        - Communication – Communication between parents and teachers is key! Your child will have a folder to take back and forth in their backpack each day. Check their backpack daily. This is how the teachers keep you informed about school. There is also a place in the folder for you to send information to the teacher. You may wish to follow the Willson Preschool Academy Facebook page and Crawfordsville Community School Corporation Facebook page.



Willson Preschool Academy

Teacher-Parent Compact

Willson Preschool Academy wants to prepare all students for success in their K-12 education. In order to fulfill this goal, parents are expected to participate in parent teacher conferences and Family ~~Literacy~~ Nights. Each family will need to sign the compact before the first day of preschool.

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As parent/guardian I will remember these expectations and support my student to the best of my ability.

Parent/Guardian signature:_____

Student:_____ Date:_____

School Calendar



- **August 3rd-4th** - Staff Development Days
- **August 5th** - Student's First Day of School
- **September 7th** - Labor Day ***NO SCHOOL***
- **September 4th** - Midterm
- **October 5th-8th**- Elementary early dismissal @1:30
- **October-8th** - End of Grading Period
- **October 9th** - Parent & Teacher Conferences ***NO SCHOOL***
- **October 19th-23rd** - Fall Break ***NO SCHOOL***
- **November 13th** - Midterm
- **November 25th-27th-** - Thanksgiving Break ***NO SCHOOL***
- **December 18th** - End of 1st Semester
- **December 21st - January 1st** - Winter Break ***NO SCHOOL***
- **January 4th** - Staff Development Days ***NO SCHOOL***
- **January 5th** - Students Return
- **January 18th** - Martin Luther King Jr. Day ***NO SCHOOL*** / Snow Makeup Day
- **February 5th** - Midterm
- **February 15th** - Presidents' Day ***NO SCHOOL*** / Snow Makeup Day
- **March 12th** - End of Grading Period
- **March 29th-April 2nd** Spring Break ***NO SCHOOL***
- **April 16th** - Midterm
- **May 21st** - Last Student Day / End of 2nd Semester

School Schedule

- Community Preschool Full Day 8:00-1:50
- Developmental Preschool Half Day AM 8:00-10:30
- Developmental Preschool Half Day PM 11:20-1:50
- Afterschool Care 1:50-4:30

Communication



- **School Website**- Important information can be found on the website @ www.cville.k12.in.us
- **Directory-** You can access the school directory, which includes phone numbers and emails or from this website.
- **ParentSquare App -** We utilize the ParentSquare, ParentSquare Pay, and PowerSchool to manage registration, billing, family communication, attendance,

reporting and more. This app is available for download in the App Store on your phone.

- **Social Media** - Follow us on Facebook @WillsonPreschoolAcademy and @CrawfordsvilleCommunitySchoolCorporation

Ratios

- We adhere to the ratios mandated by the state of Indiana for Legally Licensed Exempt Preschool and Childcare Facilities

Age of the Youngest Child in Group	Maximum Number of Children Supervised by One Caregiver	Maximum Number of Children in One Group
Infant	5	10
1 Years	5	10
2 Years	8	16
3 Years	11	22
4 Years	13	26
5 years	17	31

Supplies

- Supply lists are program specific and will be updated annually. They are available on the website and social media pages.
- Students should have at least one set of extra clothes in their backpack every day.

Willson Preschool Academy	
Preschool (Developmental)	**Preschool (Community)**
• 1 Full-size Backpack • 4 Elmer's Glue Sticks or 2 bottles of liquid glue • 4 Cans of Play-dough • 1 Pkg Wipes • 1 Pkg Paper Plates • 1 Pkg Sandwich Size Ziploc bags • 1 Pkg of Crayola Markers • 2 Watercolor paint sets • 1 Set of Extra Clothes *School supplies will be used as community supplies, please do not label them.	• 1 Full-size Backpack • 4 Elmer's Glue Sticks or 2 bottles of liquid glue • 4 Cans of Play-dough • 1 Pkg Wipes • 1 Pkg Paper Plates • 1 Pkg Sandwich Size Ziploc bags • 1 Pkg of Crayola Markers • 2 Watercolor paint sets • 1 Set of Extra Clothes • 1 Nap Blanket *School supplies will be used as community supplies, please do not label them.

Absences

- All absences must be reported before the start of the school day. Please call **765-362-0005** and leave your name, the child's name, and the reason for the absence. If your child is a bus rider, you will also need to call transportation to let them know that your child will not be on the bus.
    - Crawfordsville Community School Corporation Transportation: 765-362-3235

- North Montgomery Community School Corporation Transportation: 765-364-1071

Attendance

- All absences must be called into the office at 765-362-0005 or communicated through the communication software app ParentSquare.
- All Willson Preschool Academy students are expected to attend school every day that it is in session unless they have an excused absence. If student attendance falls below 97%, the student may be dismissed from the program. Excused absences include fever, vomiting, diarrhea, other illness, head lice, doctor's appointments (with note), funeral, and prearranged absences (must be approved by the Director).
- Automated attendance notices will be sent home to parents at regular intervals with a total count of absences.

Late Pick-Up

- Children must be picked up by 2:00 PM, unless they are enrolled in the after-school childcare program.
- Multiple late pick-ups may lead to the child being removed from the program.
- If a child is not picked up 60 minutes after the program ends (1:50 PM), and we are unable to contact an authorized pickup, the Department of Child Services will be contacted and made aware of the situation.

1st Day of School

- Preparing for the 1st day of school can be an exciting and scary time as young students take a new adventure into their education. We encourage parents to take pictures at home instead of at school to allow a safe entrance and better flow for students arriving. If you are dropping off or picking up your child, please use the circle drive on the outside perimeter of the parking lot. This will allow the staff to read your car tag and get students to and from their vehicles efficiently and safely. Please do not exit your vehicle until you have stopped in front of the painted car on the fence. If your student is riding the bus, please make sure you or another adult is visible at the bus stop during pick up and drop off.
- If you have not already, please send copies of the Child's Birth Certificate and Immunization records; and complete the following paperwork with your child: School Registration, Voucher Application, Free/Reduced Lunch Application (if applicable)

Parent & Guest Visitations

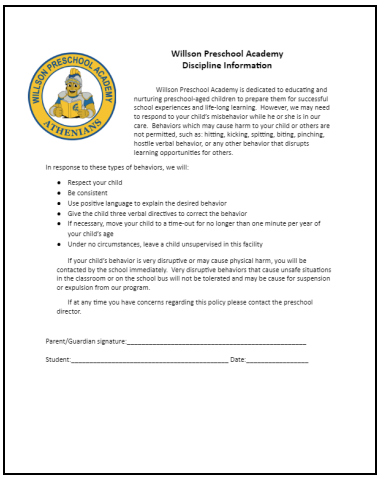
- All visitors to Crawfordsville Community Schools should enter the main entrance of the school during regular operating hours. Visitors will report to the main entrance and press the buzzer. Each visitor will need to state his/her name and the reason for the visit. If access is granted, the visitor will report to the receptionist desk and sign the visitor log. The visitor will list his/her name, date, destination (area and/or person to be visited) and time of arrival. After signing the ledger, a lanyard or visitor tag may be issued to the visitor to wear in a visible location. All visitors will be escorted by an approved staff member while they are within the building. All visitors entering the building beyond the main office area must have a current background check on file. Before leaving the building the visitor will sign out. Any person who meets privately with a student or who takes a student out of the building must show photo identification if the secretary or school administrator cannot identify the individual.
- Any person in the program must conduct themselves in a professional and appropriate manner.
- We will not tolerate adult behavior that does not provide students with a safe and calm atmosphere. Anyone that does not abide by this will be asked to leave immediately and may not be allowed to return.
- Parents can not yell, scream, use profane language, be overly aggressive or confrontational while in the program. Doing so may result in immediate termination of your child(ren)'s enrollment.
- Parents can not yell at, call staff members names or in general create a hostile environment. Doing so may result in termination of your child(rens) enrollment.
- A meeting can be scheduled when situations arise that a family needs addressed. We will do our best to arrange these meetings within 24-48 business hours. A parent cannot walk in and demand an immediate meeting.
- The use or possession of the following are prohibited in the program: tobacco, alcohol, vapes, illegal substances, firearms.
- Willson Preschool Academy & Childcare has an open door policy.
- Please take the following points into consideration before visiting:
    - Interruptions are very distracting to young children. An unexpected visitor can disrupt a child's day.
    - Please be respectful of your child's learning and their teacher's time that they have with them.
    - Visits can be confusing to some young children and even cause them distress. They may misunderstand the intentions and think it is time to leave. Saying goodbye again may be difficult.

- All individuals who are present in a classroom for a period of time longer than that of drop-off or pick-up must have a current background check on file in the office.

Discipline

Discipline Contract

- All parents are required to review and sign the Willson Preschool Academy Discipline Contract when they enroll their child.
- The discipline contract includes the following:
  - Willson Preschool Academy is dedicated to educating and nurturing preschool-aged children to prepare them for successful school experiences and life-long learning. However, we may need to respond to your child's misbehavior while he or she is in our care. Behaviors which may cause harm to your child or others are not permitted, such as: hitting, kicking, spitting, biting, pinching, hostile verbal behavior, or any other behavior that disrupts learning opportunities for others.
  - In response to these types of behaviors, we will:
    - Respect your child
    - Be consistent
    - Use positive language to explain the desired behavior
    - Give the child three verbal directives to correct the behavior
    - If necessary, move your child to a time-out for no longer than one minute per year of your child's age
    - Under no circumstances, leave a child unsupervised in this facility
  - If your child's behavior is very disruptive or may cause physical harm, you will be contacted by the school immediately. Very disruptive behaviors that cause unsafe situations in the classroom or on the school bus will not be tolerated and may be cause for suspension or expulsion from the program. If at any time you have concerns regarding this policy, please contact the preschool director.



Willson Preschool Academy
Discipline Information

Willson Preschool Academy is dedicated to educating and nurturing preschool-aged children to prepare them for successful school experiences and life-long learning. However, we may need to respond to your child's misbehavior while he or she is in our care. Behaviors which may cause harm to your child or others are not permitted, such as: hitting, kicking, spitting, biting, pinching, hostile verbal behavior, or any other behavior that disrupts learning opportunities for others.

In response to these types of behaviors, we will:

- Respect your child
- Be consistent
- Use positive language to explain the desired behavior
- Give the child three verbal directives to correct the behavior
- If necessary, move your child to a time-out for no longer than one minute per year of your child's age
- Under no circumstances, leave a child unsupervised in this facility

If your child's behavior is very disruptive or may cause physical harm, you will be contacted by the school immediately. Very disruptive behaviors that cause unsafe situations in the classroom or on the school bus will not be tolerated and may be cause for suspension or expulsion from the program.

If at any time you have concerns regarding this policy please contact the preschool director.

Parent/Guardian signature:_____

Student:_____ Date:_____

Discipline

Suspension and Expulsion

- All forms of challenging behavior must be addressed and handled in a cooperative manner.
- Repetitive instances (3 or more times in a week) of challenging behavior could result in the need for a Behavior Success Plan to be created for your child.
- A child's parents are required to partner with us in the creation of a Behavior Success Plan and the follow-through of the items specified in the plan.
- The following are considered challenging behaviors: hitting, kicking, spitting, biting, pinching, throwing objects, hostile verbal behaviors, or other behaviors that may hurt or endanger children and staff.

- In response to these behaviors, we will NOT use the following:
  - Threats or bribes
  - Physical punishment (even at the parent's request)
  - Deprive your child of food or other basic needs
  - Humiliation
- In response to these behaviors, we will:
  - Respect your child
  - Establish clear rules
  - Be consistent in enforcing rules
  - Use positive language to explain desired behavior
  - Speak calmly while bending down to your child's eye level
  - Give clear choices
  - Redirect your child to a new activity
  - Offer your child a calm-down period
- When a behavior becomes repetitive, we will follow these guidelines to help stop the situation:
  - Have a meeting with the child's parents, teacher(s), and Program Director to collaborate and share ideas. We will discuss what we are seeing and discuss possible causes and strategies we can use to replace the undesired behavior.
  - Create a Behavior Success Plan that can be used at home and in the childcare setting.
  - Offer the family support from additional or outside resources that may prove to be helpful to the parents, child and staff.
  - Set a date to meet again and discuss the changes we are or are not seeing.
- If the above outlined process is not followed by a family we reserve the right to suspend or terminate a child's enrollment.

Health & Wellness

Dress Code

Dress code rules are necessary to maintain a positive learning atmosphere. Clothing considered acceptable outside of the school setting is not always acceptable in school.

1. All students must wear clothing that includes a shirt or equivalent that covers the chest, back, torso, and stomach.

2. All students must wear clothing that includes pants or equivalent that fully cover the buttocks and are an appropriate length. The fingertip rule will be used as guidance to determine the appropriateness of length and is defined when the arm and hand are fully extended.

3. All students must wear shoes or sandals that allow students to climb stairs and participate in all school activities safely.

4. All students must wear clothing or accessories that do not depict, imply, or advocate illegal or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.

5. All students must wear clothing that is safe, does not disrupt the learning environment, and allows students to participate in all school activities.

6. All students are not to wear hats, hoods, or bandanas during the school day.

7. School administration will be the final determination of dress code violations.

Outside Recess

- All students may go outside unless the temperature is deemed too cold by a combined temperature and wind chill of 20 or below or it is raining. Please make sure your child dresses for the weather. A doctor's note is required if a student needs to stay indoors due to an illness. Please remember winter weight coats, hats, and gloves for your child.



*Individual buildings may choose to keep students inside above 20 degrees at the discretion of the building principal or designee based on the scheduled length of the outside recess, the students' age, and the playground's condition.

Food Programs

Breakfast & Lunch

- Both breakfast and lunch are offered every day school is in session. Breakfast is offered in the classroom daily, unless there is a special meeting, field trip, or event, in which case, breakfast is still provided in an alternative location such as the cafeteria. Breakfast is free for all students in Crawfordsville Community Schools.
- School lunch fees are charged daily to students who receive a school lunch or extra milk from the school cafeteria. Students who qualify for free or reduced fee meals will be charged accordingly.
- Unpaid meal balances will be processed as outlined in School Board Policy 8510 at the end of each academic school year.



- Chartwells is the food service provider for Crawfordsville Schools. Food service information can be found at https://www.cville.k12.in.us/services/ccsc-food-services.
- Parents can deposit money directly into their child's lunch account via https://crawfordsville.familyportal.cloud. Family Portal, a Meal Magic partner, offers a simple, efficient way to make payments quickly and securely at any time. Additionally, Family Portal allows parents to receive email notifications about their child's balance and, in most cases, view cafeteria purchases online.
- To complete registration on the website, you will need your child's food service number. If your child does not know their number, it can be obtained by contacting the Director of Food Services via email at areed@cville.k12.in.us or by phone at 765-362-2342, ext. 8101.

Food Programs

Free & Reduced Lunch Applications

- To apply for Free & Reduced Meals, you must fill out the free lunch application found on the website www.cville.k12.in.us or https://crawfordsvill.familyportal.cloud/

Food Programs

Food & Snack Guidelines

- Per the board-approved CCSC Wellness Policy:

Classroom and Other Celebrations

1. Celebrations will focus on activities (e.g., giving free time, extra recess, music, and reading time) rather than on food.
2. Classroom Celebrations that include food will be limited to one (1) per month.
    a. All celebration food or beverages provided to the students will meet USDA Smart Snack guidelines (https://www.fns.usda.gov/tn/guide-smart-snacks-school) and be in their original package with ingredients listed unless provided by the food service provider.
3. Staff overseeing the celebration shall:
    a. Inform parents/guardians of the celebration and any food to be consumed at least the week before the celebration;
    b. Check up-to-date student allergen reports;
    c. And, check all labels for any class-documented student allergens.
    d. Celebration items shall not be homemade.
    e. Celebration items shall not include restaurant food.

Food as a Reward or Punishment

4. Teachers and staff will not use food as a reward. For example, the use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate.
5. School staff will not withhold food or drink at mealtimes as punishment.

Field trips with food allergens:

6. When a student or an adult on a field trip has a life-threatening food allergy, lunches will be prepared by the school's food service department for field trips to keep students and adults safe from a potential allergic reaction that could result in death.
7. All participants, students, and adults who have not made prior arrangements will be required to purchase the specially prepared lunch
8. Students and adults provided a meal will be charged through the school's food service department. Free and reduced lunch status will be applied as usual to student meals only. Adults will be charged full adult price.

The full version of the CCSC Wellness Policy can be viewed in the board policy manual posted on the Bylaws and Policy section of the CCSC district homepage.

School Safety

Authorization for a Child's Release

- Children will be released only to their parent/legal guardian or a person named by the parent/legal guardian.
- A photo ID must be presented at the time of pick-up the first time an individual picks up.
- If an individual is not listed as an authorized pickup, we cannot release the child to them.
- Parents or persons named by the parent must make sure that a staff member is aware of the child's arrival and departure time. Verbal and visual contact must be made between the parent and staff member.
- Do not drop your child off in a common area or in an empty classroom. Locate a staff member before leaving your child.



School Safety

Bullying/Teasing/Harassing

- Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted and/or physical acts committed, or any other similar behavior is prohibited. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. Crawfordsville Elementary Schools take bullying very seriously. We have implemented a systemic anti-bullying education and prevention program. The best

way to end bullying anywhere is to talk about it, report it, take action, and monitor. Parents are asked to communicate with their child and the school administration. Together we believe we can make each child feel safe and secure. The Bully Report and Investigation Form is located on the corporation website of your child's school under the "For Parents" link. https://www.cville.k12.in.us/Page/558

School Safety

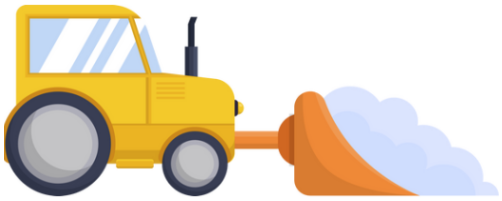
Background Checks

- A limited criminal history will be required of parents, guardians, relatives, and community members who will be in contact with students. This includes chaperoning on field trips, volunteering to assist in classrooms, reading with students, or attending events during the school day. Visitors will not be permitted to access student lockers or walk through the building unescorted. Background checks will not be required for visitors attending case conferences, parent/teacher conferences, after-school events, and special events when prior approval is granted by the superintendent or designee.

School Safety

Emergency School Closing

- If the weather is extremely severe and safety is a factor, the Superintendent may decide to close schools. The announcement will be posted on multiple approved CCSC social media platforms (CCSC Twitter (@CCSCSchools), Facebook), and local radio and TV news stations. Written and electronic notifications of which platforms and news media stations will be utilized will be sent home with students annually. Any current working phone number that is subscribed to the ParentSquare in the school database will be notified of school changes via a recorded phone call from the ParentSquare. Please update your phone number with the front office upon any change.



School Safety

Fire & Disaster Drills

- In case of fire or emergency, a planned route of evacuation has been established for each area of the building. These routes are explained by the teachers and practiced in the form of drills.

School Safety

Students Leaving the Building

- Parents or guardians must report to the office to sign out a child. Persons other than parents or guardians asking to take a student must identify themselves at the office. Students will not be permitted to leave during the school day with anyone other than a parent or guardian. If your child needs to leave with anyone else, please contact the school office. If your child is not going home the usual way, you are required to send a note to the teacher indicating the change and the length of time for the change. **Students will not be permitted to change transportation without a note or a phone call from the parent or guardian to the office 30 minutes before dismissal (1:20 PM).**

School Safety

Weather Cancellation Policy

- Willson Preschool Academy will follow the Crawfordsville Community Schools weather policy for school closings and delays.
- When Crawfordsville Community Schools are closed, Willson Preschool Academy is closed. When Crawfordsville Community Schools are operating on a two-hour delay, there will be NO morning developmental preschool classes at Willson Preschool Academy. The community preschool will begin at 10:00. Arrival for the developmental preschool students will remain at 11:20 AM.
- When North Montgomery Community Schools are closed and Crawfordsville Community Schools are open, Willson Preschool Academy will be open, but bus transportation for North Montgomery preschoolers will NOT be provided. Parents may choose to bring their students by car. Absences for North Montgomery bus riders will be excused on those occasions if parents are unable to provide transportation.

School Safety

Mandatory Reporting

- All staff are required by law to report any suspected child abuse or neglect to the Indiana Department of Child Services.
- If an intoxicated or impaired person insists on removing children from the program, the program will immediately report the incident to the local police department.

School Safety

Field Trips

- Preschool field trips will be communicated at least two weeks in advance.
- All children must have a signed field trip form. Failure to do so will result in your child not being allowed to attend the field trip.
- All children must be dressed appropriately for each field trip. Failure to do so will result in your child not being allowed to attend.
- When a child's class is on a field trip, they must attend the trip or find alternative care. There will not be a classroom available for children who cannot or opt not to attend a trip.

Student Wellness

Medication Guidelines

Whenever possible, it is encouraged that parents/guardians administer children's medications at home. The following guidelines are for occasions when medication absolutely must be given during the school day. The only medications that students may be permitted to carry themselves are those emergency medications listed below. In these situations, the school nurse must be informed that the student has such medication, and we ask that the physician or health care provider sign below, indicating that the student has been determined to be able to carry and self-administer these medications:



- Epi-Pens for anaphylaxis
- Asthma inhalers
- Insulin and glucose meters for type I diabetes

<u>Short-Term Prescription Medicine</u> (to be given for ten days or less) must be accompanied by:

1. A written note from the parent/guardian specifying times, dates, and dosage to be given.
2. The medication, in the original pharmacy container, is labeled with the child's name and instructions from the health care provider.

<u>Long-Term Prescription Medicine</u> (to be given more than ten days) must be accompanied by:

1. A health care provider's order on a prescription pad OR their signature on the form provided by the school.
2. A written note from the parent/guardian specifying dates, times, and dosage to be given OR indicated on the form below.
3. The medication, in the original pharmacy container, is labeled with the child's name and instructions from the health care provider.

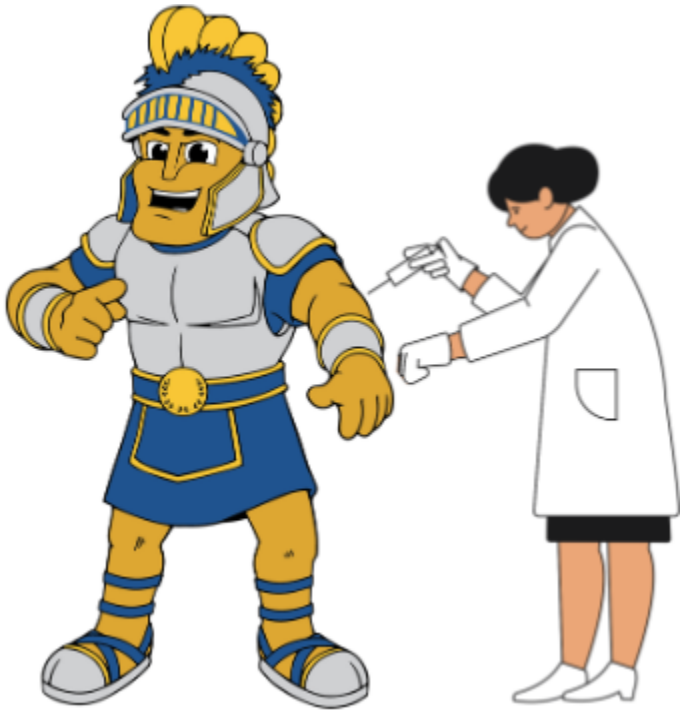
Non-Prescription (Over-the-Counter) Medicine May be supplied by the parent/guardian and given on an as-needed basis at school. This must be accompanied by the following:

1. A written note from the parent/guardian specifying times, dates, and dosage to be given OR indicated on the form below.
2. Medication must be in the original packaging, with the child's name written on the package.

Medication not picked up by a parent or guardian by the end of the school year will be sent for disposal. *Medication should never be sent to school with a child; an adult must be responsible for delivery.*

Student Wellness

Immunizations



- All school children in the State of Indiana are required to be fully immunized. (IC 20-34-3-1) Children may be excluded from school for failure to comply with immunization requirements.
- Please contact your child's school nurse or refer to the corporation website for more information about immunizations: Crawfordsville Schools Health Services - www.cville.k12.in.us—click on the "services" tab and select "health services."
- **Exemptions:** Any student with a medical exemption for immunizations must have a written statement from the physician, which includes the reason for the exemption. Exemptions must be updated every school year and presented to the school nurse before school entry. In the event of a vaccine-preventable disease outbreak, unimmunized students may be excluded from school for a period of time to be determined by the health department. Any student with a religious objection to immunization must have a signed statement from the parent/guardian and must be updated every school year and presented to the school nurse before school entry. The State of Indiana does not accept personal objections to immunizations as a valid exemption.

Standing Orders & Clinic Guidelines

Approved First Aid Supplies

- Antacid tablets for children >12 years old, antibiotic/first aid ointment, anti-itch gel/cream, burn gel, cough drops, diaper rash ointment for special needs students, Epinephrine pens for severe allergic reactions, eye drops/saline solution, saline or antibacterial soap for wound wash, combs for head lice, lip ointment, menthol topical muscle rub, non-aspirin pain reliever (acetaminophen/ibuprofen) -age/weight appropriate dosage, oral anesthetic gel, phenol sore throat spray, sunscreen for outdoor activities, and topical anesthetic swabs for bee stings.

Automated External Defibrillators (AEDs)

- Monthly maintenance checklist
- Defibrillators are located near or in the gymnasiums of the elementary buildings.

Special Health concerns:

- Albuterol nebulizer 0.083% per nebulizer for asthma attack
- Benadryl orally for mild allergic reactions (with documented allergy history)
- Epinephrine auto-injector IM for anaphylactic conditions or severe asthma attack
- Glucose gel or tablets for hypoglycemic reactions (with documented history)
- Glucagon injection for severe hypoglycemic reactions in people with documented diabetes diagnosis
- Naloxone intranasal spray as needed for symptoms of opioid overdose

Medications:

- Prescription and over-the-counter medications will be administered by a Registered Nurse or properly trained designees with written parental permission.
- Insulin must be administered by a Registered Nurse.
- Herbs, dietary supplements, non-FDA-approved products (including oils or extracts), and allergy immunotherapy will not be administered by school personnel.

Clinical References:

- *Clinical Guidelines for School Nurses, School Health Alert (2013)*
- *Communicable Disease Guidelines, Indiana State Department of Health (2017)*
- *Indiana School Nurse Manual, Indiana Department of Education, (2016)*
- *Managing Infectious Diseases in Child Care and Schools, American Academy of Pediatrics (2017)*
- *School Nursing: A Comprehensive Text, Janice Selekman (2016)*
- *NASN Position Statements, National Association of School Nurses, www.nasn.org*
- *Journal of School Nursing and NASN School Nurse professional journals*
- *WISHES school health resource website, www.wpha.org*
- *Individualized Healthcare Plans for the School Nurse, Sunrise Press (2017)*

Student Wellness

Head Lice Guidelines

Crawfordsville Community Schools Health Services' guidelines on head lice, or pediculosis, are drawn from the latest science and evidence-based practices. Guided by research and position statements from the Centers for Disease Control (CDC), the American Academy of Pediatrics, the National Association of School Nurses, Harvard University, the Indiana State Department of Education, and the Indiana State Department of Health, we strive to keep students in the classroom to avoid interference with the learning process.

Facts:

- Head lice are parasitic insects that live on blood they draw from the scalp
- Lice cannot jump or fly; they travel by crawling
- Lice deposit eggs, called "nits," on the hair shaft approximately ½ inch from the scalp
- Live lice are transmitted from one person to another through direct head-to-head contact and close household contact, such as sharing a bed and/or personal hair items.
- Lice cannot be transmitted by animals, grass, soil, etc.
- Lice can only live about two days away from the human head
- Lice do not cause disease—they are inconvenient and can cause severe itching, but they are not dangerous in any way and are not considered a health concern.

Practice:
The school nurse or her specific designee may evaluate children for signs and symptoms of head lice. CCSC Health Services staff may exclude students from school for active infestations of live head lice. Families must be diligent in combing out nits and completing any treatment regimen as directed.

Prevention:
Anyone can contract head lice. Lice are not indicative of cleanliness or socioeconomic status. Avoid head-to-head contact with others. Teach your child not to use other people's personal hair items or hats.

Communication:
Please contact your school nurse if you suspect your child may have head lice so we can evaluate your child and work with you. CCSCC Health Services staff shall maintain the privacy of students found to have head lice.

Treatment:
The school nurse or primary care provider can provide families with information about effective treatments for head lice. Pesticide sprays and other chemical treatments are not recommended due to their toxicity and potential for side effects. Ineffective and/or unsafe treatments also include gasoline, kerosene, over-the-counter lice treatments, and products intended for use in animals. The school nurse may recommend evaluation by the primary

health care provider to confirm the diagnosis of head lice and/or to obtain prescription treatment.

Attendance:
Students who have been excluded from school for head lice are expected to complete the recommended treatment and return to school as soon as the treatment is completed. Keeping a student home all day for the treatment of head lice is often unnecessary and will not be considered an excused absence unless the school nurse has recommended this.

For more information regarding head lice, please visit the health services section on the school website.

Student Wellness

Illness Policy

- All children must have current health forms and vaccine documentation on file. In the event a child falls ill at school, parents will be contacted first to come and pick up the ill child. If the child's parent/guardian is unable to be reached, the emergency contacts listed on the child's enrollment form will be contacted. When a school nurse is available, he or she will evaluate the child prior to calling parents. If there is not a school nurse available, the school official on duty will determine whether or not the child is too sick to remain at preschool.
- *Please do not send children to school with any of the following symptoms: Head lice, communicable diseases, abdominal pain that persists, acute cold with severe cough, a fever over 100 degrees in the past 24 hours, diarrhea or vomiting in the past 24 hours, discharge from eyes or ears, strep throat (until treated 24 hours with antibiotic), pinkeye or conjunctivitis (until treated 24 hours with antibiotic), chicken pox or any rash over most of the body that has not been assessed by a physician.*

Student Wellness

Diapering Guidelines

- All Willson Preschool Academy students are recommended to be potty-trained prior to enrollment. Students are encouraged to wear underwear, not diapers and pull-ups. Diapers and pull-ups are permitted for students who have a documented medical need or an Individualized Education Plan. Keeping a change of clothes in the student's backpack is recommended.

Transportation

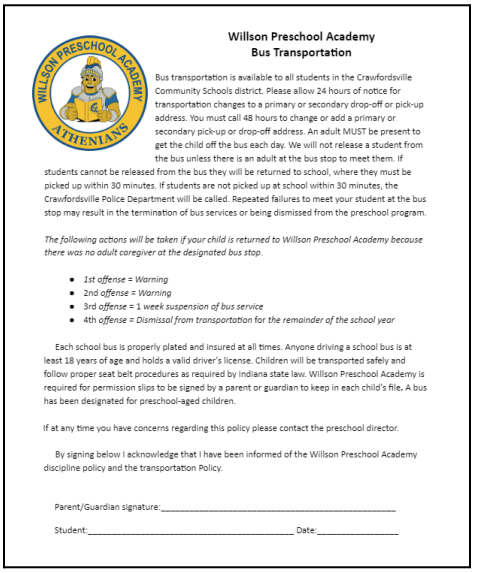


Transportation

- Sign-up is available during registration. All bus questions should be directed to 765-364-3235. For the safety of all children, all preschoolers will be buckled in a five-point harness while being transported.
- A minimum of 48 hours (two business days) is needed to change or add bussing. An adult MUST be present to get the child off the bus each day. We will not release a student from the bus unless there is an adult at the bus stop to meet them. If students cannot be released from the bus, they will be returned to school, where they must be picked up within 30 minutes. If students are not picked up at school within 30 minutes, the Crawfordsville Police Department will be called. Repeated failures to meet your student at the bus stop may result in the termination of bus services or being dismissed from the preschool program.
- If you choose to transport your child to and from school, please follow the car-rider procedures. Any student who is not leaving school the usual way must have a phone call thirty minutes before dismissal from the parent or guardian stating the change. Students will not be permitted to go home with another student, be picked up by another adult or sibling, or change their mode of transportation without a prior phone call home to the school office. This is for your child's protection.

Transportation Contract

- All parents are required to review and sign the CCSC Transportation Policy when enrolling their child.
- The transportation policy includes the following:
    - Bus transportation is available to all students in the Crawfordsville Community Schools district. Please allow 24 hours of notice for transportation changes to a primary or secondary drop-off or pick-up address. You must call 48 hours to change or add a primary or secondary pick-up or drop-off address. An adult MUST be present to get the child off the bus each day. We will not release a student from the bus unless there is an adult at the bus stop to meet them. If students cannot be released from the bus they will be returned to school, where they must be picked up within 30 minutes. If students are not picked up at school within 30 minutes, the Crawfordsville Police Department will be called. Repeated failures to meet your



Willson Preschool Academy
Bus Transportation

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The following actions will be taken if your child is returned to Willson Preschool Academy because there was no adult caregiver at the designated bus stop.

- *1st offense = Warning*
- *2nd offense = Warning*
- *3rd offense = 1 week suspension of bus service*
- *4th offense = Dismissal from transportation for the remainder of the school year*

Each school bus is properly plated and insured at all times. Anyone driving a school bus is at least 18 years of age and holds a valid driver's license. Children will be transported safely and follow proper seat belt procedures as required by Indiana state law. Willson Preschool Academy is required for permission slips to be signed by a parent or guardian to keep in each child's file. A bus has been designated for preschool-aged children.

If at any time you have concerns regarding this policy please contact the preschool director.

By signing below I acknowledge that I have been informed of the Willson Preschool Academy discipline policy and the transportation Policy.

Parent/Guardian signature:_____

Student:_____ Date:_____

student at the bus stop may result in the termination of bus services or being dismissed from the preschool program.

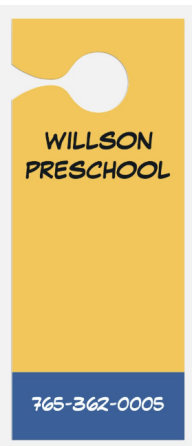
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Bus Rider Procedures

- Parents/Guardians will be given a scheduled time for pick up and drop off. Please allow 10 minutes before and after the scheduled time. The routes are different as student attendance changes. When students are ready and waiting for the bus, this keeps the route running smoothly.
- An adult must put the child on the bus at the scheduled pick up time
- An adult must be VISIBLE for the bus driver before the student will be allowed to exit the bus. If there is NO ADULT, the student will be returned to Willson Preschool Academy and the parent/guardian will be called to make arrangements for pick up. If your child has not been picked up at Willson Preschool Academy within 30 minutes, the Crawfordsville Police Department will be called.
- Please call the Bus Transportation Center if your child is not going to be riding the bus that school day. You may also leave a message.
- You must call 2 days in advance to change or add a primary or secondary pick up or drop off address.
- Transportation Offices: Crawfordsville: 765-364-3235, North Montgomery: 765-364-1071

Car Rider Procedures

- Every student identified as a car rider will receive a **CAR RIDER NUMBER** hangtag. Each family will be given 2 car rider numbered hang tags. Your student will have the matching number on their backpack tag. When you arrive at preschool to pick up your car rider, the hang tag MUST be displayed in your car window. If you do not have your car tag, the driver must present a state issued photo ID to the Willson Preschool Academy staff. The staff will radio inside the building for your car rider by the number displayed on the car rider hang tag.



- Please hang your **CAR RIDER NUMBER** from your **MIRROR** where school staff can see the number
- The first **4** cars must park by the fence beside the wooden car signs. Only the parents/guardians at those spaces may exit their cars to drop off/pick up their student at the gate.
- State law REQUIRES students to be buckled into their car/booster seat before pulling away.
- Vehicles MAY NOT pass a car parked in front of them while in the parking lot/car rider line.
- Staff will start morning drop off at 7:50 and morning dismissal at 10:30. Staff will start afternoon drop off at 11:20 and afternoon dismissal at 1:50. If you arrive late, the parent/guardian must drop off/pick up the student in the front office. You will be charged for late pick up as staff is NOT able to supervise students outside of the session hours.
- If someone other than the student's regular Car Line person will be picking them up, for the child's safety, parent/guardian MUST call the office first with the person's name. The designated adult must bring a state issued photo ID to pick up the student. Transportation changes must be made 30 minutes prior to dismissal time.
- Safety of the students is very important at Willson Preschool. State law says you MUST buckle your student into their car/booster seat before pulling away.

Arrival & Dismissal Guide

- Adults should follow the car rider arrival & dismissal pattern. All of the cars parked in the loading zone will be asked to unload at the same time.
- Cars should enter the west entrance of the parking lot from Wabash Avenue.
- As soon as your student is buckled in, please pull away, so the next set of 6 vehicles can complete the process.



Tuition, Billing, & Vouchers

Tuition Overview

- Willson Preschool Academy runs four distinct programs: Community Preschool, Pre-High Ability, Developmental Preschool, and After-School Childcare. Fees are program specific. Willson Preschool Academy is a Legally Licensed Exempt Provider that accepts CCDF and On My Way Pre-K Vouchers for families who meet certain income requirements, apply, and are accepted into those programs. Please refer to your program's fees below.

Willson Preschool Academy Tuition & Fees			
Program Description	**Program Eligibility**	**Program Cost**	**Options for Payment**
Community Preschool	Open to any student who is 3 or 4 years of age. Seats are limited. Enrollment will be granted in the order the registration paperwork/deposit are received. A waitlist will be created when enrollment is full.	$400 Billed Monthly; $20 non-refundable deposit is due at time of submitting the application.	1. Parent pays tuition; 2. Parent applies for & is granted CCDF or OMWPK Voucher and the Voucher pays the tuition.
Developmental Preschool	Open to students who are 3, 4, or 5 years of age who have been identified with disabilities described in Article 7 of Special Education Law for North Montgomery and Crawfordsville Schools. If your child is 3, 4, or 5 and you suspect a disability, contact the director at 765-362-0005.	Tuition is Free; $40 non-refundable supply fee.	1. Parent pays supply fee; 2 Parent applies for & is granted CCDF or OMWPK Vouchers and the Vouchers will pay the fees.
After-School Childcare	Open to students enrolled in the Willson Preschool Academy Community Preschool Program.	$50 Billed Weekly.	1. Parent pays fee

Tuition Billing

- Tuition will be billed weekly through the ParentSquare Pay Management Software. You can download the ParentSquare App to your phone or access it on your computer.

- On the ParentSquare App/Website, you will be able to upload a credit/debit card and schedule automatic payments.
- Tuition will be billed on the seventh (7th) day of the month and due by the first (1st) day of the next month. (i.e. August will be billed on August 7th. Payment for August is due September 1st).
- Failure to pay may result in your child's enrollment being suspended or terminated.
- Unpaid tuition balances may be turned over to collections.
- Parent/Guardian is responsible for returned check fees.
- All payments made by ACH (debit card) will be charged a $1, per transaction, fee.
- All payments made by credit card will be charged a 3% + $0.30, per transaction, fee.

Class	Childcare Rates	Employer-Sponsored Rates
Community Preschool	$400 per month	$320 per month
Developmental Preschool	$40 annually	$40 annually

Tuition Fee Schedule

Payments are billed on the 7th day of the month and due the 1st day of the following month.

- ☐ A
- ☐ ugust payment is due September 1
- ☐ September payment is due October 1
- ☐ October payment is due November 1
- ☐ November payment is due December 1
- ☐ December payment is due January 1
-] January payment is due February 1
-] February payment is due March 1
-] March payment is due April 1
-] April payment is due May 1
-] May payment is due on June 1

Voucher

Overview

- CCDF Child Care Assistance Voucher Program - The Child Care and Development Fund is a federal program that helps low-income families obtain quality child care so that they may work, attend training, continue their education, or search for a job.
- The purpose of the Child Care Development Fund (CCDF) is to increase the availability, affordability, and quality of child care.

Voucher

Application Process

1. Review the CCDF Income Limits. For more information and to locate CCDF eligibility offices in your area go to: www.in.gov/fssa/carefinder/files/CCDF_Eligibility_Office_Map.pdf.

Child care and development fund income limits Effective March 12, 2023	
Household Size	Gross monthly income limits
1	$1,543
2	$2,087
3	$2,631
4	$3,175
5	$3,719
6	$4,263
7	$4,807

2. Families can apply for CCDF using the online application called “Early Ed Connect.” https://earlyedconnect.fssa.in.gov/onlineApp/home

3. Upload required documents into Early Ed Connect or send them to your CCDF eligibility office.

Required documents (current within 60 days)

- ☐ Photo ID for applicant. Identify verification for co-applicant
- ☐ Birth certificate or hospital birth verification for child(ren) in the household
- ☐ Proof of address
- ☐ Proof of work and employment income; or
- ☐ Proof attending school/training;or
- ☐ Completed job search form (only applies to new applicants/co-applicants)
- ☐ Proof of any other income
- ☐ Provider information page

Forms can be found at www.in.gov/fssa/carefinder/child-care-assistance/ or at your CCDF eligibility office. You can find your eligibility office at www.in.gov/fssa/carefinder/files/CCDF_Eligibility_Office_Map.pdf.

4. The CCDF eligibility office (Firefly) will contact you about any missing items or to let you know when the child care vouchers are approved.

5. Families who qualify for CCDF must choose a child care provider who is eligible to receive CCDF vouchers.

Voucher

Items Needed for CCDF Application

- Items needed for CCDF Enrollment
  To be considered for the child care voucher program, you must be currently working, attending school, or searching for a job. The applicant/co-applicant needs to submit the following items (current within 60 days):
  - ☐ Picture ID for applicant; ID verification for co-applicant
  - ☐ Proof of birth for all the children
  - ☐ Proof of residency dated within the last 60 days (lease, utility bill, or any piece of mail). Proof must include the applicant or co-applicant's name, street address and city or zipcode
  - ☐ Foster care license (if applicable) as well as verification that the child(ren) is a ward of the state (e.g. placement letter, per diem statement with the child's name or a letter from a DCS caseworker).
  - ☐ Provider information page completed by Willson Preschool Academy
  - ☐ Proof of a service need (working, attending school, or searching for a job)
    - ☐ If working, one check stub dated within the last 60 days
    - ☐ If you are self-employed, complete a completed CCDF statement of self-employment profit and loss form for the most recent calendar month, prior to your application date, and provide a copy of your most recent tax transcript, which can be obtained online at www.irs.gov.
    - ☐ If attending school (college or trade), a school schedule or an institution letterhead or a statement which includes the student name, school name and semester dates.
    - ☐ If attending high school, a completed CCDF secondary school enrollment verification form.
    - ☐ If you have a new job and have not received a check, bring a new hire statement on a company letterhead with start date, rate of pay, and expected work hours.
    - ☐ Completed job search form (only applies to new applicants/co-applicants)
  - ☐ All sources of income
    - ☐ Current social Security and SSI benefit letter.
    - ☐ Current TANF benefit letter

Voucher

Additional Information

- All CCDF and OMWPK students must have a parent sign attendance report every week. This report will be sent home with your child each week.
- Contact Firefly at 812-870-8638 if you have any questions about the Voucher application.