Richland-Bean Blossom Community School Corporation

EDGEWOOD EARLY CHILDHOOD CENTER

Caring. Daring. Preparing.

2026-2027 Parent/Student Handbook Addendum

Edgewood Early Childhood Center
7710 W. Reeves Rd.
Bloomington, IN 47404
Phone: 812-935-0160
Fax: 812-876-9603

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Welcome!

We are thrilled to be your partners in early childhood education for your child. At Edgewood Early Childhood Center (EECC), the preschool and childcare program of the Richland-Bean Blossom (R-BB) Community School Corporation, we offer a play-based, child-centered place for children to develop a positive self-concept, the ability to problem solve and negotiate with their peers, and to engage in a variety of hands-on, language-rich activities that will establish the foundation for lifelong learning. EECC is a Paths to Quality Level 4 preschool (in.gov/fssa), and is accredited by the National Association for the Education of Young Children (NAEYC).

In addition to this handbook, additional information about district-wide protocol and procedures can be found in the Richland-Bean Blossom Community School Corporation handbook.

Our School Corporation: Caring, Daring, and Preparing

We are a family who cares about our students, their families, and the community. We dare to promote bold innovations to help all learners succeed and to prepare them to change their world for the better.

At R-BB, we will:

- Provide authentic and relevant learning by building relationships with community and industry partners
- Develop and maintain family and community connections through engaging and empowering experiences
- Encourage the use of innovative tools within flexible and inviting spaces
- Promote workforce readiness by helping students develop the necessary skills and career awareness
- Nurture the whole child by providing for the social and emotional needs of our students

Edgewood Early Childhood Center Beliefs

- We believe that all children have the capacity to learn and grow as individuals.
- We believe that young children learn best by doing and through play.
- We believe that children learn through active involvement with their environment.
- We believe that each new experience adds to the learning process.

Enrollment

Current class offerings:

Full Day Pre-K
Age requirement: 4 by Sept. 1st
8:30-2:45

Full Day Preschool or Young 3's
Age requirement: 3 by Dec. 1st
8:30-2:45

Half Day Preschool (3's and 4's)
Age requirement: 3 by Sept. 1st
8:30-11:30

Lunch Bunch (for students enrolled in Half Day Preschool)
11:30-12:30

Before and After School Care
(Available for an additional cost)
Before School: 7:00-8:30 am
After School: 2:45-5:00 pm

A non-refundable $100 registration fee is due at the time of enrollment. In addition, proof of residency, your student's birth certificate and immunization record are required before starting school at EECC.

Curriculum and Instruction

At EECC, we use The Creative Curriculum from Teaching Strategies to help children master Indiana's Early Learning Standards. The Creative Curriculum is a playful centers-based experience for children and their peers that creates a deep classroom community for learning and growth.

For more information about our curriculum, visit **teachingstrategies.com** or scan the QR code below.

For more information about Indiana's Early Learning Standards, the standards the state recommends for kindergarten readiness, visit **https://media.doe.in.gov/news/2023-early-learning-standards-final-5-25-23.pdf**

Assessment

Edgewood Early Childhood Center uses the Indiana Early Learning Standards to assess children's development and progress. EECC teachers have identified essential standards, and preschool students are assessed on these standards, three times each school year. Assessments are completed by classroom teachers with degrees in early childhood education, which includes training on how to assess young children. . Assessment is done through observation and student portfolios on each of these goals through observation and conversation; we avoid the use of testing methods that are not age-appropriate at EECC. Student growth is collected in portfolios of student work and/or through the use of Indiana's ISPROUT tool to help us assess a student's progress toward kindergarten.

EECC staff meets weekly to review student growth toward these essential standards and uses data collected to inform instruction in the classroom and overall program improvement. Parent-teacher conferences are offered in the fall to discuss student progress, and additional conferences can be scheduled as needed; a written assessment report is provided to parents in the Fall, Winter, and Spring. Families are always welcome to ask questions about assessment methods used with their children.

Typical Daily Schedule

Our full-day classes meet from 8:30-2:45 each day.
Our half-day morning classes meet from 8:30-11:30 each day.

EECC has a delayed start schedule on Wednesdays with classes beginning at 9:00 in order for teachers to participate in Professional Learning Communities.

While each classroom varies in its time spent at school (half day/full day, two/three/five days a week), some elements of our schedule are consistent for each class.

- Centers: Students participate in a wide variety of play-based classroom centers, including but not limited to centers for block play, dramatic and dress-up play, toys and games, art, sand and water, library, discovery and science, music and movement, cooking, technology, and outdoor play.
- Circle Time: Students form community in their classroom circles, a time to celebrate each other, hear stories, and share experiences.
- Rest: For full-day students, a rest time is provided. Some students sleep during this time, while others engage in restful activities like listening to stories or other calming exercises.
- Snack (and Lunch for Full-Day Students): This is a time for students to sit together and nourish their bodies. In addition, it is part of the way we build community and conversation in our classrooms. Current classroom snack policies are available by contacting your student's teacher or the preschool director.
- Outdoor/Gross Motor Play: Each day, students have multiple opportunities for gross motor play, outdoors when possible and indoors if not. We will be outdoors when the temperature/wind chill is twenty degrees or higher. We also might go outdoors in mildly inclement conditions (light rain, snow, etc.). Please dress your child appropriately for the weather each day.

Student Supervision

EECC adheres to the following state licensing requirements and NAEYC recommendations for student-to-staff ratios.

Age Group	Staff to Student Ratio
Preschool (3-5)	1:10
2.5-3 years	1:7
1-2.5 years	1:5
0-1 year	1:4

Our staff are required to supervise preschool students by sight and sound, although supervision for short intervals (no longer than ten minutes) by sound is permissible when staff is frequently checking on children who are out of sight (e.g. when a child is using the restroom independently).

Staff are required to supervise infants and toddlers (0-3 years of age) by sight and sound at all times, even while children are sleeping.

All staff supervising students independently have completed training regarding student safety.

Diapering/Restrooming

Students are not required to be toilet-trained to attend EECC. If a student wears diapers or another form of disposable undergarment, it is our policy that staff frequently check for and change wet/soiled diapers/undergarments, including but not limited to when children wake up from resting.

When a student is transitioning from diapers or pull ups to underwear, staff will work with parents to help with this process. If a student has more than 2 accidents per day, 3 days in a row, the child will need to continue wearing diapers/pull ups to school until the child is having more success with staying dry longer periods without accidents.

Staff and students are required to wash hands following diapering/restrooming, as well as before and after feeding a child, before and after administering medication (trained staff only), after handling garbage, and after cleaning.

Parents are responsible for providing all diapering materials, including diapers and wipes. EECC will provide gloves for staff to wear while changing diapers.

Health Policy

We are committed to providing a safe, healthy environment for each child and our staff. Staff and students should **not** attend preschool if, in the past 24 hours, they have any of the following symptoms or conditions:

- Fever (100.4 degrees or higher)

- Diarrhea
- Vomiting
- Undiagnosed rash
- Red eyes with discharge
- Discolored nasal discharge
- Severe cold or sore throat
- Any other contagious illness

Staff and children should not attend preschool until 24 symptom-free hours have passed without the use of over-the-counter and/or fever-relieving medications.

If a child exhibits these symptoms or conditions while at preschool, they will be cared for by the school health office until a parent/guardian is able to pick them up.

In the event of a serious injury, staff will contact emergency personnel, then immediately contact the family.

Additions or modifications to these procedures may be made in the event of unusual health situations.

Students are required to have an immunization record on file at EECC. Per national accreditation guidelines, it is our policy that a student who has not received the recommended number or types of vaccines for his or her age according to the current national and local immunization schedules (AAP) must remain out of school if a vaccine-preventable disease to which children are susceptible occurs in the program.

All medications must be checked in with the front office staff and will be stored in a secure location. (ie. a locked cabinet in the EECC Health Office, or a location that is out of reach of children if the medication needs to be readily available.) A doctor's note must be provided, stating the name of the medication and all directions for administering. Medication must be kept in the original container.

Behavior Support

Preschoolers are often entering an environment with peers outside their families for the first time. EECC teaches and encourages positive, prosocial behaviors through a variety of methods, including establishing classroom procedures together at the beginning of the year. We will demonstrate consistency in expectations related to these procedures, using positive language to remind students of procedures, giving clear choices when appropriate, redirecting students as needed, and collaborating with you and each other as a staff to best help students learn, understand, and follow procedures. We help children learn how to express their emotions in a manner that is respectful to all: self, peers, and staff.

We model this respect in our interactions with each child and will never use any of the following in an effort to regulate a child's behavior.

- Physical punishment (e.g. shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, pulling of arms, hair, or ears, or requiring a child to remain inactive for a long period of time)
- Psychological abuse (e.g. shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection, seclusion)
- Coercion (e.g. rough handling such as shoving, pulling, pushing, grasping any body part; physical restraint such as forcing a child to sit down, lie down, or stay down except when restraint is necessary to protect the child or others from harm*; physically forcing a child to perform an action such as eating or cleaning up)

*In the rare event that physical restraint is necessary, restraint is performed only by staff members who have completed corporation-approved training regarding safe and appropriate restraint.

When our classroom community procedures are not followed or a child exhibits behaviors that are not respectful to the needs of self, peers, or staff, our role is to help children understand their emotions and actions, then regulate behavior. If a student demonstrates ongoing challenging behaviors that interfere with learning, development and success at play, are harmful to the child, other children, or adults, or puts a child at high risk for later social problems or school failure (e.g. hitting, biting, shoving, relational aggression,

verbal bullying, tantrums, whining, testing limits, or refusal to follow directions or observe classroom rules), it is our policy to:

- Assess the function of and reason for the behavior
- Work with the student's family and our corporation's team of professionals to develop an individualized plan to address the behavior, including positive behavior support strategies as part of the plan (e.g. removing materials or modifying the classroom environment that triggers challenging behaviors, creating a predictable daily schedule so children know what to do and when to do it)
- Limit exclusion, suspension, and expulsion to situations in which the above interventions have been exhausted, and there is agreement that exclusion is in the best interest of the child and is also in accordance with RBBCSC policies and federal and state civil rights laws.
- In the event of exclusion, EECC will assist families in accessing resources, services, and an alternative placement.

If EECC determines, in its sole discretion, that a full day student does not have the stamina to regulate age-appropriate behaviors and emotions for a full day of preschool, or other good cause exists, EECC may reduce the student's enrollment to half day. EECC will communicate such enrollment change to parent/guardian. Upon request of parent/guardian, EECC will reevaluate student's readiness for full day enrollment.

Parent-Teacher Contact

Parents are encouraged to have brief conversations with teachers at drop off/pick up. Teachers communicate with parents through the Brightwheel app and email. If a more in-depth conversation needs to occur, please schedule a time to call or meet with your child's teacher.

Parents of infants and toddlers will receive a daily report through Brightwheel, including meals, diaper changes or toileting, and nap schedules.

Parent-teacher conferences are held, at minimum, once a year and are also available as needed. If you have thoughts or questions regarding your child, please reach out first to your student's teacher. If you have additional questions that your child's teacher is not able to address, please contact the preschool director.

Transportation

Parents/guardians are responsible for transporting their children to and from EECC. Bus transportation is only available to students whose IEPs dictate the need for transportation services.

School Security: Building Entry and Child Pick-Up

Visitors to the building remain in our locked vestibule until granted access by front office staff. Anyone entering student areas of EECC including but not limited to classroom volunteers must complete the corporation's SafeVisitor protocols (including all necessary background checks) and receive subsequent approval from the preschool director. We welcome volunteers as needed by classroom teachers and school staff. If you are interested in volunteering, please contact your child's teacher or the preschool director to inquire about immediate or ongoing volunteer needs.

Any individual wishing to pick up a child from EECC must have been granted parent/guardian approval in our corporation's online student database prior to arrival at the school. If EECC staff has reason to doubt the safety of a child at pick-up, school staff will wait with the student until the student's safety can be assured.

Drop Off and Pick Up

EECC doors will open at 8:30 for arrival and the preschool day will begin at 8:45. Parents park in the parking lot and walk their children in the front doors of EECC and to their classrooms. Parents help their children put their belongings in their cubbies, check their child in on Brightwheel, and then say goodbye at the door to the classroom. In order to make the drop off transition smooth for all children, and the class as a whole, parents should not come into the preschool classroom with the child.

If you arrive after 8:45 the doors will be locked and you will need to check your child in at the front office and a staff member will walk them to class.

Dismissal begins at 2:45 and all children must be picked up by 3:00 pm, unless they are enrolled in After School Care. Parents will be assessed a $5 late fee in 5 minute increments after 3:00 pm. Parents will park in the parking

lot and walk to the child's classroom, check out their child in Brightwheel, and collect their child's belongings from their cubby each day.

Vehicles should be turned off and not be left idling while waiting for drop off and pick up. Parents are responsible for the safety of their children in the parking lot during pick up and drop off.

Tuition, Payments, and Fees

Tuition Rates

	Daily Rate	5 Days/Week	3 Days/Week	2 Days/Week
Full Day Pre-K	$34/day	$170	$102	$68
Full Day Preschool/ Young Threes	$37/day	$185	$111	$74
Half Day	$20/day	$100	$60	$40
Half Day with Lunch Bunch	$25/day	$125	$75	$50

Because EECC is a Paths to Quality Level 4 preschool, tuition assistance is available for qualifying families through Indiana's On My Way Pre-K program (www.onmywayprek.org) and through CCDF vouchers. Parents are responsible for paying the difference between tuition costs and their voucher payments.

Tuition is billed weekly and is automatically withdrawn each Friday from a provided checking account via our online billing system. Tuition payments must be current one week ahead of a student's attendance. In the event tuition payments fall two weeks behind, the student may be removed from the preschool program. A student may be re-admitted if there is available space in the class, payments are made current, and a $35 re-enrollment fee is paid. If, after re-enrolling, a two-week payment deficit should occur a second time, the student may not be permitted to enroll again during the same school year.

Tuition is charged for any day preschool services are offered to a child. Credits will be given in the event of two-hour delays or cancellations by the school corporation. In the event of a two-hour delay, full-day students will be credited $10.

A $100 registration fee is required at the start of the school year. This fee covers consumable art supplies and other materials used by your child during the school year. This fee must be paid by all students.

Any unpaid tuition or fees are subject to collection according to the R-BB Central Office procedures for collections.

Before and After School Care

EECC operates a Before and After School Care program for preschool children whose families need childcare outside of regular school hours. Information about this program is available in the Before and After School Handbook.

Student Withdrawal

Please contact the preschool director one week in advance if you plan to withdraw your student. Tuition will be charged until notification is given.

Breakfast, Lunch, and Snacks

Breakfast: Breakfast is available to half-day AM and full-day preschool students through the school cafeteria. Breakfast is an optional activity and students who do not eat breakfast from the cafeteria are not required to bring a breakfast from home. For the 2026-2027 school year, breakfast will be provided at no cost to families.

Lunch: Full-day students may bring a lunch to school or purchase lunch and/or milk from the school cafeteria. The cost of lunch is $2.85 and the cost of milk only is $0.50. Families may apply for Free/Reduced lunch status.

In order to purchase items from the school cafeteria, pre-pay on your student's account at **www.myschoolbucks.com**.

Snacks are served in the classroom. Food and drinks kept in the classroom are stored at the appropriate temperature and distributed is monitored by classroom staff. Expiration dates are monitored and expired food/drinks are

discarded. All fruits and vegetables are washed thoroughly prior to serving. In the event that a child's food is warmed in a microwave (a practice only done in the event of need for a child's health and well-being), plastic or polystyrene (Styrofoam™) containers, plates, bags, or wraps are removed. For students with special feeding needs, EECC staff documents the type and quantity of food the child consumes and provides this information to the child's family.

Children should bring a clean water bottle, filled with water only, to school each day. Children will have access to their water bottles as needed throughout the day.

Before and after each use, surfaces used for eating are cleaned first with soapy water and then through the use of a sanitizing spray, per state licensing regulations.

Weather Policies

We will participate in outdoor activities when the temperature or wind chill is twenty degrees or higher and in mildly inclement weather situations (such as light rain or snow). Please dress your child appropriately for the weather and provide two bagged sets of clothes to be kept onsite at all times.

EECC follows the R-BB calendar and will be closed when the district closes for inclement weather situations.

If R-BB closes school for the entire day, all preschool classes for that day will be canceled.

If R-BB institutes a two-hour delay, morning preschool classes will be canceled. Afternoon classes will not be affected by the delay.

Occasionally, the district needs to release students from school early in the event of severe weather. Please have a plan for your student in this event.

School delays, closings, and other important announcements are communicated by a recorded phone call from the superintendent, as well as postings on the corporation website.

Disaster Plans: Severe Storm, Fire, Lockdowns, Safe Harbor

In the event of a severe storm, children will be taken to a designated safe place.

In the event of fire, students will be escorted along a safe escape route to an outdoor area.

In the event of a soft lockdown, classroom activities continue as normal, but doors are secured and window blinds are closed. All students remain in the classroom.

In the event of a hard lockdown, students are gathered into an area of the classroom not easily seen through doors or windows. Doors are secured and window blinds are closed. Students remain silent.

In the event of a Safe Harbor evacuation, students are taken to a safe alternate location.

Drills for all disaster plans are practiced regularly. Maps of buildings and escape routes are posted in each classroom.

Mandatory Reporting of Child Abuse or Neglect

In compliance with School Board policy and State statute, professional staff members are required to report to the proper legal authorities any sign of child abuse or neglect.

Refer to the Richland Bean-Blossom Community School Corporation's handbook and Board Policies for further information.