



North Montgomery Early Learning Academy for 3 & 4 Year-Olds 2026-2027

Pleasant Hill Elementary <i>Paths to Quality Level 3 Certified / On My Way to PreK Approved Program</i>	Sommer Elementary <i>Paths to Quality Level 3 Certified / On My Way to PreK Approved Program</i>	Sugar Creek Elementary <i>Paths to Quality Level 3 Certified / On My Way to PreK Approved Program</i>
6895 N 100 W. Crawfordsville, IN 47933 Phone: (765) 339-4403 Fax: (765) 339-4600 http://phes.nm.k12.in.us/ Principal: Mrs. Jennifer Moseley	3794 W. US Hwy 136 Crawfordsville, IN 47933 Phone: (765) 362-3979 Fax: (765) 362-5619 http://lbses.nm.k12.in.us/ Principal: Mrs. Suzi Gephart	4702 East 300 North Crawfordsville, IN 47933 Phone: (765) 794-4855 Fax: (765) 794-4578 http://sces.nm.k12.in.us/ Principal: Mrs. Cris McCoy
North Montgomery Central Office 480 W. 580 N. Crawfordsville, IN 47933 Phone: (765) 359-2112 Fax: (765) 359-2111 http://www.nm.k12.in.us		

Together We Shape Your Child's Future!

Early Learning Academy School Philosophy

Staff will:

- Provide children with a learning environment and varied experiences which help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development.
- Select instructional objectives and curricula appropriate for each student based upon ongoing assessment.
- Involve parents in the educational activities of the program and enhance their roles as the principal influence on their child's education and development.
- Increase family and community knowledge, understanding, skills, and experiences in a child's development and growth process.
- Identify and reinforce experiences in the home and community that relate to educational objectives.

Parents will:

- Support children to have regular attendance and be on time to school.
- Participate in collaborative opportunities such as: Parent/Teacher Conferences, family events, PTO meetings, field trips, and activities with a school to home connection.
- Actively communicate with ELA staff by utilizing the student folder or other means to receive or deliver information.
- Encourage habits at home that will support students to be successful at school, such as: regular exercise, a healthy diet, and a stable home routine.

Children will:

- Play, make friends, and learn by doing!

ELA Information

The program emphasizes our philosophy that children can “*play, make friends and learn by doing*” while participating in:

- Active exploration of the environment.
- Self-directed, hands-on learning activities.
- Balance between individual and group activities.
- Regular and supportive interaction with teachers and peers.
- Balance between active movement and quiet activities.

The program format includes:

- Large Group: months, days of week, weather, counting, math/letter concepts, music, daily writing, and story time.
- Discovery: Sand/water table, writing, blocks, dramatic play, reading, science/discovery, math table, and puzzles.
- Tables/Small Group Work: dialogic reading, hands-on activities, math/letter concepts, fine/gross motor work, and age/developmentally appropriate skills work.
- Centers: hands-on activities, math concepts, block play, dramatic play, and crafts.
- Special Classes: art, music, library, and physical education.

The goals of this program are to help children develop:

- Social goals: sense of self, self-regulation, conflict resolution, and building relationships.
- Communication goals: receptive communication, expressive communication, and conversation skills.

-
- Play goals: initiative and self-direction, interest/curiosity as a learner, flexible thinking, sustained attention, and development of social interactions.
 - Academic goals: counting, identifying shapes/colors, identifying letters, producing letter sounds, early pre-writing and writing.

Age Requirement

- Students must be age 3 or 4 by August 1 of the upcoming school year.

Staff

- The Early Learning Academy is located at all three NMCSC elementary schools. Program offerings vary by building. The ELA is partnered with the North Montgomery High School Early Childhood class at some locations. Some of the preschool classes will have high school helpers working with the ELA students at different times of the day.

School Hours

- Pleasant Hill: 7:50-2:40
- Sugar Creek: 7:40-2:30
- Sommer: 7:40-2:30

Calendar

- The ELA is open every day that K-5 students come to school and follows the North Montgomery school calendar with the exception of the delayed start date.

Transportation

- Bus transportation is not provided for 3-year-old students and parent transportation is necessary.

-
- Bus transportation is offered to students in the North Montgomery district for ages 4 and older. If your child will need bus transportation, please include that information when you register on Power School.
 - If your child has a change in his/her regularly scheduled transportation, please call or Parent Square message your school's secretary no later than 1 pm.

Car Riders

- Please allow your child to remain in your car until the time school starts. Follow established procedures to drop off students at the front entrance. You may park in the lot and walk with your child to the school doors. Please do not accompany your child to the classroom on a regular school day—this is especially important at the beginning of the year when students are getting accustomed to their new schedule. At dismissal time, please remain in your car in the pick up line. Adults should be prepared to show identification at the time of pick up.

Supplies

- Supplies are provided by NMCSC.

Registration

- Round-up for ELA is every year at the same time as Kindergarten round-up.
- Applications can be submitted online prior to Round-up or by calling your school to apply.
- Your child must be present at Round-up for a short screening with the teachers.
- Class sizes vary, but schools will maintain a 10 to 1 adult-child ratio for classes with 3 year-olds and a 12 to 1 adult-child ratio for classes of all 4 year-olds.
- If you have further questions about the program, please call the school.

Program Fees

- There is a one-time \$50 registration fee. This fee covers the cost of snacks throughout the year and shirts to wear the first week of school and during field trips. The \$50 registration fee is due upon notification of acceptance into the program.
- Tuition is \$400 per month. Payments are due by the 15th of the month prior, with the first payment due by July 15th.
- The full monthly payment is due regardless of student attendance. If a payment becomes 1 month behind, the student will be excluded from the program until payment has been made. Limited ½ day enrollment options are available for ELA3 at the rate of \$300/month. Please inquire at your school if interested.
- Monthly payments should be submitted via our electronic Smart Care payment system. Parents will be notified by the North Montgomery Central Administrative Office to set up arrangements. Alternate arrangements can be made for payment in person or by mail to the North Montgomery Central Administrative Office at 480 W. 580 N., Crawfordsville, IN 47933, if necessary. Financial aid may be available for eligible families through vouchers. Inquire at your child's school about how to apply for a voucher or visit <https://earlyedconnect.fssa.in.gov/onlineApp/home>.

Parent Volunteers & Field Trips

- North Montgomery Community Schools require a Limited Criminal History check on all adults attending a field trip and adults volunteering at school or other school functions. Background checks are completed through Safe Visitor Solutions. The application link can be found at nm.k12.in.us under the "Parents" tab. The cost is \$12.95, and the completed background check is valid for 5 years. NMCSC administrators reserve the right to restrict field trip chaperones when appropriate based on information obtained in the Limited Criminal History report.

Breakfast & Lunch

- The school offers breakfast and lunch for purchase. We go to the cafeteria as a class. If you do not want your child to have the school's breakfast, please notify the teacher. You may send in a cold breakfast/lunch with your child's name on the bag. Breakfast and lunch cannot be in the same bag. Meal assistance is available for qualifying families. Additional information about the lunch menu and depositing money into your child's school lunch account will be provided closer to the start of the school year and is available on the school website.

Dress Code & Extra Change of Clothes

- When dressing your child for school, please select comfortable clothes and remember that we will be doing messy preschool activities (paint, glue, markers, recess, etc.). We will go outside on all days that the weather permits. Please send a coat, jacket, gloves, and a hat during the cold season. All students need to bring an extra change of clothes to be kept at school for each season. An extra pair of shoes is beneficial, as well. Please mark the clothes with your child's name and put them in a gallon-size Ziploc-type bag labeled with the student's name.

Rest Time

- We have a one-hour rest time during the day. Students do not have to nap, but are encouraged to lie on their cots and rest. Cots are provided for students.

Screen Usage Policy

- Electronic educational programs that support student learning, thinking, social-emotional well-being, and physical activity may be utilized by the teaching staff. When such programs are used, teachers will actively engage students in conversation or participation about what is being taught in those programs.

Communication

- ELA staff will maintain communication with parents:
 - By communicating through email/notes in child's folder
 - By distributing a class calendar every month
 - By sharing reports, assessments, and progress towards goals during fall and spring Parent/Teacher conferences and at the end of the school year.
 - By encouraging parents to contact teachers by phone, email, and Parent Square at any time.

Classroom Behavior Expectations

- ELA staff will communicate with families using the Parent Square app about your child's behavior at school. We believe that all students need to be safe, respectful, and responsible to learn. We embrace schoolwide PBIS (Positive Behavioral Interventions & Supports). We use positive reinforcement to encourage prosocial behaviors, such as sharing and following directions. We also use positivity to prevent negative behaviors and rule breaking. Positive reinforcement is an effective way to encourage responsibility and motivation. The following are examples of how we model positive reinforcement in the classroom: high fives, a thumbs up, hugs, acknowledgment of "super hero choices", positive notes sent home, wearing the class super hero cape, etc.
- It is important for our young students to start relating their behavior to consequences. We believe in teaching children that consequences are the positive or negative results of their behavior. Experiencing the consequences of their behavior should allow our students the opportunity to think about the behavior and make a plan to do better next time.
 - The 1st incident will result in a reminder of our school rules and procedures to be safe, respectful, and responsible.

- A 2nd incident will result in a logical consequence to redirect the behavior. Examples: Child is running in the classroom. The teacher asks the child to go back and walk. The child did not clean up toys. The teacher lets everyone else go sit down while the child cleans up the rest of the center alone.
- A 3rd incident will result in loss of points and/or privileges. This will be decided by the teachers. Parents will be notified via ParentSquare.
- Additional incidents may result in an office referral.

Parent &/or Guest Visitors

- We encourage parents and guests to visit our schools. The safety and well-being of your child are important to us. ALL VISITORS & PARENTS to our school are **REQUIRED** to stop in the office before visiting classrooms or taking children from the building. Parents who wish to visit or observe in their child's classroom during the instructional day must prearrange an appointment with the classroom teacher and have a completed Background Check on file. Please check with your child's school to follow any Classroom Visit Procedures that are in place. Also, remember that no pictures may be taken of children on school grounds without direct and expressed permission from the school principal.
- If your child is going home with someone, not riding his/her normal bus, or being picked up by you or someone else, you must send a note to both the teacher and school secretary indicating this situation. Any pick-up or delivery of students should be made at the FRONT ENTRANCE.
- According to corporation policy, children who are not North Montgomery Community School Corporation students and who are not accompanied by an adult are prohibited from visiting the school during school hours.

Attendance

- The Early Learning Academy is dedicated to ensuring our young learners have a strong start to their education. Our goal is to have every student attend school on

a regular basis in order for this to happen. Your continued support is greatly appreciated!

- If an ELA student has 5 unexcused absences, the family will be contacted through a Warning Letter.
- If an ELA child has 10 unexcused absences, the family will have a home visit by the school Principal, School Resource Officer, or an ELA staff member.
- If an ELA child has additional unexcused absences, the child may be dismissed from the Early Learning Academy. Parent/guardian will be contacted by the program director.
- The following are acceptable reasons for excused absences:
 - The child is hospitalized
 - The child is incapacitated due to a serious injury
 - The child contracts a communicable disease (virus or flu) The child has other ongoing health related ailments which temporarily prevent attendance (such as asthma)
 - There is a death in the family
 - Limited medical/dental/therapy appointments (these should be made around school hours unless absolutely necessary and appointment documentation should be provided to the school)

Potty Policy

- The ELA requires that ALL students be completely potty trained and self-sufficient in the restroom upon the first day of school.
- A potty trained child is a child who can do the following:
 - Be able to TELL an adult they have to use the bathroom before they have to go.

-
- Be able to pull down their underwear and pants and get them back up without assistance. This includes buttoning, unbuttoning, and zipping.
 - Be able to wipe themselves after using the toilet.
 - Be able to get on and off the toilet by themselves.
 - Be able to wash and dry hands.
 - We realize that accidents happen once in a while; we will help your child clean up and change in the event of an accident.
 - Beginning the first day of preschool, if your child has more than 3 accidents in a 2-week period, a phone call will be made to set up a conference to create a bathroom plan. Failure to participate in the conference will lead to the child's dismissal from the ELA.
 - After two weeks of implementing the plan, a 2nd conference will be held to discuss the outcome. If the plan was unsuccessful, a modified day or dismissal from the program will be determined.



Additional questions or concerns?

Please contact the school secretary of your child's school.