

Northeast Dubois Preschool

Parent Handbook

2016-2017 School Year

Northeast Dubois Principal - Mrs. Brenda Ferguson

Northeast Dubois Preschool Teacher - Mrs. Denise Merkel

Northeast Dubois Preschool "Our Mission Statement"

The mission of Northeast Dubois Preschool is to provide a positive "first-school" experience that encourages social, emotional, physical, and intellectual growth of children at each child's own developmentally appropriate level. The unique personality, needs, abilities, and learning style of each child are accepted and appreciated as our preschool staff and parents work together as a "team" focusing on the best interests of each child.

"Our Statement of Philosophy"

Northeast Dubois Preschool strives to:

- * Develop each child's positive self-image
- * Respect each child as a unique individual
- * Celebrate diversity
- * Promote independence and creative thinking
- * Develop physically (gross motor skills) through activity and play
- * Encourage social interaction among peers and appreciate that social/emotional growth is as important as academics, such as reading and writing
- * Provide ample opportunity for creative play, wherein the children use their imagination; yet also have periods of structured activities
- * Include parents as "partners" in the education of their children

Preschool Class Options/Cost

Northeast Dubois Preschool is offered to 3, 4, and 5 year old general education students and students identified with "special needs," as determined through the Exceptional Children's Co-op. Identified special education children are eligible for entrance on the day he/she turns 3 years old. General education students must be toilet-trained before entering preschool.

There is a \$40.00 registration fee for all general education students to ensure a place for your child in preschool and to help pay for needed school supplies. This fee is non-refundable. Parents also need to bring along a copy of the child's birth certificate and social security number.

Northeast Dubois Preschool Class is offered to children who are 3 years old by August 1st of the current school year. The 3 year old class is held for 2½ hour sessions 2 afternoons a week at a cost of \$65.00 per month.

Northeast Dubois Preschool Pre-K Class is offered to children who are 4 years old by August 1st of the current school year. The 4 year old class is offered for 3 hour sessions 2 mornings a week at a cost of \$75.00 per month or 3 hour sessions 3 mornings a week at a cost of \$110.00 per month.

Tuition costs are established to maintain a quality educational program. Tuition payments are due the first of each month, and must be paid in a timely manner. Checks should be made out to Dubois Elementary School.

Absences are non-refundable, as the expenses of preschool continue in your child's absence. If you know your child will not be attending school on a particular day, please contact the preschool at (812) 678-2781 (#319) or email us at dmerkel@nedubois.k12.in.us Also, please notify the school if it is necessary for your child to miss school for an extended period of time or if your child's enrollment is cancelled.

Preschool Program Summary

Northeast Dubois Preschool seeks to provide a quality program for the enrichment of young lives in this and the surrounding communities. The children will be involved in large and small group activities intended to build upon their social, emotional, physical, and academic growth, while providing a foundation for future learning. It is important that we make learning fun for children, as information is retained at a much higher rate when children are relaxed and enjoying the experience. We attempt to utilize good literature-based stories, hands-on activities, and music, as well as the basic alphabet/number/color/shape skills. This early introduction to school will better prepare the children for kindergarten. Another important aspect of the program is to provide an environment of character-building and respect for others.

A certified general education teacher will lead the class and have the support of a part-time certified special needs teacher, as well as both general education and special needs instructional assistants.

School Calendar

Northeast Dubois Preschool follows the Northeast Dubois School Corporation calendar as closely as possible. The preschool has the same holiday/vacation schedule as do the other schools in the corporation. There will be no school when Northeast Dubois Schools are closed due to inclement weather conditions. If Northeast Dubois Schools are on a 1-hour delay schedule, the morning preschool will also operate on a 1-hour delay schedule for those who can attend. If Dubois Schools are on a 2-hour delay schedule, morning preschool classes will be cancelled; however, afternoon preschool classes will be held. Please listen to WITZ or WBDC for school closing information. You can also follow school closing information on television or the school website. Please note: *Northeast Dubois Preschool* will NOT be specifically identified.

REMIND

Northeast Dubois School Corporation is now using REMIND to provide one-way communication to parents by mass electronic text and/or email. At the corporation level you will receive notifications regarding school closings, delays, early dismissals, and school emergencies. You may also sign up for the Dubois Elementary School Remind which gives urgent information specific to Dubois Elementary, including the preschool, BUT DOES NOT HAVE CLOSINGS, etc.

Northeast Dubois Corporation:

Text: (812) 618-4449 with the message: @ndjeeps

OR email: ndjeeps@mail.remind101.com (You can leave the subject blank)

Dubois Elementary School:

Text: (765) 252-4253 with the message: @duboise (notice the "e" after dubois)

OR email: duboise@remind101.com (You can leave the subject blank).

Arrival & Departure Information/Times

Three Year Old Afternoon Classes: Preschool children should arrive between 12:20-12:30 PM and be picked up at 2:45 PM.

Four Year Old Morning Classes: Preschool children should arrive between 7:50-8:00 AM and be picked up at 10:45 AM.

Parents/Guardians Please Note:

*Adults must park on the pavement across from the front entrance and walk the preschool children into the front entrance of the building. Please never drop children off by the vehicle or outside of the front doors. Also, do not park along the curb. This stops the flow of traffic for older students being dropped off.

*If adults/children arrive before the designated times listed above, the adult must remain with the child until the preschool assistant arrives.

*If adults/children arrive after 8:00 AM/12:30 PM, they will need to use the buzzer before entering and walk the child to the preschool classroom

Attendance/Transportation

Regular attendance is very important, as new concepts are taught on a regular basis, and children tend to do much better when kept on a consistent schedule. Children who miss an excessive amount of days often find it difficult to catch up on concepts and skills.

Transportation for general education students will be arranged by the student's parent/guardian. To ensure the safety of our students, preschool students will only be dismissed to another person if that person's name is listed on the child's transportation sheet or if we have a written note for that school day.

Transportation for the special needs students is provided through the Exceptional Children's Co-op.

Health

Please keep your child at home if he/she is running a fever, has vomited in the last 24 hours, has diarrhea, has open sores, or anything contagious such as head lice. Parents will be contacted if a child becomes ill/injured at school. Please be sure we have current phone numbers so we are able to reach you on a timely basis.

School Dress

Children should wear casual, comfortable clothing free of complicated fasteners. Clothing that you do not want to be soiled by dirt or stain should be avoided. Please avoid sending your child in flip flop shoes, as they do not allow the children to run freely and safely on the playground. Please keep an extra set of clothes in your child's backpacks, as accidents do happen. Please put labels on outer garments for easy identification.

Birthdays

Birthdays are very special to these little ones! We will have your child bring in snack on his/her birthday or on a nearby date. Summer birthdays will be celebrated during the months of April and May unless you request otherwise. On their birthday day, we all sing "Happy Birthday" to them and they will receive a small treat to take home.

Weekly Newsletter

A parent newsletter will be sent home with your child every Monday or Tuesday. Please take time to read these newsletters, as they contain important information about what theme we are talking about, what alphabet letter we are introducing, classroom activities, and special reminders. Our preschool also has its own page on the Northeast Dubois website. Simply go to www.nedubois.k12.in.us - then click on the Preschool page.

Milk/Juice

Milk or juice is offered each day your child attends preschool at a cost of 40 cents a day. Chocolate, strawberry, and white milk are an option, as well as orange and apple juice. Each child may choose the kind they wish to drink. Parents can pay milk/juice money for the whole preschool year in August. Otherwise, they are asked to pay for 3 months in August, 3 months in November, and the last 4 months in February. (We will have price breakdowns at registration). If payment is sent to school with your child, please mark a sealed envelope with your child's name, "Juice Money," and the amount enclosed and place in your child's folder, not loosely in the backpack.

Snack

Every year we attempt to provide healthier snack options here at Northeast Dubois Preschool. We ask that parents send prepackaged (not homemade) snacks if possible. We do realize that fruits and vegetables cannot always be sent that way. Listed below are some healthy snack options we thought we would pass along to parents:

Fruits & Vegetables: Bananas, apples, pears, melons, berries, oranges, seedless grapes, plums, carrots, and broccoli

Milk & Dairy: Yogurt, puddings, cheeses (string cheese/squares), ice cream cups, low-fat dips

Breads & Grains: Crackers (cheese or flavored), graham crackers, pretzels, breads, muffins, cookies, granola bars

In summary, hopefully this handbook will answer most of the preschool questions you may have. Please feel free to contact us with additional questions, problems, or concerns. We are a team working toward all that is best for your child. Thank you!

Ms. Denise Merkel & Staff

(812) 678-2781 (#319) dmerkel@nedubois.k12.in.us