



NOBLESVILLE SCHOOLS  
LITTLE MILLERS PRESCHOOL  
2019-2020 GUIDELINES

**1. INTRODUCTION**

Welcome to the Little Millers Preschool Program! As a part of Noblesville Schools, we are happy to have the opportunity to provide Preschool services for the students (ages 3-5) of Noblesville Schools' staff and community members. Our mission is to promote the intellectual, social, emotional, artistic, and physical growth of children in an engaging, challenging, culturally responsive and language rich environment. We are pleased that you have chosen us to care for your child, and we pledge to take that responsibility very seriously.

**2. ELIGIBILITY**

The Little Millers Preschool Program is a full-time program open to children (ages 3-5) of the Noblesville Schools' staff members and community. The program was initiated to provide services for the children of Noblesville Schools' staff members, but has since expanded to meet the needs of community members as long as there is space available within the program. Community members must live within the boundaries of the Noblesville Schools' district. Employees' status with Noblesville Schools is verified periodically throughout the year. Participants must be 3 years old by **August 1, 2019** and have independent toileting skills. Independent toileting skills includes, but is not limited to, children being able to take care of all toileting needs without a pull up or assistance from staff members. We understand accidents occur and are happy to assist during these rare occasions.

**3. PROGRAM LOCATION & CLASSROOM SIZE**

Our program will be housed in classrooms inside Hazel Dell Elementary, Stony Creek Elementary, North Elementary, Hinkle Creek Elementary, Promise Road Elementary and Noble Crossing Elementary. Each preschool classroom will be comprised of approximately 20 students, with an instructor and instructional assistants.

**4. REGISTRATION & WAITLISTS**

To enroll your child, please select the Little Millers Preschool website, located under the Departments section of the Noblesville Schools website ([www.noblesvilleschools.org](http://www.noblesvilleschools.org)), to complete an enrollment application. After approval is determined, you will be notified of next steps. During the enrollment process, you will be required to turn in the following documents:

- Copy of child's birth certificate
- Copy of valid parent ID
- Proof of residency
- Proof of Immunizations
- Document authorizing the administration of prescription medications, signed by medical provider

At the time of your enrollment, a non-refundable \$86.00 Materials/Technology Fee and a non-refundable \$190.00 payment is required, which will cover the first week of program fees. Throughout this process all enrollments for the program will be based on a first-come, first-served basis using the criteria above. When the program becomes full, a waiting list will be established. Families from the waiting list will be contacted as openings occur.

If you wish for your child to continue with our program during subsequent years, you must complete a new enrollment application each year. Each spring, returning families will have the first opportunity to re-enroll before enrollment is opened to the general public. For questions please contact our Student Services Department at (317)773-3171.

### 5. WITHDRAWALS

When withdrawing a child from the Little Millers Preschool program, a **two-week notice** is required. If a child is withdrawn without the required notification, the parent or guardian may be held financially responsible for an additional two weeks of tuition and food fees. Refunds of any prepaid fees will only be given when a two-week notice is received.

### 6. 2019-20 CALENDAR & HOURS OF OPERATION

The Noblesville Schools' Little Millers Preschool program will operate on the Noblesville Schools' school calendar. The program is open from 6:30 a.m. to 5:00 p.m. **on instructional days and teacher work days only**, as indicated below. For an additional fee, students may remain until 6:00 p.m. daily\*\*. \*\*NOTE: 6:00 p.m. pick up may be dependent on the number of students enrolled in late pick up. LMP will be available for fall, spring, and summer intersession(s) during school calendar breaks (closed on holidays and during winter break to allow our staff time with their families) if desired. Intersession programming will occur at one or two sites per week and will only run if a minimum of ten students enroll.

<b>2019</b>	
July 30 <sup>th</sup> & 31 <sup>st</sup>	First days of program (professional meeting days for Noblesville staff)
September 2 <sup>nd</sup>	CLOSED for Labor Day
October 14 <sup>th</sup> – 18 <sup>th</sup>	Fall Intersession Week 1
October 21 <sup>st</sup> – 25 <sup>th</sup>	Fall Intersession Week 2
November 27 <sup>th</sup> – 29 <sup>th</sup>	CLOSED for Thanksgiving Break
December 23 <sup>rd</sup> – 31 <sup>st</sup>	CLOSED for Winter Break
<b>2020</b>	
January 1 <sup>st</sup> – 3 <sup>rd</sup>	CLOSED for Winter Break
January 6 <sup>th</sup>	Teacher Work Day (Flex Day)
January 20 <sup>th</sup> †	CLOSED for Martin Luther King, Jr. Day (Flex Day)
February 17 <sup>th</sup>	CLOSED for Presidents Day (Flex Day)
March 30 <sup>th</sup> – April 3 <sup>rd</sup>	Spring Intersession Week 1
April 6 <sup>th</sup> – 10 <sup>th</sup>	Spring Intersession Week 2
May 25 <sup>th</sup>	CLOSED for Memorial Day
June 2 <sup>nd</sup>	Teacher Work Day (Flex Day)
June 3 <sup>rd</sup> – July 10 <sup>th</sup>	Summer Intersession Weekly
July 4 <sup>th</sup>	CLOSED for 4 <sup>th</sup> of July
July 13 <sup>th</sup> – July 29 <sup>th</sup>	CLOSED for Professional Development and Planning

### 7. WEATHER DELAYS, EMERGENCY CLOSINGS, AND ELEARNING DAYS

When Noblesville Schools are **closed** due to inclement weather or emergency conditions or are implementing an eLearning day, **the Little Millers Preschool program will also be closed**. When school is **delayed** due to inclement weather or emergency conditions, the Preschool Program will be open regular hours. There will be more specific information provided on weather delays later in the school year. The LMP operates based on the Noblesville Schools' schedule and opens daily at 6:30 a.m. and closes at 6:00 p.m. In the event that school dismisses early due to weather conditions, the Preschool Program will remain open until 6:00 p.m. (For additional information about weather related

delays and closings as they happen, tune in to your local radio and television stations, or check the Noblesville Schools website at [www.noblesvilleschools.org](http://www.noblesvilleschools.org).

## 8. CURRICULUM DESCRIPTION

Our curriculum is implemented by trained staff and is based on early childhood research and the early learning foundations. The designed units of study include a broad range of meaningful content across disciplines, build on what students already know and promote the application of 21<sup>st</sup> Century Skills through child and adult initiated activities. Each child is encouraged to exercise independence (problem solving) and choice (creativity) while choosing learning tasks to pursue within the limits of the classroom setting. The development of each child focuses on allowing him/her to freely express (communication) and pursue his/her unique abilities while working together with others (collaboration).

### Curricular Focus

**Morning Choice Time** – “Play is a child’s work” according to nationally renowned kindergarten teacher, Vivian Paley. We believe strongly that students learn through play. Therefore, choice time is integrated throughout the day in order to build independence in students as well as give them time to learn through play. Various areas are included to promote development through play. They include but are not limited to: blocks, housekeeping, writing, reading library, book corner, art, science investigation, sand/water table, and much more!

**Morning Meeting** – Morning Meeting introduces the day through calendar skills, name recognition, songs and finger-plays, and review the book selection of the week. This is also a time to greet each other, review upcoming events and to share social stories to help teach skills needed within the classroom setting.

**Centers – (Math, language, literacy, art, science and social studies focus)** - Centers use a variety of manipulatives in order to enhance students’ skills. A variety of activities are designed for students to learn and grow.

**Second Step character development**– The Second Step program teaches skills for learning, empathy, emotion management, friendship skills and problem solving. Second Step is the adopted character development curriculum for Noblesville’s elementary schools.

### **Technology**

Technology is used to support project work, reading, writing and mathematics when appropriate. Young children are given time to explore various technological tools as they learn basic computer skills. Though the majority of the day focuses on learning through play, technology is a tool that students use for “play” and therefore will be introduced through exploration as needed.

### **Gross Motor Skills**

Students are given opportunities to develop gross motor skills during choice time, academic learning, and both indoor and outdoor play. Gross motor development occurs daily as students are given activities that develop strength, balance and coordination. During structured physical activity, staff members will be utilizing a research-based physical education program, SPARK.

### **Assessment**

Students are assessed by staff using their “kid-watching” skills. Staff will use anecdotal notes, checklists and other tools to record how students are progressing. These assessments are shared with parents as needed, during parent-student-teacher conferences as well as other avenues of communication. Teachers pay close attention to the strengths of each child in order to build on his/her growth areas.

**9. 2019-20 RATES**

Non-refundable deposit ( <i>due upon enrollment notification</i> )	\$190.00 ( <i>applied toward the first week's program fees</i> )
Non-refundable Materials/Technology fee ( <i>due upon enrollment notification</i> )	\$86.00 annual fee
Weekly program fees ( <i>includes morning snack, school lunch, and an afternoon snack</i> )	\$190.00
Late Pick-up (6:00 p.m.) Weekly Fee	\$30.00
Intercession Programming tuition ( <i>only full week options available</i> ) *Snacks provided only. Students will need to bring lunch daily.	\$190.00

**Rates are subject to change.**

**10. FEE PAYMENT POLICY**

**PLEASE NOTE THAT FOR INTERNAL AUDIT PURPOSES, WE DO NOT ACCEPT CASH PAYMENTS.**

- 1) Your responsibility for payment begins with the first day your child is eligible to attend and extends through Friday of the week of his/her withdrawal, taking into account the two-week notice. In order to maintain a high standard of quality, we must budget for the daily cost of compensating our staff. When we schedule our staff, we do so expecting that your child will attend on every date that the program is open. Therefore, your account will be charged for every date that the program is open, including dates when your child may be absent. ***Please understand that payment credit cannot be given for illness, vacation, or absences.***
  
- 2) All payments must be made through our online payment system which can be accessed through the PowerSchool Parent Portal. The online payment system accepts credit cards and e-checks.
  - Payments are due by 5:00 p.m. each Thursday prior the week's attendance.
  - Advance payments are accepted through the online payment system. Advanced payments may be made by choosing the future charges due tab on the parent portal account.
  - If your account is in arrears, we reserve the right to withdraw your child from the program and place him/her on a waiting list until the account has been paid in full. Upon receipt of your payment, your child can be reinstated only if space is available. Outstanding balances which are not paid promptly will be transferred to a collection agency, at which time additional charges may apply.
  
- 3) All accounts are subject to periodic audit. Please note that you will be held responsible for any unpaid charges discovered during an audit.
  
- 4) Questions about your account can be directed to the Student Services Department at (317)773-3171.

## 11. MEALS

Morning snack, lunch, and an afternoon snack are provided daily by the Noblesville Schools' Food Services Department. Meals are nutritionally balanced and comply with standards set by the USDA and the State of Indiana. Meals (snacks and lunch) are included in the price of the program fees for all students. If parents/guardians choose to send food from home, program fees will not be discounted and we ask that you follow guidance given by your classroom instructor regarding life-threatening allergies in your child's room.

If your child has any food allergies or special dietary requirements, please list this information on his/her Medical Information form.

## 12. DRESS

All students must be dressed appropriately for the day's activities. Your child's instructor will plan numerous play-based activities throughout the day, so please expect your child to come home messy! We encourage parents to dress students appropriately for outside play dependent on the weather. An extra set of clothes in his/her cubby is always a good idea.

Although we are happy to assist with difficult snaps/buttons, we appreciate it when your child is dressed in clothing that allows him/her to use the bathroom largely unassisted.

## 13. ARRIVAL & DEPARTURE

Students attending Little Millers Preschool must be brought into the designated room by an adult no earlier than 6:30 a.m. Students must be signed in and out on daily attendance sheets by a **parent or guardian** in order to be admitted to and released from the program.

At all preschool program locations, entrance doors are secured at all times. When dropping off or picking up your child, please press the buzzer located at the entrance. A staff member will unlock the door for you. **Please do not hold any door open for others – each family must enter independently.**

Students will only be released to a parent, or to those people who have been listed on the child's enrollment form as authorized to pick up. Identification will be required of anyone with whom our staff is not familiar.

The Preschool entrance is available for drop-off before regular school hours and for pick-up during and after regular school hours. If you are dropping off or picking up during the regular school day 7:50-2:35, please use the main school entrance and be prepared to present ID.

## 14. LATE PICK-UPS

The Preschool closes at 6:00 p.m. We realize that, on rare occasions, traffic or weather conditions may prohibit you from arriving on time to pick up your child. However, we will assess a late pick-up fee of \$10.00 every 15 minutes, beginning at 6:01 p.m. This fee will help to offset the extra expense to our budget when our staff must stay beyond closing time.

If you elect to not take advantage of our late pick-up option, your child must be picked up promptly at 5:00 p.m. to avoid additional fees. We appreciate you adhering to this guideline due to our staff's scheduling based on expected ratios. Excessive late pick-ups (3 or more) will result in the child's dismissal from the program.

## 15. ACCIDENT & EMERGENCY PROCEDURES

In the event of an accident or emergency, it is very important that our staff be able to reach a child's parents, or an emergency contact. Please report any change in address or daytime telephone number to our staff promptly, and provide emergency contact numbers where someone can be reached during our program hours.

## 16. IMMUNIZATIONS

All Little Millers Preschool program participants must provide proof of immunizations before starting the program. Immunization information can be found on our district website at [NS 2019-20 Immunization Information](#).

## 17. ILLNESS

It is important that a child be free from all symptoms of illness for 24 hours before returning to our program. Please do not send a sick child to the program. If you are unsure, we invite you to call us to discuss the situation first.

If your child becomes ill during the program day, we will isolate him/her, make him/her as comfortable as possible, and contact you to pick up your child. Students who are ill should be picked up promptly. The decision regarding whether or not an ill child may remain at the program is entirely at the discretion of the program staff and the school nurse.

The following are signs and symptoms identified by Noblesville Schools as reasons students must be kept at home and taken to a doctor if signs and/or symptoms warrant such action.

Fever (over 100 degrees)	Students must not return until they have had a normal temperature for 24 hours without Tylenol or Motrin. Students on antibiotics for contagious diseases such as tonsillitis, bronchitis, or pneumonia must not return to school until they have taken medication for 24 hours.
Nausea and/or vomiting	Students must stay home for 24 hours post vomiting.
Diarrhea	Students must stay home 24 hours post diarrhea.
Sore throat (pustules and/or blisters in throat)	Students must be fever free for 24 hours. Diagnosis by a physician will determine if child is contagious or not. If medication(s) are prescribed, child must take for 24 hours before returning to school. If child is diagnosed with strep throat or scarlet fever, medication must be taken for 24 hours before returning to school.
Rash	Diagnosis by your medical provider will determine if child is contagious or not. If child is contagious, he/she cannot return to school until prescribed treatment has been started.
Pink Eye or Discharge from Eyes	Students must stay home until a physician has made a diagnosis, antibiotic has been taken for 24 hours, and drainage from eye(s) has stopped.
Lice/Nits	Treatment should start immediately. Parents should notify the school if your child has head lice. After your child has been properly treated and is lice-free, the student can be accompanied by his/her parent to meet with the nurse before returning to the classroom.
Open/drainng sores	Your medical provider needs to confirm if contagious or not. Appropriate treatment should be started before child returns to school. Keep open wounds covered at all times while in school.
Ringworm	Diagnosis by a medical provider must be made and anti-fungal treatment needs to be started. While in school the site must be covered.
Communicable Diseases	If a student is ill, has a communicable disease that is transmissible through normal school contacts, poses a substantial threat to the health and safety of the school community, or is infested with parasites, the school nurse may send the student home. The nurse will communicate with the student's parent and describe the nature

of the illness or infestation. The student may return to school when the following criteria is met:

- The student's return to school meets the guidelines in the current edition of the Indiana State Department of Health Communicable Disease Reference Guide for Schools, and if recommended,
- The student or family provides a doctor's letter stating it is safe for the student to be readmitted.

## 18. DISPENSING MEDICATION

In accordance with Indiana law and with the Noblesville Schools' policy, medication may be dispensed to Little Millers Preschool participants only when the following conditions are met:

Medication at school must include:

- A labeled prescription container with child's name and instructions
- A written order from the medical provider
- A signed parent permission form on file
- Non-prescription medication in the original container

All prescription and non-prescription medications will be administered to students by the school nurse, or by designated preschool program staff. Any medication brought to the program without meeting the aforementioned guidelines will not be dispensed. If any medication remains at school when it is no longer to be taken, it is mandatory that it be picked up by the parent/guardian. Medication that has not been picked up by the end of the school year will be destroyed.

\*\*Any decision on the administration of medication will be made by Noblesville Schools' district administration.

## 19. ACCESS TO TECHNOLOGY

When Preschool students use school computer equipment, the Noblesville Schools' Technology and Internet Acceptable Use Policy (provided to you at the time of enrollment) applies. Violations of this policy may result in consequences ranging from restrictions or loss of technology privileges up to and including suspension or expulsion from the preschool.

## 20. PERSONAL BELONGINGS

Please do not allow your child to bring personal items from home. On special occasions, the Preschool Program staff may invite students to bring an item from home as part of a particular classroom activity. Parents will be notified in advance of those times.

## 21. BIRTHDAYS, HOLIDAYS & SPECIAL EVENTS

Our Preschool staff recognizes birthdays and celebrates special events in the classroom. Food items/treats for the entire class are not permitted. In addition, parents are asked to refrain from sending in balloons, flowers, etc. These items disrupt the learning environment. Cards and invitations may not be distributed at school unless every boy/girl in the class receives one. Consistency in recognizing these special events is essential to ensure that every child feels honored and valued.

## **22. FIRE, TORNADO & LOCKDOWN DRILLS**

The Preschool will participate in all emergency drills held by Noblesville Schools. These are as follows:

- Fire Drills - Held monthly
- Tornado Drills – Held one time per semester
- ALICE Drills – Held two times per semester

## **23. DISCIPLINE PHILOSOPHY**

The goal of discipline is to positively guide early learners in developing socially acceptable ways of expressing their needs and feelings. This is accomplished first by the program staff modeling respect for self and others. Adults will set consistent routines, procedures and choices in child directed activities in the learning environment. When disruptive behavior endangers the safety of others, the child(ren) will be redirected toward acceptable behaviors or activities. Appropriate behaviors are encouraged through praise and a variety of reinforcers. Repeated misbehavior will result in a time-out (a minute per year of age). If misbehavior continues, a parent conference will be necessary to develop a plan for appropriate behavior. If disruptive behaviors do not improve, the child may be withdrawn from the Preschool.

## **24. PARENT COMMUNICATION & INVOLVEMENT**

Preschool staff members strive to maintain close communication with parents through a variety of avenues including notes, electronic communications, phone conversations, classroom newsletters and conferences. Parents are welcomed and encouraged to visit any time during our hours of operation. All Preschool visitors and volunteers must have the appropriate background check approved to spend time in the LMP classroom during the school day. Please check with our staff in advance to see how you might be able to volunteer or help.

## **25. FAQs & PROVIDING FEEDBACK**

We have put together an informative website. Please visit our website to obtain answers to your questions. If you cannot find answers on the website, please feel free to contact our Little Millers Preschool Coordinator, Ginger Jimenez at [ginger\\_jimenez@nobl.k12.in.us](mailto:ginger_jimenez@nobl.k12.in.us).

We also value feedback from our parents and guardians as a tool for evaluating and improving our Preschool. Parents are encouraged to address concerns or share ideas openly with our Preschool staff. Should you have a question, suggestion, or area of concern, please bring it to the attention of your classroom's instructor. If any issue remains unresolved, please contact, Little Millers Preschool Coordinator, Ginger Jimenez, for assistance, 317-773-3171, ext.10609.