



Eastern Greene Developmental Preschool Parent Handbook

Eastern Greene Developmental Preschool
Eastern Greene Elementary School
1471 N. State Road 43
Bloomfield IN 47424
(812) 825-5623

Our Philosophy

At Eastern Greene we believe that every child is unique and special in their own way. We believe that young children learn best through play, exploration, and discovery as their natural curiosity leads them. We believe that the strengths and skills they already possess should be appreciated while growth in areas of relative weakness is encouraged.

The Indiana Foundations and the National Association For The Education of Young Children (NAEYC) provide a framework for a natural and seamless transition to kindergarten that is assessed via the ISPROUT preschool assessment. Each child will be assessed with an observation-based assessment that will include language and pre-literacy, mathematics, small and large motor skills, and social and emotional development that will be completed through observation of their engagement in playgroup activities upon entry in to the group, intermittently throughout their Individualized Education Plan (under the umbrella of Special Education) provision of playgroup services, and again in the quarter prior to exit from preschool aged programming.

Curriculum

“The Creative Curriculum for Preschool” is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. It is designed to foster social/ emotional, physical, cognitive, and language development and to enhance learning in literacy, math, science, social studies, the arts, and technology through play and other interactions throughout the day and in various ways.

Developmental Preschool Program Schedule:

Monday - Thursday
11:30 -2:30

Drop off and Pick Up

During Drop Off -You will pull into the Early Learning Center parking lot and park. Please have your child ready to exit the vehicle once you arrive at the door (Door 13) 5-10 minutes prior to 11:30am. A staff member will come out to your vehicle to bring your child into the building. If a staff member does not come out within a few minutes or you are late arriving you can then knock on the door to let the staff know that you have arrived.

During Pick Up - You will pull into the Early Learning Center parking lot and park. If a staff member does not come out to you within a few minutes please come knock on the door to let us know you are here for your child. If a staff member does not recognize or know the person picking up your child, they will ask for your ID, check our HIPAA release, then bring your child out once identity/permission to release has been confirmed. **Regular lateness during pickup may negatively impact services provided to other students. Please be considerate.**

School Meals

School lunch will be provided by the school upon arrival of the students. Lunch is provided by Chartwells Food Services. Daily lunch menu can be found on the Eastern Greene school website www.egreene.k12.in.us. Please let the school know of any food allergies or concerns.

Communication

Communication between the school and home are very important to the success of our program. Staff will communicate with families on a regular basis through classroom newsletters, email, as well as phone contacts. If you ever have any questions please feel free to reach out to the Developmental Preschool teacher at Eastern Greene Elementary through (email: rmobley@egreene.k12.in.us or phone: (812) 825-5623 ext 1804).

For urgent concerns, you can also call the elementary office.

Absent Policy

If your child is going to be absent you **MUST** notify the school. If your child is absent due to vomiting, fever, or diarrhea they **MUST** be symptom free with no medications for **24 hours** before returning to school. This is to ensure illnesses are not transmitted between students and staff. If in the event a COVID-19 policy is put into place the proper measures will be taken to ensure the safety of all students and staff.

Dress Code

Please dress your child in comfortable, washable clothing. Clothes can get messy as we explore and create. Tennis shoes that allow your child to participate in all activities are highly recommended. Children are not permitted to wear flip flops or sandals that do not have a back on them. Flip flops, crocs, and heeled shoes can cause injury as children are running and playing on the playground and/or in the gym as well as inhibit activities in the classroom room.

Backpacks

Please check your child's backpack when they come home daily. Any important notes will be sent home in a folder for you to take a look at and if need be those need to be signed and sent home as soon as possible. Items that may be sent home for example are a newsletter about what we are doing in class, important paper that may require a signature, field trip forms, any reminders from the school etc. Checking your child's backpack daily will ensure that important dates are not forgotten and that all information is received when you need to see it. Please do **NOT** send backpacks on wheels or mini backpacks. We will have limited space in the classroom for wheeled backpacks and the mini backpacks are usually too small to hold all the fun things we send home, like any fun crafts/creations your child made in the classroom and the home folder.

Holidays/Parties/Birthdays

We will celebrate Thanksgiving, Christmas, and Halloween and other holidays with themed crafts, games, songs, and other fun activities (**this is subject to change due to COVID-19**). If you do not wish for your child to participate in these festivities please let a staff member know when that time comes, even if you have filled out the information form indicating a preference to participate/not participate. Birthdays are very important to children and to us at the EG Developmental Preschool because it marks a new milestone for each student as they grow. We celebrate everyone's birthday and welcome parents to bring in pre-packaged goodies for their child if they wish to do so. Please make arrangements with your child's teacher before your child's birthday, so we can plan it into our classroom schedule. **Please note again, all of this is subject to change due to COVID-19.**

Outdoor Play

Weather Permitting; the children will have outdoor play for special activities (e.g. bringing in nature items to explore and describe). Please dress your child in comfortable clothes that are appropriate for the season and the weather. Layering to adapt to the changing weather conditions and sneakers are highly suggested. Sending a jacket daily is also suggested. When the weather does not allow for outdoor play, we will still have large motor opportunities within our classroom and in the elementary gym for special activities.

Pick up Authorization

For the safety of your children an Eastern Greene staff member may ask to see identification from the adult picking up your child until they get to know your family and the adults on your authorization list. This process is to ensure that a child is released only to a parent or another adult authorized by the parent. Written notification from a parent must be received prior to pick up if a child is to be released to someone other than those listed on the authorization list.

**** If there is an emergency and you **MUST** be late picking up your child or send someone not on your authorization list, please call the elementary office at 812-825-0152.****

School Nurse and Medicine

Should your child need to leave the classroom early due to illness, a staff member or the Nurse will contact you or other adults listed as emergency contacts to pick up your child. Should your child need to have prescription medication administered to him/her while at school the Nurse will do so when:

- Medication is brought in; in its original container and taken directly to the nurses office by the parent
- Written permission is provided by the legal guardian
- Written instructions are provided from a physician stating
 - A. Name of Patient
 - B. Name of Prescription medication
 - C. Purpose
 - D. Dosage and directions for administration
 - E. Signature of physician
 - F. Date

Inclement Weather Closings

In the event of inclement weather the EG Developmental Preschool will be **CLOSED** if Eastern Greene Schools are **CLOSED**. If Eastern Greene Schools are on a 2hr delay then the Developmental Preschool will still operate on its usual schedule. Weather related closing will be posted on Eastern Greene Schools Facebook page as well as the Eastern Greene Schools website at <https://www.egreene.k12.in.us/>

Important Items to bring to school: Please label items with the student's name.

- Backpack with home folder
- A full change of weather appropriate clothes to be kept in your child's backpack at all times
- 1 empty plastic grocery bag (for soiled clothing)
- Lunch Box for lunch if daily school lunch is not preferred.
- Any other items deemed necessary for the student that have been approved by the teacher and/or school.

For questions, comments, or concerns regarding any information included in this handbook please contact by calling Rebecca Mobley at 812-825-0152 ext. 1804 or by email at rmobley@egreene.k12.in.us.

2022 - 2023

EASTERN GREENE SCHOOL CALENDAR

First Day of School For Students ----- August 3rd
Labor Day (No School) ----- September 5th
Professional Development Day (No School for Students) ----- September 26th
Fall Break ----- October 10th - 14th
Professional Development Day (No School of Students) ----- October 31st
Thanksgiving Break ----- November 23rd - 25th
Christmas Break ----- December 20th - January 4th
Snow Make Up Day ----- January 16th
Professional Development Day (No School for Students) ----- January 23rd
Snow Make Up Day ----- February 20th
Spring Break ----- March 13th - 17th
Professional Development Day (No School for Students) ----- March 27th
Last Day Of School for Students ----- May 18th