2025-2026 Little Spartans Preschool Handbook

Southwestern Consolidated School District of Shelby County
Southwestern Elementary
3406 W 600 S Shelbyville IN 46176

QUALIFICATIONS

- Child must be at least 3 years old by August 1, 2025 to attend half day preschool.
- Child must be at least 4 years old by August 1, 2025 to attend full day PreK.
- Students must be fully toilet trained during the daytime by the first day of preschool, unless the student has a disability with an IEP.
- Students are expected to demonstrate age appropriate skills in the following areas: cognition, fine and gross motor, behavior, communication, social and emotional.
    - If a child is unable to demonstrate age-level skills in the classroom and/or is not fully toilet trained, termination from the program could result.

CLASS OPTIONS

Southwestern is offering four preschool options during the 2025-2026 school year:

- Morning Half Day Preschool (Tuesday and Thursday 8:00 AM - 10:30 AM)
- Afternoon Half Day Preschool (Tuesday and Thursday 11:30 AM - 2:00 PM)
- 3 Full Day PreK (Monday, Wednesday, Friday 8:00 AM - 3:00 PM)
- 5 Full Day PreK (Monday, Tuesday, Wednesday, Friday 8:00 AM - 3:00 PM; Thursday 8:00 AM - 2:15 PM)

PRESCHOOL FEES

Little Spartans Preschool tuition fees are due the first day of each month during the school year. Non-payment of monthly fees in a timely manner may result in the child's termination from the preschool program.

- **First occurrence**: If tuition is not paid in full by the 15th of the month, a $20 late fee will be added to your invoice.
- **Second occurrence**: If payment (including the late fee) is not paid prior to the first day of the consecutive month, a staff member will contact you.
- **Third occurrence**: If payment is not received by the first day of the third consecutive month, your child will not be able to attend Little Spartans Preschool until payment has been received.
- **Fourth occurrence**: If payment is not paid in full by the first day of the fourth consecutive month, your child will be terminated from the preschool program.

You can pay by cash, check or money order made payable to SWE, or pay via EZschoolpay on the school website (www.swshelby.k12.in.us).

- Half day: $75 per month; $750 per school year (including deposit)
- 3 Full Day: $200 per month; $2,000 per school year (including deposit)
- 5 Full Day: $300 per month; $3,000 per school year (including deposit)

SCHOOL CALENDAR

- Little Spartans will follow the Southwestern Consolidated School District's calendar and observance of breaks (Fall Break, Winter Break, Spring Break) and holidays (i.e. Labor Day, Thanksgiving, Martin Luther King Day, etc.).
- Little Spartans will follow the Southwestern Consolidated School District of Shelby County school calendar which includes delays, snow days, snow make up days, and elearning days.
    - **On 2 hour delay days, full day preschool will begin at 10:00 AM and end at 3:00 PM. If a 2 hour delay is called on a Tuesday or Thursday, there will be NO**

morning class and the afternoon class will attend during the normal class time (11:30 AM - 2:00 PM).

- The district calendar is available on the Southwestern Consolidated School District website (www.swshelby.k12.in.us).
- Start Dates for the 2025-2026 school year:
    - First day for 5 full day students: Wednesday, August 6, 2025
    - First day for 3 full day students: Wednesday, August 6, 2025
    - First day for AM and PM half day students: Tuesday, August 12, 2025

TRANSPORTATION

Transportation must be provided by the guardian or authorized person to and from school. Preschool students are NOT eligible to ride a school bus to and from school, unless the student has a disability and special transportation is specified in his/her IEP. Preschool students are not permitted to ride the school bus with an older sibling.

DROP OFF/ PICK UP

Little Spartans will be dropped off and picked up in the elementary car rider line which is located on the east side of the elementary school.

- The morning half day class will drop off at the same time as the K-6 grade elementary students. Drop off begins at 7:50 AM.
- On Thursday, the afternoon half day class will dismiss with the K-6 grade elementary students.
- Full day preschool students will have the same drop off and dismissal time as the K-6 grade elementary students. Drop off begins at 7:50 AM.

- Students who participate in afternoon dismissal at any time of the week, will receive a car rider number which must be displayed during pick up.
- In order to keep the car rider line flowing, parents are not permitted to walk their child to the building or classroom. School staff are available to assist your child out of the vehicle and escort them into the building if needed, so **please stay in your vehicle**.
- During dismissal, **please stay in your vehicle**. If your child needs help fastening their car seat, please wait, pull up to the parking lot and then fasten your child. This will help with the flow of traffic. Staff are available to help open doors.

SNACK AND LUNCH

- Snacks are provided free of charge to all preschoolers. Half day students will receive one snack. Full day students will receive a morning snack and an afternoon snack. Water will be served at snack time, so students are encouraged to bring reusable water bottles.
- Full day students will eat lunch in the school cafeteria. They have the option to bring a packed lunch from home or purchase a school lunch. The elementary lunch menu is available on the school's website. Student lunches are $2.80. Lunch money (cash or check) may be sent in an envelope with your child, or you may pay by credit card online via EZSchoolPay, which is located on the school's website.
- Parents are welcome to eat lunch with their child on specified days. The principal will specify which days in the monthly newsletter. All visitors must have a criminal background check on file.
- If your child has any dietary restrictions or allergies, please contact the school nurse.

REST TIME

Full day students will have a rest time where they will be expected to lie on a cot quietly for the allotted rest time. Cots will be provided by Southwestern Elementary, but parents must provide a travel pillow and blanket.

RESOURCES

Therapists work closely with the special education preschool teacher to provide services to students with disabilities. Speech, occupational, and physical therapists may work in the classroom throughout the week. Your child may be asked to participate in these activities.

PROGRESS REPORTS

Parents will receive information on their child's overall classroom performance 4 times per school year.

BEFORE AND AFTER SCHOOL CARE

Full day students have the option to participate in before and after school care which will be provided by the Boys and Girls Club of Shelby County. The Club will be open each day from 6:00 - 7:50 AM and from 3:00 - 6:00 PM. The cost of membership is $60 per child per school year. The $60 includes after school care for the year. Morning care is an additional cost of $5.00 per day.

ATTENDANCE

Regular attendance is expected for the entire school year. Failure to have good attendance may result in termination from the program. Please notify the school office (317-729-5320) when your child is sick or absent. Doctor's notes will be necessary when appropriate.

- If a child has a temperature of 100.0 degrees or higher, or vomiting, within twenty-four hours of school, they should not attend school.

REGISTRATION

1. To have your child considered for the Little Spartans preschool program, complete the Little Spartans Preschool Application form online at www.swshelby.k12.in.us.
2. Once preschool enrollment begins, staff will review the application forms and place students in classes. Parents/ guardians will be notified whether their child has been accepted into the program or not.
    - Spots for the preschool program will be filled in the order the school receives completed applications. Students who live within the Southwestern Consolidated School District of Shelby County and staff members' students will be accepted into the program prior to students living outside of the school's district. If there are remaining spots available, they will be open to students who do not live within the school district pending administrative approval. Due to limited enrollment, parents are encouraged to fill out the application as soon as the enrollment window opens to ensure a spot for their preschooler.
3. Once accepted into the program, parents of prospective students will be invited to attend Preschool Round Up (typically in April) in order to complete and submit all components of the student pre-registration packet. If parent(s) are unable to attend the Preschool Round Up event, the parent must provide the pre-registration documents to the school office prior to the end of the 2024-2025 school year. If a parent fails to complete the pre-registration packet or pay the deposit by the designated deadline, their child's spot may no longer be held. Components which are to be submitted are as follows:
    - Child's Birth Certificate
    - Child's Immunization Record
    - 2 Proofs of Residency
    - Driver's License
    - One month's non-refundable deposit ($75, $200, $300)
        - The deposit will become your child's first month's tuition.
4. During the summer, a Snapcode will be sent to your email. You must complete the online registration to finalize your child's enrollment prior to the first day of preschool.

CONTACT INFORMATION

Southwestern Elementary
3406 W 600 S
Shelbyville, IN 46176
317-729-5320

Principal: Mrs. Beth Haehl
Assistant Principal: Mrs. Cecilia Goh
School Secretary: Mrs. Candy Hudson
School Nurse: Mrs. Tylynn Routier
School Psychologist/ Special Education Director: Ms. Ashley Landrum
Special Education/ General Education Preschool Teacher: Mrs. Tracy Sipes
Preschool Teachers: Ms. Lisa Booth, Mrs. Elayne Spongberg

Refer questions to the school office: 317-729-5320, or Mrs. Tracy Sipes, preschool teacher: 317-729-5320 Ext. 4140; tsipes@swshelby.k12.in.us