



# READY, SET, GROW PRESCHOOL

PARENT HANDBOOK  
2016-2017



**MONROE COUNTY**  
COMMUNITY SCHOOL CORPORATION  

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DEPARTMENT OF SCHOOL AGE CARE



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# WELCOME

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*Welcome*  
*Mission*  
*Program Goals*  
*Commitment to Parents*  
*Parent Commitment*

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## WELCOME

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Welcome to the Monroe County Community School Corporation's, Ready, Set, Grow (RSG) Preschool. We are honored to be a part of the growth and development of your child. This handbook will answer many questions you may have about your child's program, but if you do have further questions, please contact your child's teacher or the RSG Program Coordinator. We are looking forward to working with you and your child this year.



# MISSION

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The mission of the Monroe County Community School Corporation School Age Care Program is to improve and enrich student achievement- academically, behaviorally, and socially – by providing a safe, hands-on learning environment, and build connections between school, family and community.

# PROGRAM GOALS

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- Create a safe, nurturing and developmentally appropriate environment which fosters individual needs.
- Provide a healthy balance of child-directed and teacher-guided activities, as well as time for children to work individually, in small groups and in large groups.
- Offer an engaging curriculum, our goal is that each child will develop a positive outlook toward school, a better appreciation for the world around them and acquire a life-long love for learning.

# COMMITMENT TO PARENTS

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## Parents should expect that:

1. All children are cared for in a safe, supportive, respectful, and healthy environment.
2. Behavior management will be fair, equal, and respectful of all children.
3. Educational and recreational experiences will be available daily.
4. Communication between staff, parents, RSG Coordinator and the School Age Care office staff will be open and accessible.

# PARENT COMMITMENT

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1. Keep all enrollment information up to date, especially contact numbers and address changes.
2. Follow the fee schedule provided to you at the time of enrollment.
3. Respect the program start and end times.
4. Pick-up contacts may only be added in person at the School Age Care office upon presenting identification.

# HOURS & FEES



Hours and Fees  
Change of Status  
Payments and Fees  
CCDF Participants  
Refund Policy



## HOURS & FEES

Before School Care	School Day	After School Care
7:00-Start of School Day		End of School Day-5:30
\$5.00 Per Day	\$21.00 AM Half Day \$26.00 Full Day	\$6.00 Per Day

- Before & After School Care available at sites where registration for service meets a minimum required enrollment.
- An additional fee of \$1.00 per minute will be charged for children who have not been picked up on time.

## CHANGE OF STATUS

A change of status is defined as changing to full or half day programming or adding before and/or after school care. The following steps must be taken when requesting a change:

- **WITHDRAWAL:** Contact the School Age Care office in person or email, one week prior to the date of withdrawal.
- **CHANGE OF STATUS:** Contact the School Age Care office by writing by the 1st of the month to make changes to before and/or after school service .

## **PAYMENTS & FEES**

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School day fees are due by the 15th day of each month and are paid one month in advance. Our billing cycle begins in July and the final payments will be made in April. Before and/or after school fees are billed the following month based on the number of days used. Before and/or after school fees will begin appearing on statements in September. A \$20.00 late fee will be assessed to payments not received by the due date as noted on your monthly statement.

Fees will not be refunded on days when school is closed due to inclement weather. Fees that have been collected will be applied to make-up days.

We offer several methods for payment including:

- On Site payment through the Procure system
- Tuition Express
- Payments by phone (812) 330-7702
- Check or money order made out to RSG Preschool with your child's name & school in the memo line.

A late charge of \$1.00/per minute will be assessed for any child remaining beyond 5:30 PM.

Any unpaid balances remaining on the last business day of the month will result in removal from the program. A \$35 re-enrollment will be required upon re-entry to the program.

Failure to pay fees, and delinquent accounts are grounds for termination from all School Age Care Programs (Extended Day; *Ready, Set, Grow*; EdVenture Camp).

## **CCDF PARTICIPANTS**

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CCDF children are required to have their parent or guardian slide their participation card every time they enter or leave a program in addition to signing in and out. Under no circumstances should you ask a staff member to do this for you. We are happy to assist you, but we are not allowed to keep your card, copy a card number or its pin.

## **REFUND POLICY**

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Refunds for Ready-Set-Grow will be granted at the end of the school year for prepaid fees under the following conditions:

- Refunds do not apply to "Non-Refundable" fees such as a registration fee, activity fee or deposit
- Please allow 6-8 weeks for a refund for the refund to process at the end of the school year.

# ENROLLMENT

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*Enrollment*  
*Attendance Policies*  
*Incontinence*  
*Breakfast, Lunch, and Snack*  
*Personal Belongings*  
*Quiet Time*



## ENROLLMENT

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Children must be 3 by August 1, 2016 and be completely potty-trained to be eligible for this program.

Enrollment is held on a first-come, first-served basis. **NOTE:** Enrollment is satisfied for RSG when: enrollment form and fees, immunization records, and birth certificate are received in the SAC Office. If a child cannot be admitted immediately because of full enrollment, she/he will be placed on a waiting list or, if desired, transferred to another program.

Enrollment will be processed in two business days. Teachers must have all paperwork before your child can begin attending. The Preschool Coordinator will inform you of your child's first day of school.

\*Due to liability and staffing, children attending School Age Care Programs may not bring non-enrolled friends or guests to the program.

# ATTENDANCE POLICIES

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Exterior doors of the school open for a period of 15 minutes to allow students entry directly to their designated classrooms. Arrivals after the start of the school day will be required to enter through the main office.

Extended day is open until 5:30 PM. Staff will remain with children until they are picked up. If a child is not picked up by 5:45 PM, and there has been no notification, the following steps will be implemented:

- Staff will continue attempts to contact parents/guardians and will call all emergency numbers listed on the enrollment form.
- If staff have been unable to contact anyone listed in the above steps by 6:00 PM, the Director will contact the Monroe County Department of Child Services and Bloomington Police Department for assistance.

# INCONTINENCE

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All children in RSG need to be fully potty trained and able to use the bathroom totally unassisted throughout the day. This means no Pull-Ups, or diapers at any time. If a child is having accidents habitually, it indicates that they are not fully potty trained and may be asked to withdraw from the program.

# BREAKFAST, LUNCH & SNACK

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**Breakfast/Lunch:** A nutritious breakfast/lunch, prepared by the MCCSC Food Service personnel, will be available in all schools. Parents who wish to participate in the breakfast/lunch program should notify the teacher. Payment arrangements should be made with the Food Service Office.

**Snack:** Snacks are available to all children in the RSG Program. Snacks are intended to give your child energy and not to be a full meal. Cost of snack is figured into the program fees. We strive to provide healthy snack options such as fresh fruit and vegetables, yogurt, cheese...

Please contact your child's teacher if you would like to bring in a special treat for the class. Any food brought into the program must be pre-packaged.



## PERSONAL BELONGINGS

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**Clothing:** Please label all belongings. The Ready-Set-Grow program is a recreational program and children should dress appropriately for indoor and outdoor play. Clothing should be comfortable and easy for children to manage by themselves. Please leave extra accessories at home such as watches, bracelets, rings, etc. We also ask that you provide an extra complete set of clothing for use in case of accidents.

**Toys:** Please assist your child in keeping toys and other personal items at home. Personal items of great importance or value should not be brought to the program. We will not be responsible for lost or damaged items.

**Sleep Gear:** Your child will need one small blanket and small pillow (optional) for daily quiet time.

## QUIET TIME

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After children have had a busy morning, quiet time is an important part of their day. All children in the full day RSG program will lie down for a quiet rest time not exceeding one hour after 12:45 PM

## PROGRAMMING

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*Curriculum  
Inclusion*

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# CURRICULUM

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All Ready Set Grow Classrooms teach early skills based on the Foundations to the Indiana Academic Standards in the development of literacy, math, science, social studies, and the arts through play-based projects and social development. As a resource, Ready Set Grow uses the nationally praised Literacy Express curriculum researched and designed to “boost oral language skills, phonological awareness, and print knowledge.” Children learn to interact with each other and the world around them in play groups and activity based instruction. In addition to educational skill development, Ready Set Grow provides opportunities to learn and practice gross motor skills, problem-solving, listening, and communication all while focusing on the development of friendships and positive relationships with peers. Individual classroom coordinators are able to provide weekly lesson plans.

# INCLUSION

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**The School Age Care program does not discriminate on the basis of sex, race, creed, physical handicap, or national origin in its enrollment policies.**

The program considers the applications of children with special needs on a case-by-case basis. Children must meet the entrance age requirement. Communication between the parent and the program staff will allow your child better opportunities for involvement. Reasonable accommodations will be attempted to meet the needs of each child. If the staff finds that our program cannot meet the needs of your child, we will work with you to find other accommodations.

MCCSC Policy 2260.01- It is the policy of the Corporation to afford qualified students with disabilities an equal opportunity for participation in education, and in non-academic extracurricular services and activities sponsored by the Corporation. The Corporation will evaluate students who may need reasonable accommodations to participate to the fullest extent possible in a Corporation-sponsored activity or service.

Upon a request by a qualified student with a disability to participate in any academic or non-academic activities or extracurricular services sponsored by the Corporation, the Corporation will conduct an individualized assessment of the student. The Corporation will evaluate the student based on the specific nature of the disability and the specific reasonable accommodations that student needs to participate in the Corporation-sponsored activity or service. The individual assessment will include an evaluation of whether existing policies, practices or rules may be modified to accommodate the students.

# DAILY PROCEDURES

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*Policy for Release*  
*Visitors & Program Observations*  
*Sign In/Out Procedures*  
*Entry & Security at the School*



## POLICY FOR RELEASE

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For the protection of the children in our care, children will only be released to parents and adults whose names are designated on the enrollment form. Please be prepared to show proof of identification upon request.

- In the interest of safety, the RSG program will not accept legal responsibility for a child unless a parent or authorized person signs the child in and out of the program.
- Any additions to the authorized list must be made in person at the School Age Care office.
- For safety reasons, we are unable to release a child to another minor.
- Legally, we cannot keep a parent from picking up his/her child from a RSG Program without having court order documentation on file at the SAC Office & RSG Program site.

## VISITORS & PROGRAM OBSERVATION

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- RSG welcomes volunteers in the classroom. A criminal history check is required and confidentiality agreements may be required as appropriate to a classroom or school.
- For liability and supervisory reasons, visiting children, younger siblings, or friends of enrolled children may not be guests in the program.

## **SIGN IN/SIGN OUT PROCEDURES**

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**BEFORE SCHOOL** children must be signed in on using the Procare check in system by a parent or authorized adult in order to be admitted to the program.

**AFTER SCHOOL** children must be signed out using the Procare check out system by parent or authorized adult in order to be released from the program.

## **ENTRY & SECURITY AT THE SCHOOL**

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All MCCSC elementary schools are equipped with a video entry system enabling the school building to be locked during the school day. In order to enter the building for program drop-off and pickup, you or someone on the authorized pickup list may be required to ring the video monitor to be keyed into the building. Each school varies on the particular location of the video equipment. Be sure to speak to your school's front office staff or your site coordinator if you have any questions on this process.





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*Bullying*  
*Child Abuse & Neglect*  
*Behavior Management Goals*



## **BULLYING**

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RSG views bullying and teasing as a serious issue. All staff and students must be aware that bullying behavior will not be tolerated in our programs. Students should feel safe in all areas of the school. We create an environment of support in RSG where students are listened to and action taken that is prompt and sensitive to their concerns.

## **CHILD ABUSE & NEGLECT**

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State law requires RSG staff to report any suspected cases of child abuse and neglect to the proper authorities. All staff are trained in proper MCCSC protocol for reporting suspected cases.

# BEHAVIOR MANAGEMENT & GOALS

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The goal of RSG is to establish and maintain a behavior management system that will reinforce positive behaviors. The following methods will be used to accomplish these goals:

- Staff will act as positive role models.
- Rules will be appropriate for preschool children's development.
- Rules will be consistently implemented.
- Consequences will be logical, such as redirecting children to other activities or limiting choices.

Physical contact in disciplining a child is avoided unless it is necessary to keep a child from harming themselves or others. A child whose behavior creates a safety issue will not be accommodated. If a child is exhibiting behavior problems in a program the following steps will be implemented

- The problem will be discussed with the child.
- The use of time out will be implemented.
- The parent(s) will be notified of the problem.
- The parent(s) will be called in for a behavior conference.
- The child may be suspended.
- The parent(s) will be asked to withdraw the child.
- We reserve the right to dismiss any child when staff determines that the program cannot meet his/her needs.

Behaviors that constitute reason for suspension from the program:

- Physical assaults on staff members or on other children.
- Possession of weapons or other dangerous articles.
- Possession of a controlled substance.
- Leaving program and/or school grounds without a parent or the permission of staff.
- Theft.
- Continued use of foul, disrespectful, or abusive language.
- Disregard for authority.
- On-going bullying.
- Inappropriate physical contact.

# EMERGENCY PROCEDURES

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*Insurance*  
*Medical Emergency*  
*Accidents & Injuries*  
*Medication*  
*Inclement Weather*



## INSURANCE

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Medical insurance coverage for RSG children is the responsibility of the parent(s). MCCSC offers a student accident insurance policy for district children. Contact your school office for further information.

## MEDICAL EMERGENCY OR ILLNESS

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A child may not attend any RSG program with any of the following symptoms:

- Fever
- Undiagnosed Rash
- Vomiting
- Inflamed or Mattered Eyes
- Diarrhea
- Severe Cold or Sore Throat
- Nasal Discharge (Sinus Infection)
- Any other contagious illness

If your child has a fever of 100 degrees or more, or has vomited or had diarrhea, the child must stay home for 24 hours after the symptoms are gone without the use of over-the-counter medications.

If a child becomes ill while in the program, when possible, the child will be isolated until the parent or emergency person can be contacted to take the child home. In the event of a contagious illness among the children, notification will be sent home.

## **ACCIDENTS & INJURIES**

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If a child has a minor injury, a staff person will inform the parents upon arrival at the program.

If a **SERIOUS ACCIDENT** occurs, a staff person will contact the parent immediately so that the child may receive necessary medical treatment.

If an **EMERGENCY** occurs, and immediate attention is needed, the staff will call 911, and then immediately contact the parent. It is up to the paramedics to decide on the appropriate action. If the child needs emergency treatment, the paramedics will move the child to the nearest facility. It is the responsibility of parents to keep all emergency information current.

## **MEDICATION**

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RSG staff can administer medication under the following conditions:

- Approval and training from the Health Aide has been completed.
- Prescriptions and over-the-counter medicines must be in the original container.
- A Medication Authorization release form, available from the health office, must be signed. If medication is to be kept at the school for treatment, no more than a one-week supply should be sent at any one time.

## **INCLEMENT WEATHER**

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When MCCSC is closed, RSG will be closed.

When the start of the school day is delayed, RSG will open at its regularly scheduled time. Our before school care will open at 7:00 AM. Parents can chose to bring their child at their regular drop off time, or the two hour delay drop off time.

In the event of an early dismissal, we ask that parents pick their children up as promptly as possible so that our staff can get home safely. Our programs will remain open until all children have been signed out.