

# Penn-Harris-Madison Meadow's Edge & Madison Preschool



## Handbook 2024 - 2025

Located at:

Madison Elementary School  
66030 Dogwood Road  
Wakarusa, IN 46573  
(574) 254-2816  
Mrs. Lindsay Schirripa, Principal

Meadow's Edge Elementary  
16333 Kern Rd  
Mishawaka, IN 46544  
(574) 255-9347  
Mr. Gary Gardner, Principal

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This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy will prevail. This handbook supersedes all prior handbooks and other written material on the same subjects. Please note that this handbook is subject to periodic updates to ensure compliance with the latest Indiana codes and legislation. Board Approved Handbook: ~~(date entered once approved)~~

# Madison and Meadow's Edge Preschool

## Parent Handbook 2024 - 2025

We would like to welcome you and your child to our full-time, four-year-old preschool program located at Madison Elementary School and Meadow's Edge Elementary School. We are very excited to work together to make this year one of substantial growth and memorable experiences for your child. We will have many opportunities throughout the year for exploration and learning. It is our hope that your child's year in preschool will be a fulfilling one!

As a parent, YOU are your child's greatest advocate and the expert on their talents, abilities, and needs. Open communication between families and the school is very important to us. You can contact the teacher by email, written notes, or telephone. Email is the preferred method of communication. However, if an emergency situation arises, you may call the school office between 7:00 a.m. and 3:30 p.m. daily to leave a message for your child's teacher. (Please understand that we cannot take phone calls during the school day while we are teaching.) We will do our very best to return email and voice messages before the next school day.

We will send a monthly newsletter home with your child to inform you of our classroom/school news and happenings, classroom needs, and updates to our schedules or routines throughout the year. We will also send various notes home to alert you of any special activities or events as needed. **PLEASE check your child's Communication Folder EVERY day for important papers.** We look forward to working with you and your child this year.

## School Hours

Our school day is 7:55 a.m. to 2:20 p.m. Monday through Friday. The teacher will greet them at the classroom door starting at 7:50 a.m. Please be sure that your child arrives on time and is ready to learn and explore!

## School Closings & Delay Procedures

**Safety is our first concern when a conversation about closing or delaying school takes place.** The decision must take into consideration early morning conditions as well as projections for the rest of the day. A two-hour delay may be called when indications are that the weather conditions will improve later in the morning. The drop off location and procedure would remain the same. However, the drop off time would be two hours later than normal (9:55 a.m.).

If a decision is made to close school, Penn-Harris-Madison has again been approved by the Indiana Department of Education to use eLearning lessons on the day of a school closing. eLearning stands for *electronic learning* that can be accomplished by students working on a computer from home through the internet. The Madison and Meadow's Edge Preschool teacher will post eLearning lessons for the preschool students to complete at home in the event of a school closing. Students will have five (5) days to complete eLearning assignments. The teacher will provide you with more details and log-in information for this at a later date. If severe weather

closes or delays school before the school day begins, our local radio and television stations announce that information. You may also check the PHM web site at <http://www.phmschools.org/>.

## **Arrival Procedures**

Madison arrival:

When you arrive, children will enter the building through door D accessed by entering the parking lot lane off of Dogwood Rd, south of Pierce Rd.

Meadow's Edge arrival:

When you arrive, children will enter the building through door A accessed by entering the parking lot lane off of Kern Road (main entrance).

For the safety of all students, we ask that you and your student remain in your vehicle and continue to move forward until you reach the sidewalk area at the main entry doors of the school. If needed, staff members will be available to help your child out of the vehicle. **Never drop off your child unless you see the teacher!** Parents should not park in the drop off line nor leave the car unattended to walk students to the door. Also, students can NOT be dropped off before 7:50 AM at Door D. This is a safety issue, as there is no adult supervision prior to 7:50 and the teacher may be out of the classroom.

If you arrive late to drop off your child, please park your car in a parking spot and walk into the front office to sign in your child.

Bus transportation is not available for preschool students this year.

## **Dismissal Procedures**

Children will be dismissed at 2:20 p.m. each school day through door D (Madison), or door A (Meadow's Edge). Have your carpool number displayed in the passenger side of the vehicle window for easy visibility. **Please remain in your car;** a staff member will assist your child to the car and keep the traffic flow moving at a safe rate for the children. For the safety of all students, we will load every child in their car on the **PASSENGER** side. Please adjust your child's booster seat to accommodate this procedure. If you arrive late to pick up your child, please park your vehicle in a parking spot and walk to the office to pick up your child.

*If you make ANY changes to your child's arrival or dismissal routine, we MUST receive a signed note from the parent/guardian in advance.* We do not release students to anyone who is not listed as the child's emergency contact unless we have received a note from the parent/guardian specifying the change in pick up routine/schedule.

## **Transportation**

Transportation to and from school is currently not available for preschool students. Additionally, Preschool staff will not transport students in personal vehicles, or Corporation-owned vehicles.

## **Attendance Policies**

Attendance should be regular. It is important that you send your child **every day**, unless your child is sick. Regular attendance helps children establish a predictable routine, learn more, and form a positive attitude towards school. However, if your child is not well in the morning before school begins, please keep them at home. It keeps other students healthy, and it may save you a trip to school later to pick up a sick child!

**ABSENCES** – In the event that your child is ill, please follow these important steps:

- Call the school office in the morning to report your child's absence (574-254-2816). If we do not receive notification of an absence, our office staff will be contacting you.
- You must report your child's absence by 10:00 a.m. on the day your child misses school, or it will be recorded as an "unexcused" absence.
- If you know in advance that your child will be absent, please let the school know as soon as possible. Thank you!
- Madison front office: 574-254-2816
- Meadow's Edge front office: 574-255-9347

## **Health & Safety**

### **Toilet Training Expectations:**

**It is expected that students enrolled in both the PHM Madison and Meadow's Edge Preschool are toilet trained. Our teachers understand that accidents happen and encourage parents to leave a clean change of clothes at school.**

### **Immunization Requirements (I.C. 20-34-4-2)**

Each student should have the immunizations required by law or have a required waiver. **Students whose parents do not provide the required documentation within 20 school days of the opening day of the school year (or from the student's first day of enrollment in the district) will not be allowed to attend school.** This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the principal or the Health Office.

Minimum immunization requirements for entry into all Penn-Harris-Madison School Corporation schools in 2024 - 2025 are listed by the Indiana State Department of Health at <https://chirp.in.gov>. For your reference, the schedule of requirements is listed below:

## Required and Recommended School Immunizations, Indiana 2024-2025

Grade	Required		Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19
<b>K-5</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
<b>6-11</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
<b>12</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

Source: <https://www.in.gov/health/files/2024-25-School-Immunization-Requirements.pdf>

### Medication Administration at School

#### Prescribed Medications

In those circumstances where a student must take daily prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Authorization to Administer Medication Form, available in the school Health Office or on the [PHM web page](#), must be filed with the respective building Health Office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the school Health Office.
- D. Medication that is brought to the Health Office will be properly secured. Medication must be brought to school in the original container directly by the parent, guardian or authorized adult. A two to four (2-4) week supply of medication is recommended.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

#### Non-Prescribed (Over the Counter) Medications

A Medication Permit form, signed by a parent or guardian, must be on file in the school Health Office. Use of non-prescription medicine must comply with school regulations and will only be given in accordance with the directions on the label. This includes Tylenol, Advil, cough syrup, cough drops, herbal supplements/treatments and any other over-the-counter medication. If a non-prescribed (over the counter) medication needs to be administered on a routine basis, a physician order will be required. If you have questions, call your school Health Office.

## Illness or Injury at School

Students who become ill or suffer a slight injury during the school day will be referred to the Health Office Staff. In many cases (complaints of headache, stomach ache, etc.), the student simply needs to take a short rest (10 minutes) followed by a return to the classroom. The Health Office Staff can also distribute ice (for bumps or minor insect stings) and apply band-aids (on paper cuts, small scrapes or abrasions). The Health Office Staff **cannot distribute any medication unless the parent supplies it and proper forms have been filed with the staff.** In more serious cases the parent will be called to come and take the child home for further medical evaluation.

It is critical that the school can contact parents in an emergency situation. Please be sure to update information on your child's emergency card any time that information changes.

It is often hard to know when to keep your child home from school when they are not feeling well. Here are a few guidelines:

- Fever of 100 degrees or higher: home until the student has been fever free for 24 hours.
- Vomiting: home until the student can keep food down and is free of symptoms for 24 hours.
- Diarrhea: home until the student is free of symptoms for 24 hours.
- Pink eye (conjunctivitis): home until the student has been on antibiotic eye medication for 24 hours.
- Strep Throat: home until the student is fever free and has been on antibiotic for 24 hours.
- Chickenpox: home for one week after the first pox appears or all pox are dry and crusted.
- Unexplained rash, blisters, or draining sores: children should be seen by their health care provider for a diagnosis.

If you are ever in doubt, please call your health care provider for their recommendations. You can also call the school Health Office Staff with questions regarding school policy about illness.

## Control of Illness and/or Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the school community is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, Varicella and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as recommended by State and local health departments.

## Head Lice

Head lice are a common problem with school-aged children. It has nothing to do with cleanliness nor does it reflect poorly on you as a parent.

If live head lice or nits within one inch of the scalp are found in a child's hair, parents will be called to come and pick up their child and be provided with educational material. After treatment, the child will be allowed to return to school if no live lice are present or nits that are within one inch of the scalp. Please contact the school office if your child contracts lice. Feel free to contact our Health Office Staff for assistance in understanding and handling the treatment process. **Once your child is treated, a parent or guardian must bring them to school to be checked in the Health Office before being sent to class.**

## Dress Code

- **IMPORTANT:** We ask that you PLEASE take the time to label clothing items such as: coats, sweaters, raincoats, boots, hats, mittens, shoes as well as backpacks and other items. Children often are not able to identify what belongs to them. Please print your child's name clearly with a permanent marker.
- Please provide a Ziploc bag with a change of clothes, labeled with your child's name, to be left at preschool.
- Dress your child in comfortable, durable clothing. Students will often be engaged in activities that involve paint, glue, clay, etc. and large motor movement. They should wear clothes that allow them to turn, jump and play!
- Also remember to follow the P-H-M dress code (*no flip-flops, high heels, spaghetti strap tops, spandex, ripped clothing, clothing with inappropriate words or pictures, or any accessories that might be a distraction*). Undergarments may not be showing at any time (even when bending over). The dress code will be strictly enforced, beginning the first day of school. All of this information can be found in the P-H-M Handbook which is available on the P-H-M Website at <http://www.phmschools.org/>.
- As the weather turns colder, please keep in mind that we will go outside for recess as long as the temperature and/or wind chill does not fall below 0 degrees. Dress your child for playing out in chilly weather and snow, including a hat, gloves or mittens, boots, and snow pants.

## Curriculum Overview

This year in both the Madison and Meadow's Edge Preschools we will be learning many new skills including math, reading, science, social studies, writing, and social skills. The Madison Preschool will use an adopted curriculum from the IDOE approved Science of Reading curriculum list for early childhood education. Content and lessons focus on social, emotional and cognitive learning with a daily emphasis on creativity and problem solving and make-believe play. We will be building routines in the classroom that will ensure kindergarten readiness. In addition to building foundational skills, our curriculum will challenge each student to achieve their highest potential. Ultimately your child will thrive in their Madison or Meadow's Edge Preschool classroom and for years to come!

## Student Records

The teachers, counselors, Health Office, and administrative staff keep many student records. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal by October 1 of that school year.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships; photographs; video tape; and other similar information and images.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Act (PPRA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. There are exceptions as provided in state and federal laws that may permit release without consent. For instance,



confidential records may be disclosed to school officials with a legitimate educational interest in the records. A “school official” is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); school psychology, a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers).

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the school in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions. Parents and eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/policy/gen/guid/fpco/index](http://www.ed.gov/policy/gen/guid/fpco/index)

***Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:***

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## **CCDF & On My Way Pre-K Application**

The Madison and Meadow's Edge Preschools are funded through participation in state grants, facilitated by the Indiana FSSA (Family and Social Services Administration). The grants are income-based, and identified as the CCDF (Child Care Development Fund) and On My Way Pre-K. While grants funds will be directly paid to Penn-Harris-Madison School Corporation, it is the responsibility of parents to apply for their child to be funded. As such, participation in Madison Preschool Academy is contingent on enrolled families completing an application for CCDF and OMWPK, and maintaining their child's eligibility for these funds by submitting documentation required by these grants.

## **Title I Scholarships**

Penn-Harris-Madison may use Title I funds to partially support the preschool program to the extent there is established student need, and funding available (called a “Targeted Preschool Program”). In such a circumstance, PHM will place students based on academic and financial need, through the use of a common assessment or readiness.

## **Parent Payment**

Penn-Harris-Madison may allow for a parent to pay for their child to attend either preschool program if space allows, and the child does not qualify for a CCDF voucher or a Title I scholarship. PHM does not have an obligation to provide such spaces, and it is at the decision of the Corporation whether or not to allow paid openings. In the case that paid openings are made available, PHM will use a lottery system to award spaces if there are more applicants than available spaces.

In the case of parent funded student placements, tuition fees are set by the Penn-Harris-Madison School Corporation. During any absences or extended absences, including sickness, holidays, vacation and eLearning days, fee payments continue for each child. Tuition payments are due the first day of each month for the predetermined monthly fee. If payment is not received by the fifth of the month, a \$25 late fee will be added to your account and will be automatically due with your next tuition payment. Do not send cash tuition payments with your child. Cash tuition payments must be given directly to the school office secretary by the parent/guardian. If withdrawing your child, we require a minimum of a two week notice. Failure to pay your child’s tuition may result in suspension from the program.

## **Communication Folders**

A blue communication folder will be used to send important papers home. The guardian is responsible to check their child's backpack and communication folder EVERY DAY. *This folder will go home and must come back to school EVERY DAY!* Please send any notes or papers to school in the communication folder as well. Once these folders are sent home you will notice one side pocket has a green dot and the other has a red dot. The green dot means this is something that needs to be taken home and then returned to school. The red dot means that this is something to stay at home.

Your child will also need a backpack labeled with their name to carry items to and from school. This needs to be a regular sized backpack so folders, books, and projects can easily be transported home. Please encourage your child to take responsibility for bringing their backpack to school each day. Many projects, reading books, and handouts will come home on a regular basis, and some may be rather large, so please make sure your child's backpack is big enough to carry these items.

## **Lunch/Snack**

Your child will have the opportunity to eat both lunch and snack at Madison and Meadow’s Edge Preschool. Your child can enjoy a lunch from our cafeteria or bring a nutritious lunch from home. Please do not pack candy or pop.

### **Lunch**

- Madison Preschool lunch is from 11:00 a.m. - 11:30 a.m. in the cafeteria.

- Meadow's Edge Preschool lunch is from 10:15 – 10:45 a.m. in the cafeteria
- Snack**
- Madison and Meadow's Edge Preschool snack time is at 9:45am in the classroom.

## **Rest and Relaxation**

Every afternoon, students will have approximately 30 minutes to rest and relax. They may take their towel/blanket from home and find a place to lie on the carpet and listen to music or sleep. The students will remain quiet and rest before finishing their afternoon activities. We ask that you send in a towel/blanket from home, labeled with your child's name or initials, in a reusable small bag. This will need to be one that can be kept at school and occasionally sent home to be washed.

## **Behavior Management**

The Penn-Harris-Madison School Corporation maintains a safe and orderly environment. In maintaining a safe and orderly environment, preschool staff will adhere to a multi-tiered system of supports.

Madison and Meadow's Edge Preschool will use a positive reinforcement behavior system in the classroom. Students will be encouraged to consciously make good choices, and will be reminded that they are in control of their behavior. This gives us great opportunities to talk about using words to problem solve with their peers.

In compliance with CCDF Discipline Guidance, Preschool staff will not respond to behavior with:

- Threats or bribes
- Physical punishment
- Deprivation of food or basic needs
- Humiliation/isolation

In responding to misbehavior, Preschool staff will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use position language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out for no longer than one minute per year of your child's age, if necessary

Misbehavior will be addressed as moments for reteaching expectations. This may occur through a brief time-out, while under the supervision of the classroom staff. If misbehavior would persist, or create an unsafe environment, the building principal will give additional support, which may include removal from the classroom. The parent of a child removed for a behavior incident will be informed of the occurrence the same day. The Madison Elementary School and Meadow's Edge Elementary School RtI (Response to Intervention) teams are available to support students in need of behavioral support, which may include the incorporation of our Youth Development Specialist, or School Psychologist, with the agreement of the parent. It is the goal of our program

for all students to participate in a manner that is safe and positive for all students. In a circumstance of repeated unsafe behavior, a meeting will be held, including the principal, teacher, and parent. Per PHM policy, the principal has the right to use exclusionary discipline (suspension from school) in response to misbehavior. Additionally, the Director of Literacy and Title I may be involved in parent meetings to support positive behavior, and make determinations on supports necessary for continued enrollment in the program. If behavior issues are unresolved, the Director may request that you make other child care arrangements.

## **Non-Discrimination/Anti-Harassment**

It is the Penn-Harris-Madison School Corporation's policy to provide an equal educational opportunity for children regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within P-H-M's boundaries, or social or economic background. In addition, it is our policy to maintain an environment that is conducive to learning and free from all forms of unlawful harassment.

The following person has been designated to handle inquiries regarding P-H-M's equal educational opportunity and anti-harassment policies: Dr. Heather Short, Assistant Superintendent, 574-259-7941.

Additional information regarding P-H-M's Equal Educational Opportunity and Anti-Harassment Policies may be found in Board Policies 2260, 2260.01, and 5517.

## **Parent Volunteers/Visitors**

Parent volunteers do much to enhance our program. Some ways of assisting might include:

- assisting individual children or small groups
- guiding an art project
- preparing materials
- making games at home or school
- assisting with Mystery Reader
- holiday celebrations

If you are interested in helping please sign up on the appropriate sign-up sheet. **All volunteers will need to complete a required background check BEFORE volunteering, in addition to completing any necessary steps prescribed by the CCDF.** The required background check can be done in the school office. If you wish to visit our classroom, we ask that you contact your child's teacher to schedule a visit. Please call to schedule any visits at least 24 hours in advance. This will help us with planning.

Visitors may not enter the classroom until they have signed in at the front office and have received a visitor's badge. You will need to bring a **valid driver's license** to get a visitor's badge through our RAPTOR visitor monitoring system. This is a required component of our school safety plan. We also ask that all visitors wait at least one month (until October) before visiting our classroom so the children can adjust and become more comfortable in their new learning environment. Volunteers/Visitors may not photograph or record students or staff while on school property during the instructional day without permission from school administration. When permission is granted, visitors may only photograph or record their own child.

## Child Custody

At the time of enrollment, parents are expected to provide the school with court papers, including custody orders, pertaining to the allocation of parental rights and responsibilities. The school will honor all current court orders pertaining to the allocation of these rights. To the extent that these rights are modified by the court at any point during the time a child is enrolled as a student with Penn-Harris-Madison School Corporation, it is the responsibility of the parents to submit to the school a copy of the most recent court order.

In general, the parent who has physical custody of the child has the right to make day-to-day educational decisions relating to the child. In general, parents who share joint legal custody are to share the responsibility for the major decisions concerning the child's upbringing, including the child's education.

Unless restricted by a court order, a non-custodial parent will be given access to all student records, progress reports, and disciplinary actions. The non-custodial parent is responsible for informing the principal or the school office in writing of their wish to receive copies of records related to the student's school activities or academic progress. Should a custodial parent wish to prohibit the distribution of information and records to the non-custodial parent, they must provide a certified copy of the court order restricting the non-custodial parent's access.

Absent a court order to the contrary, the non-custodial parent may attend any school activities that are open to the public, such as concerts, fairs, and athletic events. In addition, the non-custodial parent may participate in parent-teacher conferences, classroom visitations, and all other school activities, unless the custodial parent has communicated in writing their desire that the non-custodial parent not participate in these activities and has provided the school a copy of the current custody order.

The non-custodial parent may not visit with the student during the school day absent written permission from the custodial parent. Furthermore, the student may not be released to the non-custodial parent unless the custodial parent gives written permission. The school day may not be used for additional parenting time.

P-H-M Staff will follow Court Orders related to child custody matters. P-H-M Staff does not seek to become involved in litigation related to child custody matters.

## Emergency Cards

Each child in our school is required to have complete and up-to-date emergency contact information on file in the office. It is essential that we are able to contact you (or a designated adult) if necessary during the school day. If there are any changes in your housing, employment, emergency phone number, email address, etc., please contact the office ASAP so we can update the information on your child's emergency card. THANK YOU!

## Recess

Your child will have at least one recess period every day and will need clothing that is appropriate for the weather. Please make sure your child comes dressed to go outside each day. During the winter months, this would include the BIG 5: snow pants, winter coat, mittens/gloves, boots, and a hat. Please send these in a reusable bag. We will go outside for recess unless the wind-chill is below zero. **Please label ALL belongings with your child's name.**

## **Supplies**

We are fortunate to have most of our supplies provided for us through our school budget. These items include paper, pencils, crayons, markers, scissors, glue, paint, etc. Beyond school supplies provided for students, we recommend that each student come to school with a backpack.

## **Toys**

Please do not allow your child to bring toys, cell phones, gaming devices, etc., to school. They could possibly be lost, stolen or broken, which causes an unhappy experience at school. In addition, these items are distracting to students, and we'd like to avoid distractions whenever possible.

## **Birthdays**

Birthdays are a fun time to celebrate each special student! At the Madison and Meadow's Edge Preschools we will do this during snack time on the day, or during the week, of the student's birthday.

**IF YOU HAVE ANY QUESTIONS ABOUT THE MADISON PRESCHOOL ACADEMY, PLEASE  
CONTACT US! YOUR PARTNERSHIP IS IMPORTANT AND VALUED!**

**Mrs. Lindsay Schirripa, Principal**

[lschirripa@phm.k12.in.us](mailto:lschirripa@phm.k12.in.us)

**Mr. Gary Gardner, Principal**

[ggardener@phm.k12.in.us](mailto:ggardener@phm.k12.in.us)

**Mr. Ryan Towner**

**Director of Literacy and Title I**

[rtowner@phm.k12.in.us](mailto:rtowner@phm.k12.in.us)

# Acknowledgement of Receipt of Handbook

**Penn-Harris-Madison School Corporation  
Madison Preschool Academy**

**This is to certify that I have received and read the Penn-Harris-Madison Meadow's Edge & Madison Preschool Parent Handbook and agreed to abide by it while my child is enrolled in the Madison or Meadow's Edge Preschool.**

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**Parent Signature**

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**Parent Name Printed**

**Date**

**(Please complete the Consent to Publish Form found on the reverse side of this page)**

# Consent to Publish Student Work and Photographs

At Penn-Harris-Madison School Corporation we value the strong communications we have with our families and community partners. Our students, teachers and staff are actively involved in many activities often winning school, local, state, national or international recognitions. We are proud of the amazing work accomplished by all our students. As part of our ongoing communication efforts, the District and/or Schools would like to spread the good news about these accomplishments. But in order to publicize the name, photo or works of your student(s), we need consent from the parent and/or guardian. This is the purpose of this form.

Photographs, video and/or audio may be taken of students and/or Student Work (as hereinafter defined) as a part of a curricular project, to promote a school event or to showcase student achievement. The Penn-Harris-Madison School Corporation (the "School Corporation") may use images and names of students and/or Student Work on any form of printed or digital communication, including P-H-M District or school websites, social media and newsletters. As part of P-H-M's public relations efforts, your student's achievement and/or involvement can also be shared with third party news media outlets. "Student Work" includes, but is not limited to: drawings; materials; writings; photographs; and images.

I understand that by signing this form I hereby give permission to post and/or publish photographs, the name, and/or Student Work of \_\_\_\_\_ (**student's name**) on the aforementioned websites, social media and any form of digital or written publication. I understand and agree that my child is not entitled to any compensation for Student Work or images appearing in said printed and/or digital communications.

Please note that this consent form cannot apply to public events. If your child attends or participates in an event that is open to the general public, such as a P-H-M athletic, theater, band, orchestra, choir, academic competition or another type of school or district sponsored activity, pictures might be taken and used in the before names district communications.

\_\_\_\_ **YES**, I give my consent. I recognize I may withdraw this consent by notifying, in writing, the principal at my child's school.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ **NO**, I do not grant consent

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_