



**Penn PALS Community Preschool
P-H-M Exceptional Education
55900 Bittersweet Road
Mishawaka, IN 46545
(574)968-9600**

Caroline Brill, Preschool, Coordinator

Penn PALS Community Preschool Parent Handbook 2016-2017

**Bittersweet Elementary School
55860 Bittersweet Road, Mishawaka IN 46545**

**Elm Road Elementary School
59400 Elm Road, Mishawaka IN 46544**

**Elsie Rogers Elementary School
56219 Currant Road, Mishawaka IN 46545**

**Mary Frank Elementary School
13111 Adams Road, Granger IN 46530**

We welcome you and your child to the Penn PALS Community Preschool where your child will imagine, explore and engage! Penn-Harris-Madison Schools is thrilled to introduce the new Penn PALS (Promoting Academic Learning Skills) Community Preschool to the Penn-Harris-Madison's team of excellence for the 2016-2017 school year. Formerly known as Growing Together Preschool, Penn PALS Community Preschool provides an atmosphere conducive to academic and social engagement

PARENT/SCHOOL COMMUNICATION

The parent/school partnership is an important part of your child's experience in the Penn PALS Community Preschool and open communication with our families is a top priority. Should you have questions about our program, you can contact our Site Coordinator by email, phone or written notes. Email is the preferred method, but if an emergency arises, please call the school office and leave a message for our Site Coordinator.

In order to provide appropriate supervision for our students, we are unable to answer the phones during class, arrival, and dismissal times. If you need to contact us, please leave a message and your call will be returned as soon as possible. If your message is urgent, call the main office, and it will be forwarded to us. Thank you for your understanding.

You will receive a monthly calendar containing the activities that your child will be engaged in as well as information about how to support your child's growth and development during their preschool experience. Also, in the Fall and Spring, you will receive a progress report for your child. Please check your child's back pack regularly for important notes.

ARRIVAL/DISMISSAL

Your child's safety is of utmost importance, so we ask that all parents follow our arrival and dismissal procedures for the safety of each and every student.

Staff members will begin receiving children for the morning session at 8:55 am, and for the afternoon session at 12:25 p.m. (Please note Elsie Rogers is 12:10 p.m.)

Staff members will begin dismissing children from the morning session at 11:25 am, and from the afternoon session at 2:55 pm. (Please note Elsie Rogers is 2:40 p.m.) If your child is going to be picked up by someone other than you, please notify your child's teacher in writing in advance. We do not allow anyone not listed as the child's emergency contact to pick up your child unless we have received a note from the parent/guardian specifying the change in schedule.

For your child's safety, the doors to the school building will be locked during class hours. If you are late in dropping off your child or need to pick up your child early, please go to the school office and sign in/out. Walk your child to the classroom when dropping off.

More specific information about drop-off and pick-up will be available at the open house.

ATTENDANCE

Please see that your child arrives at school on time. This is part of his/her preparation for elementary school. Regular attendance is urged so that your child does not miss learning opportunities. If your child will be absent, please call the school office in the morning to report your child's absence.

IMMUNIZATIONS

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

Each student must 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 2016 - 2017 are listed by the Indiana State Department of Health at <http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-combined-schedule-bw.pdf>. For your reference, the schedule of requirements is listed below:

2016 - 2017 School Year
IN State Department of Health
School Immunization Requirements
Updated November 2014

3 to 5 years old
3 Hep B (Hepatitis B)
4 DTaP (Diphtheria, Tetanus & Pertussis)
3 Polio (Inactivated Polio)
1 MMR (Measles, Mumps, Rubella)
1 Varicella

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. Students who may require administration of an emergency medication may have such medication stored in the school Health Office. However, if authorization for self-medication has been provided by the parent and physician the student may carry the emergency medications. Only emergency medications will be allowed to be carried by a student and only if the proper forms are on file.
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-5 may be released only to the student's parent, guardian or adult, eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. 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.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- I. 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 bases, 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.

ILLNESS

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 he has been fever free for 24 hours.
- Vomiting: home until he can keep food down and is free

of symptoms for 24 hours.

- Diarrhea: home until he is free of symptoms for 24 hours.
- Pink eye (conjunctivitis): home until he has been on antibiotic eye medication for 24 hours.
- Strep Throat: home until he 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 him/her to school to be checked in the Health Office before being sent to class.**

Hoosier Healthwise for Children

Hoosier Healthwise is an affordable insurance program offered by the State of Indiana for children from birth through age 18. Benefit packages cover a wide range of medical services and are available to families who meet income requirements. More information can be found at the website <http://member.indianamedicaid.com/programs--benefits/medicaid-programs/hoosier-healthwise.aspx>.

APPROPRIATE PRESCHOOL WEAR

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.

PHM DRESS CODE: 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 www.phmschools.org.

Your child will have numerous opportunities to participate in arts, crafts, and sensory activities that can be messy. We encourage children to explore and experience a variety of mediums that could stain or soil clothing, so please dress your child in comfortable play clothes.

Your child will also participate in gross motor activities, including playing on the playground. Please do not send your child in flip-flop style shoes (including Crocs) as these shoes pose a safety hazard. Also, please remember to use sun block on days that it is sunny, as your child will be playing outdoors. 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 20*. Dress your child for playing out in chilly weather and snow, including hat, gloves or mittens, boots, and snow pants.

PRESCHOOL SUPPLIES NEEDED:

BOOK BAG – labeled with his/her name, large enough for a folder, for bringing home completed work and parent information.

EXTRA SET OF CLOTHES – in a plastic bag labeled with his/her name, in case of wet or soiled clothing, or toileting accident. Please include shirt, pants, socks, underwear.

DIAPERS OR PULL UPS – if your child is not yet toilet trained, please keep a supply in the book bag.

CURRICULUM INFORMATION:

To promote Kindergarten readiness for students, we will be providing a curriculum crucial for development that includes cognitive, social, emotional, physical, and language activities. We will continue to utilize the ISTAR-KR Standards

based on the Indiana Kindergarten Standards, SPARK, Everyday Mathematics, Foundations, and Handwriting Without Tears.

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.

Parents and eligible students may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school by October 1. Additional information regarding student records and rights under the Family Educational Rights and Privacy Act may be found in P-H-M Board Policy 8330.

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

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

TUITION

Tuition is due the first week of each month and tuition envelopes will be sent home with your child at the beginning of each month. Payment should be sent back to the classroom teacher using this envelope. A late payment notice will be sent home and if tuition is delinquent by three months, your child will no longer be able to attend until the balance due is paid.

SNACKS

Snacks will be provided during school. However, to keep tuition costs affordable, snack donations are welcome. Information regarding snack donation and suggested items will be available to families at the open house. ALL SNACKS BROUGHT TO SCHOOL MUST BE STORE-BOUGHT, WITH INGREDIENTS LISTED ON PACKAGING. We ask that food items containing peanuts or peanut butter NOT be brought to school, as some children have severe allergies to these products. If your child has a food allergy, or if there is a food item you would prefer your child not be offered, please be sure to provide us with that information if you have not already noted it on your application.

Birthday celebrations may be arranged with your child’s teacher. If your child’s birthday occurs when school is not in session, you may choose another time to celebrate, such as half-birthday.

FORMS

Student emergency forms must be completed and turned in by the first day of class. Immunization records and birth certificates, if not already submitted, must be turned in by September 30, 2016.

If you have any questions or concerns, please contact your Site Coordinator:

Bittersweet: Kristi Vandygriff 968-2345 kvandygriff@phm.k12.in.us
Elm Road: Michelle Treber 968-0738 mtreber@phm.k12.in.us
Elsie Rogers: Patti Reppert 968-0668 preppert@phm.k12.in.us
Mary Frank: Theresa Byszewski 968-0938 tbyszewski@phm.k12.in.us

It is the P-H-M’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. Kay Antonelli
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.