



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

Caroline Brill, Preschool, Coordinator

Penn PALS Community Preschool

Parent Handbook

2018-2019

Bittersweet Elementary School

Elm Road Elementary School

Elsie Rogers Elementary School

Mary Frank Elementary School

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 2018-2019 school year. Formally 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 2018 - 2019 are listed by the Indiana State Department of Health at <http://www.cdc.gov/vaccines/schedules/downloads/child/0-18-yrs-combined-schedule-bw.pdf>. For your reference, the schedule of requirements is listed below:

2018-2019 School Year
IN State Department of Health
School Immunization Requirements
Updated November 2015

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	
Kindergarten – 4	3 Hep B	2 Varicella
	5 DTaP	2 Hep A (Hepatitis A)
	4 Polio	2 MMR

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 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, Nursery Rhymes, and Foundations.

Behavior Management

The Penn-Harris-Madison School Corporation maintains a safe and orderly environment. Students are expected to follow the Positive School-Wide Behavior Plan. The expectations and skills embedded in these plans are based upon the Life Long Guidelines and Life Skills. These expectations and skills are taught and reviewed at various times throughout the school experience. Expectations, guidelines and skills are posted in every building and teachers expect students to follow them on a daily basis. The Life Long Guidelines are: Truth, Trust, Active Listening, No put-downs, and Personal best. The Life Skills are: Integrity, Initiative, Flexibility, Perseverance, Organization, Sense of Humor, Effort,

Common Sense, Problem-solving, Responsibility, Patience, Friendship, Curiosity, Cooperation and Caring.

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.

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 his/her 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.

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.

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
Washington, D.C. 20202-4605
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.

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 his or her 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, he or she 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 his or her 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.

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 a 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, 2018.

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

Bittersweet: Kristi Vandygriff 968-2345 kvandygriff@phm.k12.in.us
Elm Road: Brandon Coleman 259-3743 bcoleman@phm.k12.in.us
Elsie Rogers: Pam Walters 259-5231 pwalters@phm.k12.in.us
Mary Frank: Theresa Byszewski 272-0340 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. Heather Short
Assistant Superintendent of Instruction
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.