

# Parent Handbook

## **The Prep School**

*A school for your 3- to 6-year old*

525 W. 17<sup>th</sup> Street  
Bloomington, Indiana 47404  
(812) 333-2882

## About The Prep School

Since 1988, THE PREP SCHOOL has served the Bloomington community by developing an innovative program for its younger citizens.

THE PREP SCHOOL specializes in educating 3 to 6 year olds. We have professional, licensed teachers and full-time or part-time preschool and Kindergarten programs.

THE PREP SCHOOL offers a strong, academic curriculum in which the students work at their own pace and on an individually designed program; a positive child centered environment in which students explore the activities that make up their world; and valuable peer interaction skills in which students make friends and resolve conflicts successfully.

During the week, THE PREP SCHOOL'S curriculum includes music class, Spanish class, movement class, and library. In addition, our Kindergartners practice the art of karate.

THE PREP SCHOOL is owned by Lia Ozolins Baker. Lia has owned the school since January 1996. Lia attended Indiana University and has her Bachelor's Degree in Elementary Education and her Master's Degree in Educational Leadership. Lia also teaches adult students full-time at Ivy Tech State College in its Early Childhood Education Program. When asked about her educational philosophy, Lia believes in promoting a life-long love of learning in others!

# **The Prep School Educational Program and Philosophy**

## **The Prep School Education Program**

Our education program emphasizes individual instruction and exposure to learning based on each child's capacity. Thus our program is based on two major principles. First, planning specific learning tasks for children should be based on individual needs and potentials and second, creating a positive environment for children which enables them to grow from both an educational and social perspective is essential.

Each class area is organized to create a cheerful, secure environment for children. Age appropriate toys and activities are provided to engage children. Daily outside activities will be provided as weather permits.

## **The Prep School Objectives**

1. To support children in developing a positive self-image.
2. To encourage individual creativity.
3. To foster respect to the rights of others.
4. To foster and protect children's physical health.
5. To offer experiences as individuals in group situations.
6. To develop language skills and conceptual learning through positive communication among peers and adults.
7. To expose and foster the development of learning as a life long process.
8. To stimulate children's innate interests and curiosities through a variety of experiences.
9. To support each child's family as the essential mainstay of his/her life.

# \* P O L I C I E S \*

## Accidents

While we make every attempt to prevent situations that are dangerous to children, accidents will still occur. If and when your child has an accident, the supervising teacher will fill out duplicate copies of an "Ouch" form. The Ouch form is a report of what happened and the action taken after the accident. You will receive a copy of this report the day the accident occurs. The second copy will be placed in your child's permanent file.

If the accident requires medical assistance, we will take your child to the emergency room at Bloomington Hospital for treatment. Should this situation occur, you will be notified immediately. Please be sure all of your family's contact information is updated regularly!

## Admission

The Prep School admits children of any race, color, handicap, or national origin to all the rights, privileges, programs and activities generally available to children at the school. In administration of its educational policies, and admission policies, The Prep School does not discriminate on the basis of race, color, handicap, national and ethnic origin, or sex.

## Arrival and Departure

At the time of arrival, you should take your child to his/her classroom and report your arrival to a staff member. A "Sign In and Sign Out" form is located near the front entrance. All adults bringing children to school or picking them up from school are required to sign them in and out on this form. Notifying a teacher of departure is also required.

## Attendance

Tuition payments are required for each full week of school regardless of absenteeism due to illness or vacation. However, vacation days are allowed for both part-time and full-time students.

Please inform the director (in advance) of all scheduled vacation days and or absences for an extended period of time by filling out a vacation form. This vacation form **must** be turned in 2 weeks in advance to get your tuition credited. If the form is not turned in, you will not receive tuition credit.

Each family receives 5 vacation days for each year (beginning of Fall-next Fall). However, vacation days are pro-rated for those families who start mid-year. If your child starts after December 31<sup>st</sup>, only 3 vacation days are allotted. If your child starts during the summer session zero days are allotted. Forms are available through the director.

### **Clothing**

Children should wear comfortable play clothes to school. All articles of clothing should be labeled for identification purposes. An extra change of clothing should be kept in your child's cubby at all times. Please include underwear and socks.

### **Discipline**

Teachers and other staff will not use, nor permit any other person to use, corporal punishment or any other harsh, unusual, humiliation or frightening methods of punishment to control the actions of an individual child or a group of children. Children will never be humiliates, shook, hit, spanked or subjected to verbal abuse or profanity.

If a child's behavior is unacceptable, the teacher will use behavior re-direction. If this does not work, the teacher will then separate the child from the group usually to a quiet area of the room.

### **Emergency and Child Release Information**

The Prep School must have an "Emergency and Student Release" form on file for each child. The names of all individuals who are authorized for child pick up must be listed. Our staff will release your child only to the individuals who are listed on the form. The Prep School will not release children to anyone whose name is not on the "Emergency and Student Release" form. Our staff may request identification from the person who picks up your student.

In order to ensure the security of all children, we ask that you inform a staff member when a new or different person will be picking up your child. The pick up person's name should be on your child's release form. In addition, you should give a description of the pick up person to the staff member. If the pick up person is someone new, he or she will be required to show identification to the teacher and /or director.

In case of an accident or an illness, our staff must be able to contact someone who is responsible for your child. Therefore, all telephone numbers must be kept current this includes work and home numbers.

### **Field Trips**

Students must arrive to the school 15 minutes prior to the bus leaving for a field trip. Departure times are listed on your child's weekly letter from their teacher, the parent information board, and the monthly calendar. Students must ride the school bus to and from The Prep School.

If a student arrives to the school after the bus has left, they will *not be allowed to meet us at the field trip site.*

Students will board the bus by class and sit on the bus with their teacher. Parent Chaperones who are present may sit with their child in the area that their child's class is sitting.

Roll call will be called every time the bus leaves a site.

Parents must sign the posted field trip permission sheet for each field trip.

Field trip fees must be paid in cash before the field trip.

### **Health Form**

A Child Health Form must be completed and in your child's school file within 30 days of attending The Prep School. This form requires documentation of your child's immunization record and the results of a physical exam within the last 12 months. If this form is not received within this time frame, we will not be able to provide further services to your child. The Child Health form must be updated on an annual basis. We provide this form for you and will notify you each year when it needs to be updated.

As mentioned above, this form asks for current immunization records and a current physical (within a year's time frame). According to the State of Indiana Family Services division, this form needs to be signed by a doctor.

### **Health Guidelines**

Many children exhibit early warning signs of an oncoming illness such as: lethargy, listlessness, lack of appetite, irritability or change in the normal

sleeping pattern. You should alert your child's teacher if your child has one or more of these symptoms.

The following guidelines should be adhered to for keeping your child out of school as a result of illness. Please notify our school if your child becomes ill.

- A. Fever of 101 degrees taken orally or under the arm.
- B. A cold with a respiratory infection and/or a fever.
- C. One or more episodes of vomiting
- D. Two or more episodes of diarrhea.
- E. Communicable and contagious diseases such as: chicken pox, scarlet fever, measles, pink eye, mumps, etc.
- F. Parasitic conditions such as: lice, scabies and pinworms.

### **Holiday Closings**

The Prep School is closed on the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- The day after Christmas
- New Years Eve
- New Years Day
- The day after New Years Day
- The Friday before the first day of each semester

In addition to the holiday closings, other closings due to bad weather or other emergencies will be announced on Bloomington radio stations.

### **Hours of Operation**

The Prep School is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. In order to plan efficiently for meals and adequate staff, we need to know the approximate hours your child will be attending our school.

Please inform the office if your child will arrive late or he/she will be absent on a regular school day. If your child is absent for three or more days, the director might contact you to inquire on his/her situation.

### **Illness**

Please do not send your child to school if he/she is ill. We do not have facilities to care for sick children. If your child becomes ill during school hours, we will ask your child to lay down on a cot in a separate area of the classroom. Your child will be supervised closely while we contact you to pick him/her up.

### Late Pick Up

The Prep School closes promptly at 6:00 p.m. Under normal circumstances, late fees will be assessed to parents whose children have not been picked up by 6:00 p.m. at the rate of \$5.00 per 10 minutes.

### Meal Service

The Prep School provides meal service according to the requirements of the Department of Public Welfare, the Indiana State Board of Health, and the USDA. All weekly menus adhere to state guidelines and are regularly reviewed by the above sources. Menus are posted in the entry way of the school.

According to Indiana state guidelines, we are not permitted to serve food which has been prepared at home. This means that if you bring birthday treats to school, they must be store bought and not home baked. State guidelines also require that if your child cannot eat or drink any item on the posted menus, a doctor's statement with the specific food item and substitutions to be made should be provided.

#### **Breakfast:** 7:30-8:00 am

1. Juice or fruit
2. Cereal, toast or other bread item
3. Milk

#### **A.M. Snack:** 9:00 a.m.

1. Juice or fruit
2. Bread item

#### **Lunch:** 11:45-12:30 p.m.

1. Milk
2. Meat or protein source (we offer 2 choices each day)
3. Two vegetables or one vegetable with a salad
4. Fruit or dessert
5. One bread item

#### **P.M. Snack:** 2:30 p.m.

1. Milk
2. Bread item

## **Medication**

According to law, we are prohibited from administering non prescription medication such as aspirin or cough medicine to children unless it is accompanied by a doctor's statement with the dosage and time schedule for administering the medication.

If your child needs to take prescribed medication during school hours, the State Board of Health requires that you follow the procedure outline below:

- Fill out a Medication Form. These are available from a staff member.
- Leave the Medication Form and the medication with a teacher. The medication will be put in a labeled container in the refrigerator or in a locked cabinet.
- The medication must be in the original bottle. A doctor's statement is required if your doctor gives you a sample as a prescription.

## **Outside Play**

The State Department of Public Welfare requires that all children go outside on a daily basis, unless the weather is severe and poses a safety and or health hazard. During the winter months, please dress your child accordingly with hat, gloves, boots, etc.

All children are required to participate in outside activities. We can accept a note from the parent requesting that his/her child stay inside for one day. If your child needs to stay inside longer than one day, a doctor's statement with the exact dates and the action to be taken is required.

## **Parent Communication**

Parents are welcome to visit or observe The Prep School classes at any time. Under normal circumstances, an observation should be scheduled in advance to be certain that children will be in the building and not on a field trip at the time of observation.

We invite all parents to participate during field trips. If you plan to attend a particular field trip please sign up on the field trip bulletin board or discuss your participation with your child's teacher.

Parent/Teacher conferences, Parent Meetings, Open Houses and other functions are periodically scheduled throughout the school year. All scheduled programs are noted in the Prep School's calendar. The purpose of

these functions are to provide opportunities to learn about programs and to get to know the teachers and children of the school.

Progress reports are sent home three times a year. You are welcome to discuss your child's progress at any time.

Each classroom teacher at The Prep School publishes a weekly "newsletter" which is sent home with all children in the classroom. The purpose of their newsletter is to inform parents about upcoming events, what's happening in your child's classroom and other related child care information.

The Prep School also supports verbal communications between the parents and teachers. Your child's teacher is available at certain times of the day to answer questions regarding daily activities. If you call to talk to a teacher during instructional house or while the children are eating lunch, we will ask you to leave a message. The teacher will return your call as soon as possible.

All lead teachers are scheduled between the hours of 7:00 a.m. and 6:00 p.m. thus, a good time to communicate with your child's teacher is in the morning when you drop your child off, or in the afternoon when you pick him/her up. Please feel free to ask your child's teacher for their available hours.

### **Quiet Time**

The Prep School is required a "quiet time" for all children. During quiet time, children are asked to rest on cots. Children are not required to sleep. We do not provide pillows and blankets for children. Thus, we suggest that parents bring a pillow and blanket from home for quiet time. All linens and washable items should be taken home each week for cleaning. After 45 minute, and if children are not sleeping, children will be offered to participate in quiet activities.

### **Safety**

Teachers are assigned to a particular group of children and are responsible for the safety of those children. Children are never left alone or unsupervised.

In the event of a medical emergency, the rescue squad and the parents will be contacted immediately. All teachers are trained in CPR and first aid.

All teachers are required to participate in monthly fire drills.

In addition, all teachers are familiar with emergency evacuation plans for fire, tornado, and other disasters. The plans and procedures for emergency evacuation are posted in each classroom.

### **Termination of Services**

While we are established to accommodate the individual needs of parents, there are some circumstances in which The Prep School could not offer service. These include the following:

1. Repeated non-payment of tuition
2. Failure to abide by The Prep School policies and procedures.
3. Persistent behavior or developmental problems occurring in the child, which suggest that it would be in the best interest of the child not to attend The Prep School.

### **Tuition**

The first tuition payment must be made on or before the first day of attendance. Payments are acceptable by cash, money order or personal check. All tuition payments should be made to The Prep School **and placed in the tuition payment box.**

If a personal check is returned to The Prep School from the bank due to insufficient funds, all bank fees charged to The Prep School as a result, will be the responsibility of the maker. After a second return of your personal check, you will be required to pay The Prep School with cash or a money order.

Tuition is due in full by the first or in halves by the first and fifteenth of each month. All families will be billed before the 1<sup>st</sup> and 15<sup>th</sup> of each month. Payment is expected by the 1<sup>st</sup> and the 15<sup>th</sup> of each month. If the 1<sup>st</sup> or the 15<sup>th</sup> fall on Saturday or Sunday, tuition payments are expected the Friday before. A late fee of **\$5.00 per day** will be assessed for late tuition payments.

If you plan to leave The Prep School permanently, you must give a two week notice of your departure.

## Tuition Rates

The Prep School is committed to providing high quality affordable care for your children. The following is the tuition rate until notice. Siblings receive a 25% discount.

### **TUITION RATES**

full time 5 days per week = \$600.00/ month

part time 2-4 days per week = \$30.00/ day

## Toileting Policy and Bathroom Use

All children must be toilet trained before they begin attending The Prep School. While toileting accidents may occasionally occur, we do not have the facilities to regularly change a child who has repeated accidents. As a parent you can support us by doing the following:

Do not send your child to school if he/she has diarrhea or other severe toileting problems.

If your child has a medical condition which requires excessive use of the bathroom, and or a regular bathroom schedule, please inform your child's teacher. The teacher will make sure your child has frequent access to a bathroom at all times.

All classes have scheduled bathroom times. To use the bathroom during other times, your child should ask his/her teacher for help.