



FAMILY HANDBOOK

Greenfield-Central Community School Corporation
Cougar Cubs Preschool

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Nurturing imagination, inspiring a love of learning.

Program Information

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Program Locations and Office Hours

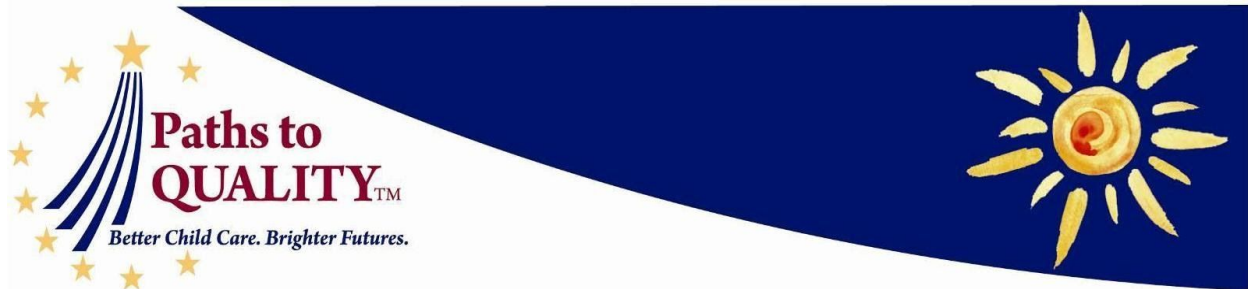
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|--|---|
| <p><u>Cougar Cubs East</u> 1331 North Blue Road Greenfield, IN 46140</p> <p>Office Hours: 7:00 AM-4:30 PM</p> | <p><u>Cougar Cubs West</u> 700 North Broadway Street Greenfield, IN 46140</p> <p>Office Hours: 7:00 AM-4:30 PM</p> |
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Mission Statement

Cougar Cubs Preschool will provide high quality early learning for all children ages three to five. We believe that all children are capable, creative, and caring learners who desire to interact and communicate with others. Young children are naturally curious and need to touch, move, sing, and play to learn.

Paths to QUALITY



Research overwhelmingly demonstrates that high quality early childhood programs prepare children for future success in school, work, and life. In the first five years of life, children's brains undergo exponential brain development. The brain develops in reaction to the environment, and experiences in a child care program can contribute to that brain development. Quality rating and improvement systems measure performance in early childhood programs to ensure quality care for children.

Cougar Cubs Preschool is currently rated a Level Three out of the four levels on the Paths to QUALITY rating system by the state of Indiana. We are currently in the process of reaching level four and national accreditation. States across the nation use quality rating and improvement systems, and Paths to QUALITY is Indiana's Child Care Quality Rating and Improvement System. Our rating validates the effort put forth by our teachers to ensure that your child receives quality care, including: a healthy and safe environment, planned curriculum, and an environment that supports children's learning.

Each of the four levels of Paths to QUALITY addresses higher standards of care in early learning.

1. Level One: Health and safety needs of children are met
 - a. Meets basic health and safety requirements
 - b. Staff are trained in First Aid, CPR, Child Development, Nutrition, and Health and Safety
 - c. Classrooms are monitored annually to ensure compliance with licensing regulations
2. Level Two: Environment supports children's learning
 - a. Provide a consistent daily schedule
 - b. Plan activities for children
 - c. Provide relevant program information for families
3. Level Three: Planned curriculum guides child development and school readiness
 - a. Implement a planned curriculum to guide learning
 - b. Provides professional development for staff to increase quality of care and learning
 - c. Incorporate family and staff input into their program
4. Level Four: National accreditation (the highest indicator of quality) is achieved
 - a. Program seeks and achieves accreditation by a nationally recognized body of accreditation, such as NAEYC (The National Association for the Education of Young Children)
 - b. The ten standards of accreditation with NAEYC include: Relationships, Curriculum, Teaching, Assessment of Child Progress, Health, Staff Competencies, Preparation, and Support, Families, Community Relationships, Physical Environment, and Leadership and Management

To learn more about Paths to QUALITY, please visit: <https://www.in.gov/fssa/2554.htm>

Program Goals

Each day, your child will participate in many activities designed to help them meet the following goals by the end of the year. This list is just an example and is not all-inclusive. Your child will have the opportunity to:

Literacy: identify letters, make rhyming words, retell stories, print concepts, sing rhyming songs, learn nursery rhymes

Math: count, identify numbers, match objects to a written number, identify shapes, create patterns

Cognitive: promote experimentation, inquiry, observation, and exploration through play, increase curiosity, develop persistence and attention span

Language: engage in conversations with adults and peers, listen to and follow multi-step directions, develop language skills

Social/Emotional: take turns, identify emotions and calming strategies, begin to resolve conflicts with peers independently, develop a love of learning

Physical Development and Health: write and copy letters, shapes, and numbers, hold a pencil or crayon correctly, hop on one foot, run in a straight line, model healthy eating

Social Studies: identify community helpers, concepts of money, and concept of an address

Science: describe types of weather and seasons, use tools for simple investigations, describe function of body parts

Arts: sing songs in a variety of ways, convey emotions through movement, progress in ability to draw and create

Program Offerings and Calendar

| Program Option | Preschool Hours | Extended Care |
|---|------------------|-----------------|
| Cougar Cubs West: Full Day (Monday-Friday) 700 N. Broadway Street | 8:00 AM-2:00 PM | 7:00 AM-4:30 PM |
| Cougar Cubs East: Full Day (Monday-Friday) 1331 N. Blue Road | 8:00 AM-2:00 PM | 7:00 AM-4:30 PM |
| Cougar Cubs East: Half Day (Monday, Wednesday, Friday OR Tuesday and Thursday) 1331 N. Blue Road <i>(Per Case Conference Committee placement only)</i> | 7:20 AM-11:30 AM | 7:20 AM-2:00 PM |

Cougar Cubs Preschool follows the Greenfield-Central Community School Corporation school calendar.

Preschool is in session during the 180 scheduled student days per the G-CCSC school calendar that can be found at gcsc.k12.in.us

Children must be three years old by December 1st of that school year in order to attend preschool. Children may attend after their 3rd birthday. Families may apply for Cougar Cubs and their child can be placed on the waiting list in case a classroom has an opening, but we cannot hold a classroom placement for a child prior to their 3rd birthday.

Program Cost, Fees, and Payments

| Program Option | Non-Staff Rate | G-C Staff Rate* |
|--|---|---|
| Monday-Friday Cougar Cubs East or West | Preschool Only (8:00 AM-2:00 PM): \$125/week | Preschool Only (8:00 AM-2:00 PM): \$100/week |
| | Preschool with Extended Care (7:00 AM-4:30 PM): \$150/week | Preschool with Extended Care (7:00 AM-4:30 PM): \$125/week |

***The G-C Staff rate applies to employees who are legal guardians of the student.**

Registration Fee: A \$50 non-refundable registration fee is expected at the time of registration unless otherwise noted.

Consumables Fee: There will be a \$30 consumables fee per semester for all children enrolled in the program. You may pay for both semesters at the beginning of the year or pay one semester at a time.

Tuition Support: We accept Child Care Development Fund (CCDF) vouchers for all children attending Cougar Cubs Preschool. Cougar Cubs Preschools is also an On My Way Pre-K Provider and accepts OMWPK vouchers. For assistance with CCDF or OMWPK vouchers, please reach out to the Early Childhood Coordinator.

Payments are due the Friday before the week of service. Payments are made through EZ School Pay or by cash or check made payable to GCSC.

We require payment for scheduled school days except for Fall Break, Winter Break, and Spring Break. Thanksgiving Break will be prorated due to the short school week. If you take a vacation outside of school breaks or your child misses school due to sickness or for any other reason, we do expect tuition to be paid in full.

We understand that hardships do occur. If you are experiencing difficulty making tuition payments, please reach out to the Early Childhood Coordinator.

- After one week of delinquent payments, you will be informed in writing of your late payment balance.
- After two weeks of delinquent payments, you will be informed in writing again of your balance and services will be suspended until your balance is paid in full.

Late Pick-Up Fee Policy: We understand the occasional emergency occurs. However, prompt pick up is important. After picking up your child late more than two times, you will be charged a \$25 fee. This fee will be charged for every late occurrence thereafter. (The late fee is charged because we pay staff overtime to stay after hours to care for your child.)

Family Engagement

Cougar Cubs Preschool recognizes that you are your child's first teacher. Therefore, we believe in a partnership approach to educating the whole child. We welcome your involvement in supporting your child's learning within our program, including open houses, family literacy nights, field trips, celebrations, and end of the year ceremonies.

In addition, your child's teacher will communicate with you in several ways about your child's day and education:

- **Daily Folder:** Your child will have a folder that goes home each night. It is important that you check it every night for any notes.
- **Weekly Communication:** Your child's teacher will communicate weekly news detailing the week's activities. This communication could come in various forms, including digital or print.
- **Conferences:** Your child's teacher will provide you with the opportunity to have at least one conference throughout the year to review progress and address any concerns. You may always schedule additional conferences with your child's teacher. The grading period dates are at the end of semester one and the end of semester two.
- **Preschool Parent Association:** Cougar Cubs Preschool is proud of our Preschool Parent Association. Parents and preschool staff members gather approximately once a month to discuss questions related to preschool, to collaborate on special events, and to build relationships between families and staff members.

Curriculum and Instruction

Cougar Cubs Preschool follows Indiana State's Foundation Standards, which are accessible online at <http://www.doe.in.gov>

Your child will receive instruction in whole-group, small-group, and individual settings. Instruction in the classroom is provided through teacher-led and child-led activities. Our practices in the classroom do not derive from one single philosophy of education, but include best practices in early learning. Some curriculum supplements that may be used in your child's classroom include:

- **Open-Ended Learning:** Your child will have daily opportunities for free play and open exploration in various learning centers, such as math, science, art, writing, blocks, dramatic play, library, and sensory.

- **Conscious Discipline:** Your child's class will use Conscious Discipline, an evidence-based and trauma-informed approach to developing social and emotional skills.
- **Handwriting Without Tears:** Handwriting Without Tears is a curriculum supplement that provides many hands-on opportunities for our preschool students to learn about letters, shapes, colors, and numbers.
- **EveryDay Math:** EveryDay Math is a curriculum supplement to aid in teaching math concepts, such as numeracy, geometry, data, and counting.

Assessment

Throughout the year, your child's teacher will make on-going observations in order to assess learning. We utilize the Indiana Student Performance Readiness and Observation of Understanding Tool, I-SPROUT, to assess your child throughout the year. I-SPROUT measures children's knowledge in Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being and Motor Development, and Fine Arts. I-SPROUT is not a traditional standardized test; students do not select answers to questions. Rather, our teachers use this tool to make close observations and document student learning during a typical school day.

Arrival and Dismissal

Indiana Code prohibits vehicles from idling within 100 feet of schools. Vehicles are asked to turn the ignition off within 100 feet of our school facility. *Please do **NOT** leave siblings in your car unattended while you bring your preschooler inside the building.*

Please send a note if there is a change in your normal pick-up routine. Any adult who arrives to pick up a child must be on our documented list of approval. If a staff member does not recognize the person picking up, the staff member will ask for a photo ID.

We will not release a child to someone who is impaired or intoxicated. We will immediately report the incident to the local police agency.

Cougar Cubs East and Cougar Cubs West have different instructions for arrival and dismissal.

For Cougar Cubs East (Located at JB Stephens Elementary):

The doors will unlock at 7:00 AM. You must walk into the building to pick up and drop off your child. Please park in the parking lot and walk your child to the Preschool Entrance at Door 16. Please utilize the crosswalk when crossing the street. Please do **NOT** leave your child until he or she is with one of the Cougar Cubs Preschool staff. If you aren't sure who the preschool staff is, please ask.

For Cougar Cubs West (Located on 700 N. Broadway):

The doors will unlock at 7:00 AM. At that time, you will be able to enter the building and drop off your child with a staff member. The door to the classroom will always be locked, and the teacher or other staff member will meet you at the door upon your arrival. Please do **NOT** leave your child until he or she is with one of the Cougar Cubs Preschool staff. If you aren't sure who the preschool staff is, please ask.

Daily Routine and Schedule

Your child's schedule will differ depending on classroom placement and teacher discretion. Some activities that your child will participate in will include:

Morning Meetings: Morning meetings will consist of different activities based on the specific classroom and teacher. Morning meetings may incorporate a story, a whole group game or activity, calming activities, review of the calendar, and preview of the day's activities.

Small Groups: Small groups will be individualized to develop your child's skills. Small groups will include lessons taught by their teacher, fine motor, literacy, or math activities with peers, or groups led by the instructional assistant.

Free Choice: Free choice is an important component of the day in which your child will be engaged in open-ended play. Our classrooms consist of ten centers, and your child will be able to explore these centers, including art, sensory, library, dramatic play, blocks, fine motor, literacy, math, science, and music.

Gross Motor: Each day, your child will also be given opportunities to develop their gross/large motor skills. Gross motor time could include time outside on the playground, in the gym, or in the classroom.

Child Find

Child Find is the process of locating, identifying, and evaluating all students 3 years of age but less than 22 years of age, who are in need of special education services and related services, regardless of the severity of their disability. If you have any questions, please contact Rachel Ross-Kroemer, Assistant Director of Special Education, at 317-462-4491.

Recommended IEP services are provided at no cost to families. Based on a student's progress and Case Conference Committee recommendations, or if a child no longer qualifies for special education, the preschool classroom is still an option for families if they are interested, but tuition fees would apply at that time.

Student Dress Code and Clothing Notes

We ask that all children be provided with a change of clothes (underwear, socks, pants, shirt, and shoes) because our classroom activities are endless and quite possibly very messy. Our school will not have extra clothes on hand. If the teachers need to send home any messy clothes, they will put them inside a plastic bag with a note included asking for those clothes to be washed and a new set to be sent to school the next school day. We also ask that children come to school in clothes that can get messy, and are not their best clothes. While we will do our best to ensure clothes stay free from paint and spills, accidents will happen. Closed-toe shoes are suggested for all children for safety during outdoor play.

Lost and Found

Children often have identical items of clothing. In the event of misplacement, it is very difficult and time consuming to determine the rightful owner. In order to avoid loss and confusion, please put your child's name on all personal belongings such as coats, hats, boots, gloves, umbrellas, and backpacks. Lost and Found locations are outside the gymnasium and in the office.

Nap

Children in our full day programs will have nap time/quiet time every day. The school will provide a cot and a cot name tag for every child. It is recommended that your child brings in a blanket, pillow, and a small stuffed animal. Those items will not be available through the school. All naptime items from home will be sent home on Fridays to be washed every weekend. The teachers will clean cots on Fridays as well. If a child does not nap, we do ask that they remain quiet for at least 30 minutes and then the teachers will provide quiet activities during this time while their classmates nap. Our licensing standards state that we must provide rest/quiet time for all children in a full-day program.

Discipline and Behavior

We use Conscious Discipline to teach social and emotional skills. Conscious Discipline is a relationship-based approach to discipline. Teachers will support children in resolving conflict and getting their needs met through appropriate behaviors. Teachers are here to help the children learn how to communicate and treat each other. We will teach the children how to respect everything in the classroom. Teachers will communicate with children with respect. Our preschool students will be taught to follow these Safety Commitments as part of our Conscious Discipline program:

1. I will use watching eyes.
2. I will use listening ears.
3. I will use kind hands.
4. I will use walking feet.
5. I will use a quiet voice and kind words.

At times, children may have a difficult time behaving appropriately in the classroom for a variety of reasons. We will not allow a child's behavior to continue if the child will hurt him/herself, others, or property. Teachers will use redirection, implementation of Conscious Discipline calming strategies, modeling, or gently separating the child from the group for a brief period of time. Physical punishment, threats, bribes, humiliation, isolation, or withholding food is never used. Recurring concerns for the child will be addressed with the family. **You will be required to sign our discipline policy.**

Children with significant behavioral difficulties, such as repeated hitting or biting, will be observed and incidents will be documented. If a pattern arises, a conference will be scheduled to discuss possible solutions. Please note, if a child's behavior reaches a point at which they are interfering with the learning process, the Director of Elementary Education or

school principal has the right to suspend the child from school. The occasions which allow for a suspension are listed in our elementary schools' handbooks which are located on the G-C website and in each teacher's classroom.

Potty Training

If your child is not potty trained, please provide diapers or pull-ups and wipes. The teachers will inform you when they are getting low on supplies so that you are able to restock. If your child runs out of pull-ups during the school day, we will call you to bring in more as we do not have extras available. Please provide at least one change of clothes for your child in case of accidents with a diaper/pull-up and for potty training purposes. The school does not have extra clothes.

Attendance

Please communicate absences due to an illness or any other circumstance by contacting the preschool secretary at your child's school location and your child's teacher. (See page two for contact numbers.) If you cannot call for any reason, please send a note the next school day or send an email to your child's teacher.

Medication

In order to comply with Indiana law IC 20-33-8-13 and IC 34-30-14, and to protect all parties involved, Greenfield-Central Community School Corporation has adopted the following medication policies. NOTE: ALL PRESCRIPTION MEDICATION AND OVER THE COUNTER MEDICATION MUST BE BROUGHT TO SCHOOL AND PICKED UP FROM SCHOOL BY A PARENT, GUARDIAN, OR DESIGNATED ADULT.

A parent/guardian must bring these medications to school in the original container. Students may not carry medication to school. The container must be labeled by the pharmacy with the student's name, physician's name, name of medication, dosage, route (i.e., by mouth), conditions for storage, prescription date and expiration date. Form 5330 F1 must also accompany this medication, which is to be signed by the prescribing authority and the parent/guardian.

If it is necessary for a student to keep emergency prescription medication with him/her (insulin, inhaler or EpiPen), the appropriate care plan, signed by a physician, must be filed each school year with the clinic.

All over the counter medications stored in the clinic require a physician to complete Form 5330 F1b. The parent/guardian must also sign this form and bring the medication to the clinic. Only medication brought to the clinic in a new, sealed, unopened container will be accepted. Over the counter medicines will not be administered if they do not comply with the guidelines.

Medications must be kept in the clinic for dispensing. Students may not carry medication on their person or in their desk. Students are permitted to carry and self-administer throat lozenges without physician documentation. It is the parent's responsibility to provide instruction to the student on the appropriate usage of throat lozenges.

Health, Safety, and Security

If your child is injured or becomes ill while at school, every effort will be made to make the child comfortable and, if necessary, contact a parent or guardian of the child. If a parent or guardian cannot be reached, we will attempt to contact the emergency numbers that you have listed. If this is not possible or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance services will be the responsibility of the parents or guardians.

When a student comes to the clinic during the day with a complaint of illness, his or her temperature will be checked by clinic personnel. If the student has a fever of 100 degrees or higher, is vomiting, has diarrhea, or other apparent illness, the parent/guardian will be notified. Otherwise, the student will return to class. Students who have a temperature of 100 degrees or higher will be sent home from school. Students with a fever should be kept at home until such time as the fever has subsided for 24 hours without the use of medication.

If you are contacted by the school's health assistant that your child has lice and/or nits (eggs), you will need to have your child cleared to attend school. Even if your child has no lice, but nits are visible, your child might not be allowed to attend until cleared. This is most likely to happen if there are several nits close to the scalp. To be cleared, you will need to bring your child to the school health clinic and if the health assistant or school nurse determines your child to be free of lice and/or nits, he/she will be readmitted to school. If your child still has evidence of lice and/or nits, he/she will be sent back

home with you at that time. Please do not hesitate to ask us or your physician for guidance in treating the problem. The county health nurse can also assist you, and we will be glad to help you arrange an appointment to meet with her.

Medical coverage for students: Although we make every effort to keep our playgrounds and buildings safe, occasionally students are injured. The school corporation's insurance policy doesn't provide medical or accident insurance on students. You may wish to check with your health and accident insurance carrier to assure that your policy includes coverage for injuries to your child that may occur at school.

If your child is exhibiting behavior indicating that he/she is not feeling well, please follow these guidelines:

1. If your child vomits or has diarrhea, they should be symptom free for 24 hours before returning to school.
2. If your child has a fever, their temperature should return to normal without the use of any fever reducing medication for 24 hours.
3. If they are sneezing, coughing, or have a runny nose, please use your discretion as to whether to send them or not. We can always wipe noses! If it is clear, they probably either have a cold or allergy. If it is thick and discolored, they may have an infection.
4. If your child comes to school and starts exhibiting any of these symptoms, we will call you to come and pick up your child. Please make sure to have emergency pick up options available because they should not be riding a bus when they are sick.

If we all follow these simple guidelines, it will keep everyone healthier and reduce the number of days your child misses overall.

Food Allergies: In the case of allergies, or any other dietary needs, notify your classroom teacher by filling out the section about allergies on the "Registration and Medical Emergency Form" located in the registration packet. Food allergies will require documentation from a medical provider.

School Closings and Delays

In the event of a weather-related school closing, all Cougar Cubs Preschool classrooms will also be closed. In the event of a two-hour delay, all Cougar Cubs Preschool classrooms will also operate on a two-hour delay schedule.

Full-Day Classrooms: Extended Care AND Preschool Only will begin at 9:00 AM. End times remain the same.

Half-Day Classrooms: The AM class will begin at 9:20 AM. End times remain the same.

For postings of school closings, delays, emergency early dismissals, cancellations and major school safety alerts, check the following local TV stations: WRTV-TV (6), WISH-TV (8), WTHR-TV (13) or radio stations: WRGF (89.7) Greenfield-Central School Corporation radio station, WIBC, WFMS. You may also call the school Voice Mail System for cancellations and delay of school announcements. Every effort will be made by school officials to make such decisions before 6:30 A.M., so that the word can be spread to all involved parties. Please do not call the superintendent's office.

Emergency Early Dismissal: While such dismissals are infrequent, it is important that every child knows what he/she is expected to do in such cases. Arrangements should be made in advance with a friend or neighbor if you work or are frequently away from home. In case of early dismissal, calling the school for arrangements is strongly discouraged.

Having students call home or your workplace in cases of early dismissal is not an option. Please complete and return the early dismissal form that is available upon registration, as well as the "Alert Now" registration form.

Nutrition

Full day students will be served lunch during the school day. For lunch, your child may bring lunch from home or purchase lunch from school. Lunch is \$2.85 per day and is not included in tuition.

Menus are posted in the classroom and on our website. Meals and snacks that we provide must meet all the requirements for types of food and amounts under the USDA Child Care Food Program.

Transportation and Field Trips

For children receiving transportation services: Children will not be allowed to change their usual transportation routine without an addendum to their IEP. If you need to make a permanent change to your location for your child's pick-up/drop

off, you must contact your child's teacher and a new transportation plan will need to be created. This process may take up to one week before it can be implemented. There are no 'temporary changes'.

Transportation will not be provided for Cougar Cubs Preschool, unless noted in an IEP or for a field trip. See below Transportation Policy:

1. Cougar Cubs Preschool does not provide transportation to school or other extra-curricular activities, unless noted in a child's IEP. Occasionally, we take field trips and parents are always invited to participate.
2. On field trips, child/staff ratios will be maintained at all times and only qualified adult licensed drivers will transport children. Drivers will follow all Indiana laws and will not use cell phones at any time while in the vehicle
3. If children are transported for field trips, you will always know prior to the trip and permission must be signed by a parent or guardian.
4. Children will always be restrained in proper car seats and/or seat belts and at no time will a vehicle exceed the recommended capacity.
5. Children will not be left unattended. Upon returning from each trip, the vehicle will be inspected to ensure no children are still on board.
6. We have automobile insurance covering the transportation of children for field trips.
7. All vehicles used for transportation will be maintained in safe condition.

See below for GCSC Bus Policy:

The Greenfield-Central Community School Corporation bus drivers are responsible for and have control of their assigned buses at all times. The driver shall keep order, maintain discipline, treat all individuals in a civil manner, see that no one is imposed upon or mistreated while on the bus and ensure the safety of everyone on the bus.

1. When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The school bus driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair and shall use every care for the safety of the children.
2. A student shall upon entering the bus, be helped to the assigned seat by the assistant on the bus.
3. Students shall not stand or move from place to place during the trip. If students are assigned seats, they will remain seated throughout the trip on the bus.
4. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
5. Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
6. Windows and doors will not be opened or closed except by permission of the bus driver. There is a safety line on all side window posts and windows must not be lowered past that line. All body parts must be inside the bus at all times. No objects are to be thrown out the window.
7. Students shall not enter or exit the bus until it has come to a full stop and the door has been opened by the bus driver.
8. Students shall be waiting at their designated bus stop area five (5) minutes prior to the expected bus arrival time. The bus driver will not be required to wait longer than any other stop. If there is no signal from the parent, the driver may leave.
9. If a student does not ride for three (3) consecutive days without prior notification from the parent or guardian, the driver is not required to stop. Bus service will resume after the parent or guardian contacts the Transportation Department.
10. Students should stay at least ten (10) feet back from the spot where the school bus stops for pickups. Students should not crowd to be first on the bus. They should wait until the bus has come to a complete stop.

Field Trips: Your child's teacher may plan field trips related to studies in the classroom. Any child or chaperone attending the field trip must ride on the bus with the class. Parents are responsible for paying the field trip fee or making other arrangements by the assigned deadline. Only children in the classroom, the teachers, and designated adult chaperones may attend field trips. Chaperones must have an approved background check and approval from the teacher before attending.

Communication

In order for your child's teacher to have the best communication possible, it is important that you keep all of your contact information up to date. If there is a change in address, phone numbers, place of work, emergency contact, doctor, etc. please contact your teacher immediately.

If a parent is concerned about an academic or behavior problem, it is very important that they contact the school so the problem may be solved. It is best for the parent to first contact the teacher. No problem can be solved without the combined efforts of the parent and teacher. If a parent still has concerns, the second step would be to contact the Early Childhood Coordinator. If an issue is still not resolved, the third step would be to contact the Director of Elementary Education.

Staff and Volunteers

Corporation Policy requires **ALL** volunteers to annually complete and have on file an approved Volunteer Profile Form. Permission for a Criminal History Check is a component of this form. If you plan on volunteering in the classroom or chaperoning a field trip, then this form must be completed and cleared prior to your activity.

School Celebrations

You may send in pre-packaged, store bought, individually wrapped treats with your child to share with classmates. Treats will be eaten at a time determined by the classroom teacher. Invitations for parties may not be distributed at school.

Termination of Services

Termination can occur for any of the following reasons:

- Failure to pay fees or tuition in a timely manner
- Aggressive or abusive behavior by a parent or child, either physical or verbal (for example: threats, slander, or obscene language) toward children, staff, or other personnel
- Failure to provide necessary documentation and paperwork as mandated by the government, funding sources, or our program
- Failure to provide verification of your child's physical exam within 30 days or to provide updated immunization records as needed
- Fraud, including falsifying any documentation presented to the program regarding eligibility

Mandatory Reporting

Any person working with children is required by law to report suspected child abuse or neglect. If child abuse or neglect is suspected, Cougar Cubs staff are required to contact Indiana Child and Family Services. As required by law, the parent will not be contacted by the school in cases of suspected abuse or neglect. Our staff will maintain confidentiality. Concerns regarding staff should be sent to the Director of Elementary Education to be handled.

Equal Opportunity and FERPA

The Greenfield-Central Community School Corporation is committed to equal opportunity. All courses, student activities, educational services, programs, instruction, and facilities will not be denied to anyone in the School Corporation on the basis of race, sex, religious beliefs, handicapping condition, or national origin including limited English proficiency.

The law guarantees your family rights to privacy in school matters. You must notify the principal by September 1, or within fifteen days of enrollment (whichever is later in the school year) if you do not want your child's photo or name to appear in school-sponsored publications. This includes newsletters, school directories, honor roll or awards lists, promotion rosters, athletic programs, Twitter Accounts etc.

Emergency Child Care

Families can call the child care resource and referral agency to assist in emergency care, in the event of temporary closure of their child's classroom or school. The number is 1-800-299-1627.

Addendum: 2020-2021 Return to School Information

HEALTH AND SAFETY SCREENING EXPECTATIONS

Maintaining a healthy school environment is made easier when sick individuals do not attend school. We are requiring all Greenfield-Central families to keep children home when they are sick. Greenfield-Central staff members are required to participate in daily self-screening at home, and are required to stay home if they are sick. When reporting an absence, parents and staff will be asked if the symptoms of the illness are consistent with those listed for COVID-19.

The COVID-19 Parent Screening for Parents provided by the Indiana State Department of Health lists the following symptoms that will result in a student being sent home, or signal for a parent to keep a student home:

- Temperature of 100 or chills
- Sore throat
- Cough or shortness of breath (especially new onset, uncontrolled cough)
- Diarrhea, nausea or vomiting, abdominal pain
- Headache (particularly new onset of severe headache, especially with fever)
- New loss of taste or smell
- This list does not include all possible symptoms. Other symptoms may be considered when determining when a student should stay home.

Symptomatic students or staff members may return to work/school per the ISDH Return to School Guidance. The simplified version is that symptomatic students and staff may return when:

- Symptoms are improved for 24 hours, fever free for 24 hours without the use of fever-reducing agents, ***and*** a negative COVID-19 test. Documentation of the negative test is required.
- OR**
- Ten days have passed since the onset of symptoms, symptoms have improved for 24 hours, and fever free for 24 hours without the use of fever-reducing agents. No documentation is required from a healthcare provider.
- OR**
- Alternate diagnosis given by a healthcare provider. Documentation from the provider must give a return date and state that his/her illness was “not related to COVID-19” or “Cleared to return to school/work”.

If a student or staff member is symptomatic, all siblings and household members must stay home. This means siblings and household members will be sent home even if asymptomatic. Household contacts must remain home for 14 days if the symptomatic household member chooses to not get tested. If the symptomatic household member receives a negative COVID-19 test result or receives an alternate diagnosis from a healthcare provider, all siblings and household members may return to school/work sooner than 14 days as long as documentation is provided and they remain asymptomatic.

If a student or staff member is identified as a close contact to a non-GC related confirmed COVID-19 positive case (for example, spouse, grandparent, non-GC co-worker, etc.), documentation must be provided by a health department or healthcare provider indicating the first date of return. GC is not responsible for initiating or conducting contact tracing on non-GC related exposure. This documentation must have the student or employee’s name on it and their earliest return to work/school date.

Parents should ensure their child has a daily self-screening and staff are required to self-screen daily before coming to school. Parents and staff are required to notify the school if any of the self-screening responses are a “yes”. Attendance rates will likely decrease among our student and adult populations during the 2020- 21 school year. In light of the current pandemic, Greenfield-Central is placing a heightened value on maintaining a healthy school environment. To support this heightened awareness:

- Each school will discontinue perfect attendance incentives for students.
- Should a student or staff member become symptomatic with one or more of the COVID-19 symptoms listed above, they will be sent home and will be instructed on their earliest return date upon departure from the school.
- Schools may be closed for short periods of time during the school year with very little notice. Families should have multiple child care plans in place.

PREVENTATIVE MEASURES

Greenfield-Central will enhance cleaning procedures in all classrooms and common areas and on high-touch surfaces. Additional hand sanitizing stations will be installed throughout the schools, and frequent hand-washing will be promoted throughout the school day.

- Transparent barriers will be installed in offices, cafeterias, and other high-traffic areas.
- Schools will require social distancing in all areas where practical. When social distancing is not practical, students and staff will be required to wear a cloth face covering. Therefore, all students and staff will be expected to have a cloth face covering or face shield (with medical documentation provided) with them at all times. (Examples of these times would include arrival, dismissal, passing periods, and classrooms when social distancing is not able to be maintained.)
- Cohort groups will be established among our preschool and elementary-aged students to assist with containment and contact tracing. Intermediate and junior high students will be grouped to the greatest extent possible.
- Opportunities to adjust schedules to decrease transitions and mixing of students and staff will be utilized when possible. Transitions within the school day will be limited as much as possible.
- In places that are practical, one-way travel patterns will be identified with markings in hallways and other high traffic areas. Lockers may not be utilized.
- We will work to create a culture where everyone properly manages coughing and sneezing.
- We will provide several touchless water bottle filling stations in main areas of each school for convenience. Students are encouraged to bring water with them each day.

PROTECTING VULNERABLE POPULATIONS

Greenfield-Central recognizes that some of our students and staff are members of a population that is vulnerable to the effects of COVID-19 and other communicable diseases. The use of personal protective equipment by staff members or students may be used when necessary to provide additional protection for themselves as determined by their healthcare provider. Individualized health plans and procedures will be developed in collaboration with staff and caregivers to address the needs of medically fragile students and staff.

VIRUS CONTAINMENT EFFORTS

Greenfield-Central will put measures in place to contain any confirmed or suspected case of COVID-19 among students or staff.

- Students/staff will be excluded from school if they test positive for COVID-19 and they will be excluded if they exhibit the symptoms of COVID-19. (See “Return to school/work” below.)
- If, during the course of the day, a student or staff member becomes symptomatic or is identified as a direct contact to a confirmed positive COVID-19 case, the student or staff member will be placed in isolation until they can leave the building. Students/staff will be required to wear a cloth face covering while in isolation. Parents should develop plans to pick their child up from school as quickly as possible if the school needs to send the student home early.
- Procedures will be developed for communicating to school staff and parents if they have been identified as a direct contact to a known positive COVID-19 case.
- Custodial and transportation staff will deep clean/disinfect the building, buses, furnishings, and equipment prior to the return of any student/staff member. Each of the Greenfield-Central Schools will be professionally cleaned and disinfected each night.

Staff and students may return to school and work when the following conditions have been met:

POSITIVE TEST, SYMPTOMATIC

- Isolate at home for 10 days from the date symptoms began, AND
- Fever-free without fever-reducing medication for 72 hours, AND
- Other symptoms have improved for 72 hours

POSITIVE TEST, ASYMPTOMATIC

- Isolate at home for 10 days from the day the test was taken. Should the individual not develop symptoms, they may return 10 days after the positive test.
- If the individual develops symptoms, then isolation time starts on day 1 of symptoms. The individual would then follow the above referenced POSITIVE TEST, SYMPTOMATIC protocol listed above.

TESTED AND NEGATIVE, SYMPTOMATIC

- Isolate at home for 10 days from the first day symptoms appeared, AND

- Fever-free without fever-reducing medication for 72 hours, AND
- Other symptoms have improved for 72 hours

UNTESTED, SYMPTOMATIC

- Isolate at home for 10 days from the first day symptoms appeared, AND
- Fever-free without fever-reducing medication for 72 hours, AND
- Other symptoms have improved for 72 hours

SYMPTOMATIC, UNTESTED, WITH ALTERNATE EXPLANATION (strep, influenza, etc., as determined by a provider)

- May return to school after 24 hours resolution of fever without the use of fever-reducing medication, AND • Healthcare provider must submit a letter stating the student or staff member has an alternate diagnosis and the provider believes it's appropriate for them to return to school.

ANY STUDENT OR STAFF WHO IS IDENTIFIED AS CLOSE CONTACT TO A POSITIVE COVID-19 CASE (currently a close contact is someone who was within 6 feet for more than 15 minutes of someone with confirmed COVID-19, regardless of whether a cloth face covering was used or not)

- Quarantine for 14 days before returning to school. Must remain symptom-free. If an individual develops symptoms, then refer to the symptomatic scenarios referenced above.
- Those identified as a close contact should consult their healthcare provider for further guidance regarding testing options.

STUDENT TRANSPORTATION

Greenfield-Central is committed to providing transportation to as many students as possible. However, riding a G-CCSC bus will have some additional requirements that have not been in place historically. Students will be required to wear a cloth face covering when they are on a bus. Bus seats will be limited to two students per seat and each student will be assigned a seat. Social distancing will be expected when students enter and leave a bus. Buses will be disinfected at the end of morning and afternoon routes. To assist the corporation in decreasing the density of each school bus, we are asking parents to consider driving their children to school if/when possible.

FOOD SERVICE

Greenfield-Central fully intends to continue serving meals to students during the school day. This will include breakfast and lunch meals. Students will have options to purchase meals without exchanging money. The use of EZSchoolPay is strongly encouraged for lunch account payments. Food lines will be marked for social distancing. Barriers will be utilized as much as possible to support social distancing guidelines and curb the spread of germs. Meal service times may be extended to allow for increased safety precautions. Parents of students who are experiencing school in the virtual environment may pick up meals as determined by their food service department. Parents will not be able to visit their child during lunch periods.

CONFERENCES AND VISITORS

Visitors to our buildings will be restricted. Parents entering the school will be asked to wear a mask. Plastic partitions will be in place as a further precaution. Whenever feasible, conferences will be conducted virtually. On-site conferences will occur under the approval of school administrators.

PRESCHOOL ARRIVAL AND DISMISSAL

Cougar Cubs East (JB Stephens Elementary)

- Arrival
 - Families will be asked to remain outside when dropping off their child.
 - Park in the parking lot and walk up to Door 16. Please use the crosswalk to cross the street. Door 16 is located on the south end of the school, by the preschool/kindergarten playground. Wait along the sidewalk while maintaining a 6-foot distance from others.
 - Staff members will meet you at the door at your assigned drop-off time.
 - 7:00-7:10 AM: Extended care students
 - 7:20-7:25 AM: Extended care students, AM half day students
 - 7:50-8:00 AM: Preschool only students, 8-11:30 students, remaining extended care students
 - 11:00-11:10 AM: PM half day students
 - Extended care families: please choose the time that works best for your family.

- It is very important that you arrive on time at your scheduled time.
- Dismissal
 - Families will be asked to remain outside when picking up their child.
 - Park in the parking lot and walk up to Door 16. Please use the crosswalk to cross the street. Door 16 is located on the south end of the school, by the preschool/kindergarten playground. Wait along the sidewalk while maintaining a 6-foot distance from others.
 - Staff members will meet you at the door at your assigned pick-off time.
 - 10:20 AM: AM Half day students
 - 11:30 AM: 8:00-11:30 students
 - 2:00 PM: PM Half day and Preschool Only students
 - 2-4:30PM: A secretary will be stationed inside Door 16 and will retrieve your child from the classroom as you arrive.
 - It is very important that you arrive on time at your scheduled time. Late fees will apply for children not picked up on time.

Cougar Cubs West (700 N. Broadway)

- Arrival
 - Families will be asked to remain outside the glass doors when dropping off their child.
 - Park in the parking lot. Enter the main entrance and stop at the second set of double doors. Please maintain a 6-foot distance from others.
 - Staff members will meet you at the door at your assigned drop-off time.
 - 7:00-7:10 AM: Extended care students
 - 7:30-7:40 AM: Extended care students
 - 8:00-8:10 AM: Preschool only students and remaining extended care students
 - Extended care families: please choose the time that works best for your family
 - It is very important that you arrive at your scheduled drop-off time.
- Dismissal
 - Families will be asked to remain outside the glass doors when picking up their child.
 - Park in the parking lot. Enter the main entrance and stop at the second set of double doors. Please maintain a 6-foot distance from others.
 - Staff members will meet you at the door when you arrive.
 - 2:00 PM: Preschool only students
 - 2-4:30 PM: Extended care students
 - Extended care families: A staff member will bring your child to you as you arrive. Please be patient as it may take a few moments to gather your child and their belongings and walk to you.
 - It is very important that you arrive on time at your scheduled time. Late fees will apply for children not picked up on time.

TEACHER WORK DAYS

Cougar Cubs Preschool has historically been open for students on teacher work days. Beginning with the 2020-2021 school year, Cougar Cubs will ***not*** be open on teacher work days. Preschool will only be open for students during the 180 scheduled student days per the G-CCSC school calendar. Teacher work days are essential to the high-quality learning environment that we provide. On teacher work days, preschool teachers participate in professional development opportunities, collaborate with colleagues on multi-tiered systems of support, complete assessments and record data in I-SPROUT (Indiana Student Performance Readiness and Observation of Understanding Tool), and much more.

Handbook Acknowledgment

Please sign below indicating that you have read all components of this Family Handbook.

Program Contacts
Mission Statement
Paths to QUALITY
Program Goals
Program Offerings and Calendar
Program Cost, Fees, and Payments
Family Engagement
Curriculum
Assessment
Arrival and Dismissal
Daily Routine and Schedule
Child Find
Student Dress Code and Clothing Notes
Lost and Found
Nap
Discipline and Behavior
Potty Training
Attendance
Medication
Health, Safety, and Security
School Closings and Delays
Nutrition
Transportation and Field Trips
Communication
Staff and Volunteers
School Celebrations
Termination of Services
Mandatory Reporting
Equal Opportunity and FERPA
Emergency Child Care
Addendum: 2020-2021 Return to School Information
Handbook Acknowledgement

Please sign below to acknowledge that you received the Cougar Cubs Preschool Handbook and that you have read and understand all parts of the handbook. If you do not understand a section in the handbook or have any other questions about the handbook, please ask your child's teacher.

I received and reviewed the Cougar Cubs Preschool Handbook:

Parent/Guardian Signature

Date Signed