

AVON SEEDLINGS PROGRAM HANDBOOK



2020-2021

WELCOME

Welcome to the Seedlings Preschool Program. The staff has prepared an exciting educational year for your child!

MISSION STATEMENT

The Seedlings' staff is committed to creating a warm, nurturing, and safe environment where each child may grow, learn, and develop to his/her full potential.

PAYMENTS

The payment schedule is over a ten-month period from August to May. There is no credit given for days not used during the school year. Two equal payments will be due on the 1st and 15th of each month OR one payment can be made monthly. The program cost is represented in the chart below:

Number of Program Days	Annual Cost	Cost Minus \$150 Registration Deposit/Fee	Ten Month Payment Plan August – May	Monthly/Daily Costs
185	\$6,417	\$6,267	\$313 due 1 st and 15 th of each month August-May	\$627/\$34

*There will be a fee for late payments. Any payments exceeding thirty days will incur 10% of the outstanding amount. Payments can be dropped off in the Maple or Pine Tree office.

*If you choose to withdraw your child from the Seedlings program at any point during the school year you must first give ten day's notice to the front office staff at either Maple or Pine Tree Elementary.

PARENT COMMUNICATION

Communication with parents regarding their child's progress is of primary importance to all staff in Avon Schools. As a district, we encourage communications that are authentic and occur in a reasonable timeframe based upon the question, input or simply to provide feedback. This approach supports one of the five overarching goals of the ACSC Strategic Plan, which states: *enhance communications at all levels to build stronger, richer and more authentic relationships*. To this end, our staff strives to promote optimal options for communicating with families between home and school.

COMMUNICATION OPTIONS

Now more than ever there are multiple ways to communicate with both your school and child's teacher. In principal letters and Back-to-School Night events, families will be informed of how they will receive both school-wide communications (school website, school newsletters, School Messenger Voicemails and/or emails, texts, Twitter, etc.), and information from classroom teachers (teacher websites, classroom newsletters, emails, Twitter, etc.) Because communication is a two-way street, parents are encouraged to email, call and leave a voicemail or schedule an appointment to talk to your child's teacher at any time. On occasion, we do experience technology issues. If you have not received a response at the end of 2 school days, please call and leave a voice message for the staff member. Should you not receive a response after this message it is appropriate to contact the building administrator. In case of an emergency, always call the school office directly for immediate assistance.

The Seedlings teachers utilize communication folders that will keep you informed about your child and his/her classroom on a daily basis, when possible. Parents should use the folder provided to convey questions to the teacher or assistants, share information about possible problems (lack of sleep the night before, unusual behavior, important changes at home, etc.).

Please send the folder to school EVERY DAY in the backpack. Check the daily log each evening for information, messages and talking points with your child.

SCHOOL BAG

A standard sized backpack without wheels is recommended to help carry items from home to school and back. The backpack will be checked every day for notes or items from home. Be certain to place your child's name on the backpack.

CONTACTING THE TEACHER

Good communication is important to everyone. Notes, in the communication folder, emails and phone calls are encouraged. It is a Maple/Pine Tree practice to return calls and emails the same day. Your child's teacher will provide you with their email address and phone extension.

DROP-OFF/PICK-UP

Due to COVID-19 restrictions, parents are no longer able to walk students to their classrooms. They will come into the office and staff will be available to take children to their classroom. Thank you in advance for helping with this process.

LATE DROP-OFF/EARLY PICK-UP

To pick up your Seedlings child early from school or to drop them off after school has started please go the Pine Tree or Maple main office in order to sign him/her in and/or out for the day.

ILLNESS

Students should not attend school if they have a temperature of 100 degrees or above, or if they have vomited or have had diarrhea in the past 12 hours. They must be fever-free, without the aid of medication, for 72 hours before returning to school. Please remember to call the school and report students' absences if they are ill, or send a note defining the illness upon their return.

Communicable Diseases are infectious or contagious. The following Communicable Diseases should be reported to the school office or clinic: Covid-19, Chickenpox (Herpes Zoster), Pink Eye (Conjunctivitis), CMV (Cytomegalovirus), Diphtheria, Fifth Disease (Erythema Infectiosum), Hand, Foot, and Mouth Disease (Coxsackie Virus), Hantavirus Pulmonary Syndrome, Hepatitis, HIV/AIDS, Impetigo, Infectious Diarrhea, Respiratory Flu (Influenza), Lice (Pediculosis), Measles, Meningitis, Mononucleosis (Epstein-Barr Virus), Mumps, Pinworms, Pertussis, Poliomyelitis, Pneumonia, Ringworm (Tinea Corporis, Tinea Capitis), Rubella, Scabies, Strep Throat, Scarlet Fever (Streptococcal Infections), Tick-Borne Infections (Lyme Disease, Rocky Mountain Spotted Fever), Tuberculosis. The child may return to school after receiving proper treatment.

Guidance on health and illness are subject to change as we navigate the COVID-19 Pandemic. Current information will always be found on the district website. That information may supersede information in this handbook. [Avon Back to School & Covid Information](#) and information from Hendricks Regional Health [HRH COVID-19 Information](#)

MEDICATION

Only those medications that are medically necessary during school hours should be sent to school. The parent/guardian must send a signed medication form with the medication. Medication forms are available in each school office or online. The very first dose of any medication may not be given at school. If a child needs to take medication at school the following must be completed:

Prescription Medication: Prescription medication must be sent in the original container with the original prescription label intact, and must be accompanied by a Physician Authorization Form for Administration of Prescription Medication by School Personnel signed by the doctor and the parent/guardian. Have the pharmacist prepare two labeled containers, one for school and one for home. For prescription samples, the bottle must be labeled with the student's first and last name. It must be accompanied by a note from the doctor stating the name of the medication, the strength, how much of the medication is to be given to the student, at what time and how taken, i.e. "by mouth."

If it is medically necessary for a student to carry medication for a *life-threatening* situation, the Authorization for Self Carry/Administration of Emergency Medication at School and After School Activities form must be completed and signed by the student's parent, physician, school nurse and principal.

Over the counter medication: Over-the-counter medication, including cough drops must be sent in the original container with the original label and directions intact, and be accompanied by a Parent Request Form for Administration of Over the Counter Medication by School Personnel signed by the parent. All medicine sent to school is to be labeled with the student's first and last name.

ALL MEDICATION IS KEPT IN THE CLINIC. The student is to bring the medication to the clinic at the start of the school day and the nurse or her designee will administer the medication at the appropriate time. Unused medicine by students in pre-kindergarten through grade 8 must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. For students in grades 9 through 12, unused medicine may be sent home with the student only with the written permission of the student's parent.

Due to safety concerns, medications that are listed as CONTROLLED SUBSTANCES or medications that require an ID at the pharmacy ARE NOT PERMITTED TO BE CARRIED BY ANY STUDENT in the Avon Community School Corporation. These medications include, but are not limited to the following: Ritalin, Adderall, Concerta, Focalin, narcotic pain medication, such as but not limited to Darvocet, Oxycontin, Codeine, Hydrocodone and others such as Xanax, Ativan, Valium, Diastat, and Tramadol.

Again, these medications CANNOT be taken to or from school by any student, regardless of age.

IMMUNIZATIONS

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.

Minimum immunization recommendations for students enrolled in pre-school:

3 to 5 years old

- 3 Hepatitis B
- 4 DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio (Inactivated Polio)
- 1 MMR (Measles, Mumps & Rubella)
- 1 Varicella

Minimum immunization requirements for students enrolled at Kindergarten:

Kindergarten

- | | |
|---------------|-------------|
| 3 Hepatitis B | 2 MMR |
| 5 DTaP | 2 Varicella |
| 4 Polio | 2 Hep A |

CURRICULUM

The academic component of the day will include programming based upon the Foundations to the Indiana Academic Standards for Young Children from Birth to Age 5 as posted on the Indiana Department of Education website.

BEHAVIOR INTERVENTION

Each Seedlings instructor utilizes positive behavior supports in their classroom. Children ages 3-5 are still learning the routines and rules of school. 😊 Expected behaviors are reinforced with positive praise and recognition. Research overwhelmingly shows this as the most effective way to create a classroom environment conducive to learning. Individual behavior plans with specific goals and rewards may be utilized to teach expected behavior in some cases. While it is our hope children will respond positively and be too engaged to misbehave, on rare occasions consequences are needed. Some

examples include time out, loss of a privilege, parent contacts and in rare cases a conference with a school administrator. While extreme behavior problems could equate to your child being dismissed from the program, there are many steps to be taken before that would occur.

DRESS ATTIRE

Children should wear comfortable, washable, clothing to school. Please save dressy clothes for special occasions. The staff tries to be neat, clean, and careful, but food accidents do occur among young children. The students will be painting, finger painting, playing with play-doh, and gluing often. **TENNIS SHOES** are recommended because we will be participating in movement activities daily. **SHOES WITHOUT BACKS ARE NOT PERMITTED!** Students will also go outside when weather permits, so please dress your child with appropriate outerwear for the season.

EXTRA CLOTHES

Please send an extra set of seasonal clothes for your child to have available at school. Please include a pair of socks, as well as a shirt, pants, and underwear. Clothing will be kept in a labeled bag. Just for added assurance, please label your child's clothing with his/her name. Please also supply at least 2 extra facial coverings/masks each week.

LUNCH

The Seedlings children will be eating lunch at school. Breakfast is optional and parents can decide if they want their student to eat breakfast. The Elementary School Dining Room provides breakfast and lunch daily; students may opt to bring a sack lunch from home. The prices for breakfast and lunch items are as follows:

Student Lunch	\$2.50	Student Breakfast	\$1.50
Extra Entrée	\$1.50		
Milk	\$0.50		

IMPORTANT NOTE: School lunch will not be provided on the following days, therefore, each child will need to pack their lunch: July 27, July 28, November 10, January 4, January 18 & May 31

SNACK

The students will have a snack every day and possibly twice depending on arrival of your child. The snack costs are included in your monthly fees. The cafeteria manager will take care of ordering snacks each week. PLEASE contact your child's teacher if your child has a food allergy or specific diet.

EMERGENCY CLOSING/DELAYS

Situations such as inclement weather may make it necessary for school to be closed early. In the event this should happen, please have a plan in place that is understood by you, the school, and your child. When weather conditions are threatening, please listen to local radio and TV stations for information concerning early closings WCBK-FM 102.3, WEDJ-FM 107.1, WRTV TV-6, WISH TV-8, WTHR TV-13, and WXIN TV-59. Your child's teacher will refer to the Early Dismissal Form and follow the instructions you have provided. Please refrain from telephoning the school. **We must keep phone lines open for emergencies; therefore, we cannot take requests to call parents if school is dismissed early.**

2-Hour Delays

The Seedlings program will follow the school district's schedule regarding two-hour delays and closings due to weather. If the district is on a two-hour delay then the Seedlings program will be on the following schedule:

AM daycare portion = 9:00am – 10:15am

Seedlings day begins @ 10:15am

Dismissal times will remain the same

Closings

If the Avon Community School Corporation is closed due to weather, then the Seedlings program will not be open.

1-Hour Delays

There are 1-hour delay days the second Wednesday of each month, August – May. These delays only pertain to students K-12. Seedlings will run on a regular schedule on the 1-hour delay days.

PHOTOGRAPHS/DIGITAL VIDEOGRAPHY

Photographs or videotapes of preschoolers may be used by the teacher during the year to construct learning materials. Assess progress, or inform others about our program.

Please sign the below release giving the school permission to photograph or videotape your child and return to the Seedlings Instructors. If you do not wish your child to be photographed or digitally videotaped, please check the appropriate area on the form below and return to your child's instructors.

PHOTOGRAPHY/DIGITAL VIDEOGRAPHY PERMISSION OR DENIAL

Yes ____ I give permission for my child to have his/her picture taken during school by the media (local newspapers or television stations) or for publications on the school's website. Any website publication will not contain any identifiable data about the student's picture.

No ____ I do not wish to have my child's photograph taken by any media personnel or published on the school's website.

Child's Name

Parent/Guardian Signature

Date

INFORMATION SHEET

Read below and check which applies to your child in each situation.

My child, _____, will be arriving to school:

_____ between 7:00 a.m. and 7:30 a.m. each morning

_____ between 7:30 a.m. and 8:00 a.m. each morning

_____ between 8:00 a.m. and 8:15 a.m. each morning

When dismissed from school each day, my child will be picked up:

_____ between 3:15 – 3:45 p.m.

_____ between 3:45 – 4:30 p.m.

My child:

_____ still naps during the day

_____ no longer naps