



# Bulldog Buddies Handbook

*2022-2023*

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The rules you are about to read in this student handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support but do not limit our authority. It should be also noted that our Director of Security and any resource officer (police in our schools) have the same rights and duties inside a school zone and are not different from the officer who patrols our neighborhoods. Please know that these rules are primarily for protection, not punishment. Board Approved Handbook: June 27, 2022

## Program Locations 2022-2023

<b>Building</b>	Eisenhower Elementary	CPCSC Learning Center	Douglas MacArthur Elementary	Winfield Elementary
<b>School Address</b>	1450 S. Main St. Crown Point, IN	130 Harrington Ave. Crown Point, IN	12900 Fairbanks Ave. Cedar Lake IN 46303	13128 Montgomery St Crown Point, IN
<b>School Phone Number</b>	(219) 663-8800	(219) 663-4330	(219) 662-3600	(219) 663-2287
<b>Principal</b>	Mrs. Calli Dado	Mr. Joshua Graegin	Ms. Marian Buchko	Mrs. Jillian Alonzo

### School Hours

**Preschool Day**            **AM 9:10-11:40**            **PM 12:50-3:20**

Preschool staff members will begin **receiving** children for the morning session at **9:00 a.m.**, and for the afternoon session at **12:40 p.m.**

Preschool staff members will begin **dismissing** children from the morning session at **11:30 a.m.**, and from the afternoon session at **3:10 p.m.**

### Closing & Delays

In the event of inclement weather, please check our website, [www.cps.k12.in.us](http://www.cps.k12.in.us) or any of our social media outlets (Twitter, Instagram and Facebook) for information.

If we have a 2 Hour Delay, the AM preschool class will not meet. The PM session will begin at normal time. If school is canceled, there will be no preschool classes.

### Arrival/Dismissal

Each preschool location will receive and dismiss students according to their school's procedures. Specific instructions will be provided by your child's Preschool Instructor.

Every family will receive 2 name cards with their child's last name and the Bulldog Buddies logo on it. You must have this card displayed in your car window when you drop off and pick up your child each day. If someone else will be picking up your child, please make sure to give them one of these cards. If the card is not present, the person picking up will need to be on the student pick-up list and show proof of identification by presenting their drivers license.

## **Attendance**

Regular attendance helps children establish a predictable routine, learn more, and form a positive attitude towards school. However, if your child is not well in the morning before school begins, please keep them at home. It keeps other students healthy, and it may save you a trip to school later to pick up a sick child!

REMINDER: If your child has a fever or throws up the night before school, please do not send your child to school. **They must be fever free for 24 hours before they can return to school.**

ABSENCE – If your child will be out, please call the school office of the location your child is attending preschool.

If you need to drop your child off after class has started or you need to pick your child up before class is finished, please inform your child's Preschool Instructor and go to the main office for drop off or pick up.

## **Health & Safety**

The health and safety of our students is very important to us. We have full time nurses at all of our schools. If you have any concerns or questions, please call the school your preschool student is attending and speak to the nurse.

## **Illness or Injury at School**

Students who become ill or suffer a slight injury during the school day will be referred to the Nurse's office. Ice can be distributed for bumps, minor insect stings and band-aids can be applied to small cuts and scrapes. In the event of a more serious injury, the parent will be called to come and take the student home for further medical evaluation. Please make sure all of your students' emergency contact information is up to date.

Here are a few guidelines on when to keep your child home from school if they are not feeling well:

- Fever of 100 degrees or higher; home until student has been fever free (without medication) for 24 hours
- Vomiting: home until student can keep food down and is symptom free for 24 hours.
- Diarrhea: home until student is symptom free for 24 hours.
- Pink eye (conjunctivitis): home until student has been on antibiotic eye medication for 24 hours.
- Strep Throat: home until student 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: student should be seen by their health care provider.

If there are questions, you may call the school nurse for clarification on school policy about illness.

## **Use of Medication**

Students must have a written doctor's order and parent note for any over the counter (OTC) or prescription medication including inhalers. The prescription must be in the original container, labeled with the students name and the exact dosage.

These forms may be found on the CPCSC website or may be obtained from the school nurse.

Students that have a chronic medical condition must have the condition medically documented and on file in the nurse's office. It is necessary that the health care provider and parent/guardian work with the nurse in the development of a care plan and actions to follow for your child's specific condition.

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

Each student should 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 Nurse's Office.

Minimum immunization requirements for entry into all Crown Point Community School Corporation schools in 2022-2023 are listed by the Indiana State Department of Health at <https://chirp.in.gov>. For your reference, the schedule of requirements is listed below:

2022-2023 School Year		
<u>Indiana State Department of Health - School Immunization Requirements</u>		
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	

### **Safety Drills**

Preschool students will participate in all Safety Drills that are practiced throughout the school year.

### **Admittance**

Bulldog Buddies is open to students living in the Crown Point Community School Corporation boundaries, but our space is limited. Students will attend their home school if a preschool classroom is available there.

### **Parent Communication**

Communication between school and families is essential to the success of your child. We encourage you to contact your child's Preschool Instructor with any questions or concerns. The best way to reach them would be through email. They will not be able to take a phone call during class time. Each Preschool Instructor will inform you of their preferred form of communication at the beginning of the school year.

#### Communication Methods

- **Seesaw App** - SeeSaw is an app used by our preschool instructors to communicate directly with families. You can access this with your phone or computer. Your child's instructor will send specific instructions at the start of the year.
- **School Messenger** - This automated calling and/or email system alerts you to special announcements and school closures.
- **Social Media** - Stay up to date with upcoming events and announcements by following our Bulldog Buddies Facebook Page at <https://www.facebook.com/bulldogbuddiespreschool>.

## Tuition Payments

Each student will pay a one-time, non-refundable \$65 Supply Fee along with a monthly tuition payment.

Students attending the Bulldog Buddies Preschool Program in order to receive special education services, as outlined in their IEP, will not be charged a monthly tuition fee. Students who are eligible for Speech/Language Impairment only will receive itinerant services, not placement in the preschool program.

### The tuition schedule is as follows:

2 Days (M/W or T/Th) \$120/month

5 Days (M-F) \$300/month

Dates of Preschool	Date Fees will be loaded into Parent Portal of RDS	Date fees are due
August 10-August 31	July 26, 2022	August 10, 2022
September 1 - September 30	August 15, 2022	Sep 10, 2022
October 3 - October 31	September 15, 2022	Oct 10, 2022
November 1 - November 30	October 15, 2022	Nov 10, 2022
December 1 - December 20	November 15, 2022	Dec 10, 2022
January 5 - January 31	December 15, 2022	January 10, 2023
February 1 - February 28	January 15, 2023	February 10, 2023
March 1 - March 24	February 15, 2023	March 10, 2023
April 3- April 28	March 15, 2023	April 10, 2023
May 1- May 26	April 15, 2023	May 10, 2023

Tuition will be billed on a monthly basis. Parents can view and make payments online in the parent portal of RDS. It can be accessed at <https://intranet.cps.k12.in.us/rdsparentaccess/>.

Payment will be loaded by the 15th of the month for the following month's tuition. Failure to pay by the 10th of the month may result in the student not being able to attend the following month.

Tuition assistance is available for students who qualify for free or reduced lunch. Please contact the preschool secretary at 219-663-4330 for additional information.

## **Philosophy & Curriculum Overview**

We believe children have the right to a safe, secure and loving environment. We view children as individuals with separate needs and desires and they deserve respect and consideration from their peers and Instructors. We believe in the power and benefit of playful learning. Our classroom environments are designed to encourage our students to create, read, discuss, observe, move and sing all through play. These are the foundational skills students will need in their future educational experiences.

We model and encourage prosocial behaviors, sensitivity to others and peaceful conflict resolution. We believe that children learn best when they know they are valued and are given the opportunity to ask questions, explore and experience. We also believe that families are a child's first teacher and we foster a nurturing relationship with families in order to serve our students better. Our curriculum follows the guidelines of Indiana's Early Learning Foundations.

## **Preschool Supplies Needed**

Please send the following items with your student:

- Backpack labeled with his/her name and large enough to hold a folder and other creative projects that may come home.
- An extra set of clothes in a plastic bag labeled with his/her name, in case of a toileting accident or wet or soiled clothing. Please include a shirt, pants/shorts, socks and underwear.

All other classroom supplies will be provided per the \$65 Supply Fee.

Dress your child in comfortable, durable clothing. Shoes with straps, tennis shoes and/or boots are recommended. Please avoid flip flops. Students will engage in messy activities. Please dress them appropriately. Paint smocks will be provided in each classroom.

Reminder - all students will go outside to engage in free play. We ask that you dress them appropriately for the weather of that day. We will go out in the winter so please make sure they have proper winter clothing such as mittens/gloves, hat, winter coat and boots.

\*Please make sure that all clothing items are clearly labeled with your child's name.

## **Snack**

Snacks will be served daily during each class session. Snacks are provided by the school and include finger food items such as pretzels, goldfish and animal crackers, etc. Please be sure to inform your child's instructor and the school nurse if your child has any allergies or has any feeding concerns.

**\*All of our classrooms are Peanut/Nut Free.\***

## **Birthdays**

We love to celebrate our students Birthdays. It is a very special day for them. We do ask that, if you want the class to celebrate your child's birthday, please do not send any food items. We suggest that you bring a pencil, eraser or something small for each classmate. You could also donate a book in your child's honor to the classroom library. Also, if you plan on inviting your child's friends to a party, please make sure you have enough invitations for every student.