



# Welcome to Porter Lakes Preschool

## Class Information

Porter Lakes Preschool follows the same start/end times as Porter Lakes Elementary.

Every Monday, Tuesday, Thursday, and Friday we will open our doors for arrival from 8:25am-8:40am. Our half-day AM class will dismiss at 11:15am. Half-day PM arrival is at 12:30pm. Our full-day classes and Half-day PM classes will dismiss at 3:05pm.

We will have Late Start Wednesdays. The school day for half-day AM students is 8:55am-11:15am. Full-day students attend 8:55am-3:05pm. Half-day PM students attend 12:30pm-3:03pm.

Five Full-Days (4-year-olds) ~Monday-Friday

Three Full-Days & Three Half-Days (4-year-olds) ~Monday, Wednesday, Friday

Two Full-Days & Two Half-Days (3-year-olds) ~ Tuesday & Thursday

## Tuition

Cash or checks ONLY, made payable to Porter Lakes Preschool. Cash payments must be dropped off in the main office. Please do not hand tuition envelopes to staff members in the car rider line.

## Late Payments

Preschool fees will be due on the first day of the month unless school is not in session on the first day of the month (Weekend & Holidays). On those occasions tuition will be due the first **school day** of the month.

A late fee of \$25.00 will be assessed if the payment is not received by the 10<sup>th</sup> of the month. (Any tuition fees not paid on time may be subject to student withdrawal.)

## **Late Pick-Up Fee**

A late pick-up fee may be assessed to parents who are habitually late picking their child up from Preschool.

## **Registration/Supply Fee**

This is a one-time, non-refundable payment.

## **Withdrawal From The Program**

Please provide two weeks' notice if you decide to discontinue Preschool services. This will allow us to fill your child's spot with a family on our waiting list.

## **Emergency Closings**

**School Closings:** School closings will be sent out via School Messenger, the PTSC alert system. Please make sure that your child's school has your correct email address, cell phone number, and home phone number so that you will receive these messages.

Closings will also be posted at [www.ptsc.k12.in.us](http://www.ptsc.k12.in.us)

**\*If PTSC cancels school, Preschool will be closed.**

**\*When PLE has an On-line Learning Day, preschool students will also receive optional activities to complete at home.**

**\*If Porter Township School Corporation calls for a two hour delay, full-day preschool will also have a two hour delay. Half-day AM classes will be canceled. Half-day PM classes will attend at normal time.**

## **Communication**

We view education as a partnership between school and home. If you ever have questions or concerns, please contact us immediately. You can email anytime, or phone after teaching hours. Information about our messaging app will come home at Open House or at the beginning of the school year. This is a helpful way to keep in touch.

We will also send newsletters and notes to keep you informed.

## **Preschool Doors**

Please see map for the preschool entrance. Preschool staff will assist your child in getting in to and out of your vehicle. An area in front of the pickup location can be used for parents to pull-up and "buckle-in" preschoolers.

**If you arrive after the preschool doors are closed and unattended, please come to the school's main entrance.**

## **Bathroom Needs**

All students must be able to take care of their own bathroom needs. School personnel will not be able to enter the restroom to aid your child.

If an accident does occur, we will handle the situation quietly to avoid any embarrassment. If your child occasionally has accidents at home, please contact your teacher to discuss a bathroom plan.

## **Immunizations**

We strongly encourage you to have your child's immunizations up to date. The State of Indiana requires all incoming kindergarten students to be immunized as directed by the State schedule.

Having a strong immunity will protect your child and all children in our school.

Parents that object to immunizations for religious or health reasons must complete an immunization waiver (available in the PLE office).

## **Health Information**

It is necessary that a Health Survey for each student be completed and on file in the PLE school clinic. Parents are requested to immediately notify the school office in writing of a change of address, phone number, or place of employment, new health diagnosis & medication changes.

Health Services: Students who become ill during the school day can be sent to the nurse. The parent or guardian will be notified and plans made for transportation home. Under no circumstances is the student sent home unless the parent/guardian or designated emergency contact person is notified.

It is the practice of Porter Township Schools to exclude from school any child who, among other things, has:

- A temperature of 100 degrees or over. (Child may return to school when fever free without anti-fever medication for 24 hours)
- Any undiagnosed inflammatory eye condition.
- Any cough associated with fever or continuous unrelieved coughing.
- Coryza (cold) if associated with other signs of disease.
- Discharge from ears.
- Pediculosis (head lice). Exclude until they are free of live lice. Students are to be checked by nurse upon return to school before classroom admission.
- Undiagnosed skin diseases and rashes. Exclude until diagnosed by physician as non-contagious. Exclude until properly treated as prescribed by a physician. Exclude if discomfort is great. (Example: Poison Ivy).
- A communicable disease.
- Diarrhea symptoms that the student cannot maintain independently.

## **Snack**

PLE Preschool will provide a small snack each day for the students.

## **Birthdays**

Due to allergies, PLE Preschool will provide a special snack for your child's birthday. We will also do some fun birthday activities that day. There is no need for parents to provide anything on birthdays.

## **Clothing & Belongings**

Students should be comfortable and be able to easily manage their clothing. We will make messes sometimes, so please try not to send your child in their very best!

Please label all your child's clothes – including jackets, hats, boots, backpacks, water bottles, etc. It is very common for children to have the same items. Labels help to get belongings to their proper owners.

## **Evaluation**

Students will receive a Progress Report three times a year. These will come out around the end of October, January, and May. The report will cover your child's progress in social development, academic skills, and other preschool standards.

Four-year-old students will have parent/teacher conferences in February.

## **Drop Off & Pick Up**

Children will not be allowed to leave except with a parent or authorized person. At Open House you will receive a "Approved Pick-Up" form to list individuals that will be allowed to pick your child up from preschool. We will ask that individual for identification and check your "Approved Pick-Up" list. Please also communicate these changes in pick-up with your teacher and/or teacher aide.

Please see enclosed map for car drop-off/pick-up instructions and location.

**\*Elementary students who have siblings in preschool will be dropped off and picked up at the preschool entrance with their younger sibling. \***

## **School Contact Information**

Porter Lakes Elementary: 306-8076

You may also email the elementary office for any questions:

[carol.magurany@ptsc.k12.in.us](mailto:carol.magurany@ptsc.k12.in.us)

[lillian.garcia@ptsc.k12.in.us](mailto:lillian.garcia@ptsc.k12.in.us)

Director of Early Learning/Assistant Principal:

Kristin Mucha

[kristin.mucha@ptsc.k12.in.us](mailto:kristin.mucha@ptsc.k12.in.us)

## **Teacher Contact Information**

Madolyn Smith

[madolyn.smith@ptsc.k12.in.us](mailto:madolyn.smith@ptsc.k12.in.us)

London Hill

[london.hill@ptsc.k12.in.us](mailto:london.hill@ptsc.k12.in.us)

Kaitlyn Bontrager

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Danielle Peceny

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## **For More Information**

Parents are welcome to view the Porter Township School Corporation Student Handbook posted on the PTSC website: <http://www.ptsc.k12.in.us>