



# Little Quakers Academy

401 Elm Drive Plainfield, IN 46168  
[www.painfield.k12.in.us](http://www.painfield.k12.in.us)

2023-2024  
FULL DAY PRESCHOOL  
PARENT HANDBOOK

## **Welcome to Little Quakers Academy Full-Day Preschool**

We would like to thank you for choosing PCSC Little Quakers Academy (LQA). We are committed to your child's academic, social-emotional development, and physical growth. It is our goal to provide a variety of exciting and stimulating activities each day so that your child can progress toward self-respect, concern for others, and a desire to learn. This handbook has been prepared especially for you, the parent of a child enrolled in our full-day community preschool. You will find our policies and operating procedures explained here. By reading this handbook, you will be prepared for your family's enrollment in our program.

### **MISSION STATEMENT**

*Bringing joy to learning*

### **GUIDING BELIEFS**

PCSC Little Quakers Academy believes that:

- Children are never too young to learn
- Decisions are made to positively affect the whole child
- Learning experiences will develop independence, curiosity, decision-making, cooperation, creativity, and problem solving skills
- Our preschool classrooms will support a nurturing learning environment
- Parents/Guardians will be actively involved with their child's experiences at LQA

### **LQA ADMINISTRATION & STAFF**

Jacki O'Bradovich, Preschool Director

Andrea Hapenny, LQA Administrative Assistant

Beth Shepperd, Director of Special Education

## **ENROLLMENT/ADMISSION POLICY & PERIOD**

LQA students must be Guilford Township residents. All enrollments will be completed online through the Plainfield Community School Corporation webpage.

Children must be three-years-old and completely toilet-trained<sup>1</sup> by August 1 to be eligible for enrollment. For children whose third birthday is after August 1, applications may be submitted on or after the child's third birthday. Online enrollment begins the first week of February of each year and will remain open until student capacity is reached. Admission is based on available space. Once student capacity is reached from open enrollment, children will be placed on a waiting list and contacted regarding future openings.

LQA is free from discrimination on the basis of race, color, religion, creed, disability, gender, national origin, or ethnicity.

## **NON-RESIDENT STUDENTS**

For the 2023-2024 school year, Little Quakers Academy will accept applications from non-resident students for the full day program if there are spaces available. Enrollment for non-resident students for the 2023-2024 school year will begin on February 1 and continue until May 1.

This will allow the LQA to maintain reasonable class sizes and continue to provide the best education for all students. Non-residents students may remain enrolled until kindergarten age eligible. This program change applies only to LQA students.

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<sup>1</sup> At LQA, toilet-trained means the child can tell an adult that they need to use the restroom before they go AND the child can use the restroom independently, including pulling up and down their own pants, wiping themselves, flushing and then washing their hands.

## DOCUMENTS DUE AT THE TIME OF ENROLLMENT

Online registration must be completed using a desktop computer; it will not work if you use the PowerSchool mobile app. If you are registering your child for the first time in Plainfield, you will need to provide the documents listed below. These may be uploaded through our online registration process. If you prefer to bring them to school in-person, please call the school to schedule a time to do so.

1. Birth Certificate
2. Immunization Records (may be faxed to 317-203-4525)
3. Proof of Residency\* (it is necessary to provide option A along with B and/or C)
  - a. Current lease/rental agreement, purchase agreement, or property tax statement
  - b. Active and current utility bill
  - c. Valid IN Driver's License/State ID with current address (or copy of parent driver's license or state ID)
4. Registration/Materials Fee (cash, credit/debit card, personal check, money order, cashier's check made payable to **Clarks Creek Elementary**). The registration fee is what will hold your child's spot.
5. Financial Agreement

\* If you are currently living with a relative or friend, you must complete a Shared Residency Form and provide 2 proofs of their residency.

## 2023-2024 TUITION & FEES

**Annual Registration/Materials Fee:** The annual registration fee for the full-day program is \$150.00 and is due at the time of enrollment. These fees are non-refundable. The \$150 annual registration fee is due at re-enrollment for subsequent years.

**Full Day Tuition:** Tuition for the full-day program is \$40.00 per day for the first semester (August to December). You are not charged for district vacation days or holidays. Tuition fees may change for the second semester (January to May). If there is a change in fees, notification in writing will be shared in November. If your child is not in attendance due to illness or parent choice (e.g. family vacation, spending the day with a family member, etc.) the full tuition fee is still due. If an account becomes two weeks behind, preschool services will be terminated.

**Before and After Care:** Before- and After-school care is available for children enrolled in our Full Day Program. Before Care hours are 6:45 am - 8:30 am. The cost is \$20.00 a month. The after care hours are 4:00 - 5:45. The cost is \$20.00 a month. You may choose to have your child participate in before, after, or both. Changes for before and after care must be made two weeks in advance.

**Payment Options:** All fees can be paid in the form of cash, personal check, money order, cashier's check or credit/debit cards. All checks are made payable to Clarks Creek Elementary for the exact amount of the Financial Agreement Form option that you chose. Payments for LQA may be made bimonthly, monthly, or annually. At the time of enrollment, parents/guardians will be provided a Financial Agreement which will allow families to select the frequency of payments. If at any time a family would like to change the frequency of payments, it is their responsibility to complete and submit a new Financial Agreement Form.

**Insufficient Funds:** If a personal check is returned for insufficient funds or account closure, a \$20.00 returned-check fee will be assessed in addition to the full amount of the check. If two checks are returned for one student account, LQA will require future payments to be made with cash or money order.

**Late Payment:** If an account becomes two weeks behind, termination of services will occur until payment has been arranged. If payment is not arranged and services are terminated, the account will be turned over to a collections agency and the full amount plus collections fees will be owed.

**Late-Pick-Up Fee:** If a child is picked up after the dismissal time, a late fee of \$1.00 per minute will be assessed and is due upon receipt of statement.

## **STUDENT'S EXTENDED LEAVE**

Tuition payments must be made in full during extended leaves or a child may voluntarily withdraw pursuant to the terms of withdrawal procedures. If space is available, the child may be re-enrolled and a new registration fee will not be required. However, the preschool cannot guarantee that there will be an opening upon re enrollment.

## **WITHDRAWAL PROCEDURE & TERMINATION OF SERVICES**

If a parent/guardian voluntarily withdraws his/her child prior to the end of the school year, the parent must notify the Director in writing at least two weeks in advance. In the event a child withdraws from LQA, all outstanding fees will become due immediately. Following the two-week notice, the current month's tuition will be calculated and the parent/guardian will be notified. If a refund of tuition is due, the parent/guardian must request the refund. The registration/materials fee is non-refundable.

If a child is absent for more than five days without notification, he/she will be withdrawn from LQA and the space will go to the next child on the waiting list.

LQA reserves the right to discontinue service to a family if it becomes apparent that the program is not equipped to meet the psychological or developmental needs of the child. At that time, all final fees will be calculated based on the last day of attendance.

## **2023-2024 PROGRAM SCHEDULE**

Before-School Care – 6:45 - 8:30 AM

Preschool Instructional Day – 8:30 AM - 4:00 PM

After-School Care – 4:00 - 5:45 PM

The 2023 - 2024 school year will offer a full-day preschool program, with extended day care available, that follows the Plainfield Community School Corporation calendar.

## **SUPPLY LIST**

Parent/Guardian will get a letter and a supply list from your child's teacher by mail prior to the start of school.

## **PRESCHOOL CURRICULUM**

LQA will utilize The High Scope Curriculum. This researched-based curriculum has been found to lead to positive outcomes for students as they progress through school. The High Scope Curriculum aligns with the *Indiana Foundations for Young Children* and addresses the following:

- Language, Literacy, and Communication
- Social and Emotional Development
- Physical Development, Health, and Well-Being
- Math, Science & Technology, Social Studies, and Arts

Parents/Guardians can expect a progress report twice a year that provides information about their child's progress with the preschool curriculum. Your child may receive a speech/language screening while attending LQA. This screening may be used to determine if your child demonstrates age appropriate speech/language skills or if further testing is needed. This will be completed by one of our speech-language pathologists.

Daily activity offerings will include:

- Creative arts
- Blocks
- Dramatic play
- Sensory activities
- Manipulatives
- Science and inquiry of the natural world

- Literature
- Music and movement
- Outdoor play
- Snack

The classroom teacher will strive to maintain a balance between:

- Child-directed and teacher-directed activity
- Structure and flexibility
- Group needs and individual needs
- Program goals and children's interests
- Security and risk-taking
- Familiarity and challenge

Extended Care Activities are offered to our full-day preschool students. The extended care portion of the day will include developmentally appropriate play opportunities. Students will have an opportunity to participate in the following types of structured activities:

- Outdoor play
- Art
- Games
- Sensory Activities
- Dramatic Play
- Thematic Center
- Crafts
- Snacks

## **SCHOOL CLOSURES & INCLEMENT WEATHER POLICY**

**School Closure:** Plainfield Community School Corporation will communicate the plans for the 2023 - 2024 school year in regards to snow days. If Plainfield closes due to inclement weather, LQA may have an E-Learning Day. In the event of E-Learning, refunds will not be issued.

**Delays and Early Dismissals:** Full-day preschool will open at the regularly scheduled time should PCSC start on a delay. If PCSC has an early dismissal due to inclement weather, the full-day preschool will remain open until 5:45 PM.

## **STAFFING**

Preschool classes will be taught by:

- Licensed preschool or elementary education teachers
- Certified teachers with early childhood credentials

- Professionals with, at minimum, Associate Degrees in early childhood or Child Development Associate credentials

Class sizes will have an approximate student-teacher ratio of 8:1 during the delivery of the preschool curriculum.

## **HEALTH & SAFETY GUIDELINES**

**Immunizations:** Each child should have the immunizations required by law or have an authorized waiver. If a child does not have the necessary shots or waivers, the Preschool Director may remove the student or require compliance with a set deadline. 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 school nurse.* Each student shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

If you have chosen to exercise your waiver and not fully vaccinate your child, it is your responsibility to be completely knowledgeable of the symptoms of any diseases for which your child has not been vaccinated. If you choose to exercise your right to an immunization waiver and your child exhibits any of the symptoms of these diseases, you must notify the Preschool Director immediately and keep your child out of school until your family doctor, in conjunction with the State of Indiana Department of Health, determines it is safe for your child to return. Understand in advance that this time period may be as long as two months, depending on the circumstances.

**Illness:** Regular attendance is important to your child's learning. However, in the interest of all children, the school requires that children be kept out of school for 24 hours after the final episode or symptoms in the following situations:

- Fever 100 degrees or higher (without medication)
- Vomiting
- Diarrhea
- Discharge in or around the eye
- Undiagnosed skin rash

Please use good judgment as to whether your child should attend preschool on a given day. A child who has not slept well or refuses to eat needs extra consideration as to whether he/she would benefit from attending school.



If your child develops symptoms of an infectious disease such as mumps, measles, chicken pox, conjunctivitis, or impetigo shortly after being in class, please call the Clarks Creek Nurse at 317-203-7770 and LQA secretary at 317-754-2375.

If your child appears ill or becomes sick at school, the teacher will assess the condition, take his/her temperature, and notify the parent immediately. The child will be separated from the group and comfortably cared for and supervised until parents/guardians arrive.

**Absence:** If your child is going to be absent from school, please call the preschool office at 317-754-2375 with your child's name, class, and reason for absence. If your child is being treated with an antibiotic, he/she should have received treatment for at least 24-hours before coming to school.

**Accidents & Injuries:** Minor bumps and scrapes will receive appropriate first aid. If an emergency injury or illness occurs, parents/guardians will be contacted immediately. It is important that all emergency contacts and phone numbers are up to date at all times. Please call the preschool office with any changes as they occur.

**Medication Procedures:** Whenever possible, we ask that all medication be given to children at home. We understand that this is not always possible. If medication must be administered during the school day, the following policy applies:

- Prescription Medication: When it is necessary for a child to take prescription medicine during school, Indiana rules and regulations must be followed. No early-morning (before 10 AM) or late-afternoon (after 2 PM) medications will be dispensed by preschool staff. Parents/Guardians will be responsible for the first dosage and any late afternoon dosages. No medication will be given or dispensed by the school nurse or any other school employee without written permission by the child's legal guardian and the child's physician. The original prescription container can act as the physician's permission. Medication prescribed for any child must be brought to the preschool office and left there in the original container bearing the original pharmacy label which shows the following information:
  - Prescription number
  - Date filled
  - Physician's name
  - Child's name
  - Directions for use
- Non-Prescription Medication: Over-the-counter medication cannot be administered or dispensed without written permission from the child's legal guardian. Parents will complete a form providing the name of the medication, dosage, time to be given, and

date to discontinue. Over-the counter medication must be brought to the preschool office and kept there in the original container bearing the child's name.

The preschool office should have a record of the student's allergies and medical needs. Parents of students whose activities are to be restricted in any way should file a doctor's statement with the preschool office. It is vitally important that each student's enrollment record include an emergency contact. This is a number at which someone can be reached in case of an emergency when the parent is not immediately reachable. Arrangements should also be made by the parents/guardians for a place where we may send a child who becomes ill at school. A parent must sign these forms. Arrangements should be made for your child to be picked up as soon as possible by you or anyone that is on the emergency pick up authorization form.

**Head Lice:** While incidences are infrequent, a student may become infested with head lice. When a student is discovered to have lice, the school nurse or principal's designee shall follow these guidelines:

- The parent will be notified and the child will be sent home for treatment. The parent will be given written instructions on ways to treat head lice to prevent further outbreaks. These instructions include steps for killing the lice and removing the nits (eggs).
- The child's classroom will be inspected and treated if necessary.
- The child's cubby will be inspected and treated if necessary.
- The child's siblings will also be checked for head lice. If siblings attend another school, the school will be notified so the above procedures can be followed.
- The parent must accompany the child back to school the next day after treatment so he/she will be re-checked for head lice. If more lice are found, the parent must take the child home for an additional treatment.

NOTE: Unfortunately, nits (eggs) found after treatment have not always represented dead eggs, and lice infestation has reoccurred. It is important to follow the guidelines and remove the nits.

**Toilet Training:** LQA expects that your child is completely toilet trained. Your child should be able to use the restroom and wash his/her hands independently.

## **SAFETY & SECURITY GUIDELINES**

Children learn best when they feel safe and secure. We do everything we can to make sure that students and staff members not only feel safe, but that they are safe.

Here are a few highlights of the safety measures the Plainfield Community School District, Clarks Creek, and LQA have put into effect:

- The Plainfield Community School District and Plainfield Police partner to provide a school resource officer to monitor Clarks Creek's campus
- Clarks Creek is equipped with a panic button that communicates directly to the county-wide emergency dispatch unit
- Clarks Creek and LQA conduct monthly fire drills, seasonal tornado drills, an annual earthquake drill, and quarterly lockdown drills
- All staff members receive annual safety protocol training

You will be provided with information from the Preschool Director during the summer months with the school years' entrance and exit procedures.

**Release of Children:** LQA will only release children to their parents/guardians and the people who have been authorized on their emergency and pick up authorization forms. If a child has a protective order, a copy must be in that child's file in the LQA office. It is the responsibility of the parent to inform any person that may be unfamiliar with our preschool procedures that they will be required to present identification before a child will be released to them.

**Emergency Drills & Procedures:** Fire and tornado evacuation plans are posted in each classroom. Fire drills are practiced one time each month and tornado drills are practiced one time each semester. Lockdown drills occur throughout the year.

**Child Not Picked Up:** All children must be picked up by 5:45 PM. We ask that you arrive before closing to pick up your child from preschool. If you are running late, please call 317-203-4522 so we can inform your child and alleviate any concerns. Please remember, if a child is picked up after the dismissal time, a late fee of \$1.00 per minute will be assessed and is due upon receipt of statement.

Our after-school care program offers an array of different activities that could take place in different rooms. For that reason, please call the director during after care hours.

- 317-203-4522

A child who is habitually picked up late may be dismissed from LQA.

## **BEHAVIOR MANAGEMENT & DISCIPLINE**

LQA utilizes positive behavior management techniques. Teachers instruct children as to what they should do rather than telling them what not to do. For example, "We must walk inside the building" instead of "no running."

Staff will use positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children will be redirected to an alternate activity if

their behavior continues to be inappropriate. An example is when a child is doing something that could hurt others or themselves or is destroying property and choosing not to use problem-solving techniques. Teachers will continue to be active listeners and support the child with conflict resolution. Parents/Guardians will be notified of the behavior management strategies used and receive an incident report. If a child's behavior is unmanageable within a group setting, parents/guardians will be consulted and an individual behavior plan will be developed and implemented.

The overall behavioral goals of the program are for students to learn to maintain self-control, understand behaviors have consequences, learn problem solving skills, and learn how to interact with other children in a socially acceptable manner. These skills will enable students to demonstrate the necessary readiness for kindergarten.

### **SCHOOL ATTIRE**

Please send your child to school in play clothes. Wearing clothes that cannot get dirty will inhibit your child's interactions with materials. Tennis shoes or other sturdy shoes are preferable. We discourage the wearing of sandals, slip-ons, or dress shoes due to safety concerns. We plan to play outside every day, therefore, please dress your child for the weather.

### **ITEMS FROM HOME**

Generally, toys from home are discouraged. If your child needs to bring something from home to help make the transition to school easier, he/she will be encouraged to keep it in his/her cubby.

### **MEALS & SNACKS**

**Breakfast:** It will be the responsibility of parents/guardians to feed their child at home, provide a packed breakfast, or purchase breakfast at school. Please be aware that if your child arrives past the allotted serving time to purchase breakfast from the school cafeteria you will need to provide breakfast for them. However, when K-12 students are not in attendance, the school will not be preparing meals.

**Lunch:** Students may bring a packed lunch or purchase lunch in the cafeteria. However, when K-12 students are not in attendance, the school will not be preparing meals.

**Snacks:** Snacks will be offered family- or community-style with parents/guardians being responsible for bringing in enough snacks to serve their child's entire class on a predetermined schedule. All snacks must be store bought and brought in original, sealed containers. We encourage healthy snack choices, and a list of options will be provided by your child's teacher. During the preschool day, a mid-morning and mid-afternoon snack will be served. There will also be a snack served during the after-school care program.

## **FOOD ALLERGIES**

If your child has a specific food allergy that you would like the school cafeteria to be aware of, you must notify the Food Service Director and teacher in writing. If there is a need to substitute the appropriate food/beverage item for a specific food allergy, please submit the following in writing to the Food Service Director:

- An identification of the medical or other special dietary condition which restricts the child's diet
- The food or foods to be omitted from the child's diet
- The food or choice of foods to be substituted. A recognized medical authority must sign a permission note for this substitution. If you have any questions regarding food allergies, please contact the Plainfield Food Service Director, Kelly Collins, at 317-838-3662.

## **NAP & QUIET TIME**

LQA will provide children with a cot for a midday nap/rest time on a daily basis. Your child does not have to sleep but will be expected to rest quietly and not disturb other children. Your child should bring a small blanket and pillow marked with his/her name. They will be sent home on Fridays for laundering. Please return them every Monday.

## **SPECIAL EVENTS**

**Birthday Parties:** Your child's birthday is a very special day for you, your child, and LQA. We will recognize your child and celebrate his/her day with special recognition in class. Birthday treats can be provided for each class member. Treats need to be prepackaged and store-bought. Please check with the classroom teacher for an up to date headcount. Please do not pass out invitations at school for private parties.

**In-House Field Trips:** The LQA program offers several in-house field trips to enhance your child's growth and development. Examples include U-Paint, Silly Safari, Little Clinic, library, Police Department, and Fire Department.

**Family Events:** Parents/Guardians will have opportunities to participate in family events in and out of the classroom. Examples include the Thanksgiving Feast, Winter Holiday party, PTO events at Clarks Creek, field day, Walk-a-thon, and LQA graduation.

## **OUTSIDE POLICY**

Outdoor time is an integral part of the curriculum. Children will be expected to play outside so they can experience all types of weather. Students may go outside when temperatures are above 30 degrees. Make sure your child brings a coat, hat, mittens, and boots (if necessary) on appropriate days. If the outside temperature reaches a heat index of 90 degrees or higher, teachers will use their discretion to take children out.

## **CHILD ABUSE**

As required by law, any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse must immediately report such fact to the county department of social services or local law enforcement agencies. Child abuse is generally defined as non-accidental physical or mental injury caused by the acts or omissions of the child's parents/guardians/guardians or caretakers, including physical abuse, neglect, emotional maltreatment, and sexual abuse.

## **PHOTOGRAPHS**

From time to time during the school year, our website staff, teachers, or school personnel will take pictures, video, or audio of groups of students during their school activities. These pictures or videos may be posted to the district or LQA website, social media, teacher websites, or in newsletters. If parents/guardians do not want their child's pictures or videos posted, they must indicate their decision on the LQA signature page at enrollment.

## **COMMUNICATION**

Effective and frequent communication is a key to a successful preschool experience. We ask that parents/guardians interact with LQA on many levels.

**LQA Classroom Newsletter:** Preschool teachers will send newsletters home periodically by email or in folders to inform parents/guardians of curriculum covered, upcoming activities, as well as a recap of the school week.

**Weekly Folders:** Parents/guardians will receive folders every Friday filled with student work, school/district news, as well as community news.

**LQA Joy News:** Parents/guardians will receive an electronic newsletter from the Director about upcoming events, school, and district news.

**Website/Social Media:** LQA will share information with families and the community via the LQA website and other forms of social media.

**Clarks Creek and Little Quakers PTO News:** Parents/guardians will receive information from Clarks Creek Elementary PTO.

**Parent/Teacher Conferences:** Conferences may be scheduled by the teacher or requested by the parent/guardian on an as-needed basis.

**Phone/Email:** Please be sure your phone number and email address are kept current by notifying the LQA office staff immediately whenever a change is made. We encourage the use of email when possible for communication purposes. However, please do not send time-sensitive information via email, as it may be 24 hours before a teacher or staff member is able to respond. Phone calls are the best mode of communication if there is an emergency or immediate need to contact LQA personnel.

**Classroom Apps:** Your child's teacher may communicate information, pictures, or videos to parents/guardians using different classroom apps. Each teacher will provide you with the information you need to sign up for a specified app.

## **PARENT PARTICIPATION**

LQA welcomes and encourages parents/guardians, grandparents, and caregivers to visit the preschool and volunteer when they have time. In order to maximize this experience for both you and your child, it is important that these visits occur during optimum times of the preschool day. We encourage you to speak with your child's teacher regarding the different opportunities you might have to volunteer or visit your child throughout the school year.

## **VOLUNTEER POLICY**

As part of our security procedures, all Plainfield Schools employees and volunteers must complete and pass a background check. We use Safe Visitor Solutions to manage this process

for us. It's simple, quick, and affordable. To complete your volunteer background check application, please go to the following website:  
<https://secure.safevisitorsolutions.com/Safe/Volunteer/plainfield2807/volunteer> Please allow at least two weeks prior to volunteering. This must be done in order for volunteers to be included in the classroom and at special events where one would have contact with students.

Volunteer times may only occur during the scheduled preschool day from 9:00 AM to 4:00 PM. Volunteers must contact the classroom teacher to make arrangements to set up a volunteer time. Volunteers will not be permitted to come to the classroom unless they have made prior arrangements with the classroom teachers. Volunteer times are determined by the classroom teachers. Activities assigned to volunteers will also be determined by the classroom teachers.

If at any time a volunteer notices any inappropriate or concerning behaviors of other students, they should notify the teacher or classroom staff. These students are to be addressed by preschool personnel only.

## **VISITORS**

Due to our concern about the safety and protection of our children, we require that all visitors check in at the Clarks Creek Elementary main office, show a valid ID, and receive a visitor's badge before going to any part of the school or preschool.