



North Montgomery Early Learning Academy for 3/4 Year-Olds

Paths to Quality Level 3 Certified Program

Lester B. Sommer Elementary School

3794 W. US HWY 136
Crawfordsville, IN 47933
Phone: (765) 362-3979
Fax: (765) 362-5619
<http://lbses.nm.k12.in.us/>

Principal:

Mrs. Suzi Gephart

North Montgomery Central Office

480 W. 580 N.
Crawfordsville, IN 47933
Phone: (765) 359-2112
Fax: (765) 359-2111
<http://www.nm.k12.in.us>

Together We Shape Your Child's Future!

Early Learning Academy School-Parent Promise

Staff will:

- Provide children with a learning environment and varied experiences which help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development.
- Select instructional objectives and curricula appropriate for each student based upon ongoing assessment.
- Involve parents in the educational activities of the program and enhance their roles as the principal influence on their child's education and development.
- Increase family and community knowledge, understanding, skills, and experiences in a child's development and growth process.
- Identify and reinforce experiences in the home and community that relate to educational objectives.

Parents will:

- Support children to have regular attendance and be on time to school.
- Participate in collaborative opportunities such as: Parent/Teacher Conferences, family events, PTO meetings, field trips, and activities with a school to home connection.
- Actively communicate with ELA staff by utilizing the student folder or other means to receive or deliver information.
- Encourage habits at home that will support students to be successful at school such as regular exercise, healthy diet and a stable home routine.

Children will:

- Play, make friends, and learn by doing!

ELA Information

The program emphasizes:

- Active exploration of the environment.
- Self-directed, hands-on learning activities.
- Balance between individual and group activities.
- Regular and supportive interaction with teachers and peers.
- Balance between active movement and quiet activities.

The program format includes:

- Large Group: months, days of week, weather, counting, math/letter concepts, music, daily writing, and story time.
- Discovery: Sand/water table, writing, blocks, dramatic play, reading, science/discovery, math table, and puzzles.
- Tables/Small Group Work: dialogic reading, hands on activities, math/letter concepts, fine/gross motor work, and age/developmentally appropriate skills work.
- Centers: hands-on activities, math concepts, block play, dramatic play, and crafts.
- Special Classes: art, music, library, and physical education.

Age Requirement

- Students must be age 3 by August 1 or age 4 by August 1.

Staff

- The Early Learning Academy is located at all three NMCS elementary schools. There is one classroom per building with one teacher and one instructional assistant. The ELA is partnered with the North Montgomery High School Early Childhood class. Some of the preschool classes will have high school helpers working with the ELA students at different times of the day.

School Hours

- LBS: 7:40-2:30

Calendar

- The ELA is open every day that K-5 students come to school and follows the North Montgomery school calendar with the exception of the delayed start date.

Car Riders

- Please allow your child to remain in your car until the time school starts. Follow established procedures to drop off students at the front entrance. You may park in the lot and walk with your child to the school doors. Please do not accompany your child to the classroom on a regular school day—this is especially important at the beginning of the year when students are getting accustomed to their new schedule. At dismissal time, you may pick up and sign out your child at the main entrance for security purposes.

Supplies

- Supplies are provided by NMCS.

Registration

- Round-up for ELA is every year at the same time as Kindergarten round-up.
- Applications can be submitted online prior to Round-up or by calling your school to apply.
- Your child must be present at Round-up for a short screening with the teachers.
- Space is limited to 20 students at each school
- If you have further questions about the program, please call the school.

Program Fees

- There is a one-time \$50 registration fee. Checks should be made payable to NMCSC when participation is confirmed. This fee covers the cost of snacks throughout the year and shirts to wear the first week of school and during field trips. **This fee is required for all students attending the ELA.**
- Tuition is \$100 per month. Payments are due by the 15th of the month, with the first payment due by July 15th. The \$50 registration fee is also due with the first payment. A late fee of \$25.00 will be added if the payment is not received by the 25th .
- The full monthly payment is due regardless of student attendance. If a payment becomes 1 month behind, the student will be excluded from the program until payment has been made.
- Monthly payments must be submitted in person or by mail to the North Montgomery Central Administrative Office at 480 W. 580 N. Crawfordsville, IN 47933. Financial aid may be available for eligible families when childcare vouchers become available (inquire at your child's school).

Parent Volunteers & Field Trips

- North Montgomery Community Schools require a Limited Criminal History check on all adults attending a field trip, adults volunteering at school or other school function. Forms are available in the office. All forms are due back three weeks **prior** to the event. Limited Criminal History checks are valid for one year. School Principals reserve the right to restrict field trip chaperones when appropriate based on information obtained in the Limited Criminal History report.

Breakfast & Lunch

- The school offers breakfast and lunch for purchase. We go to the cafeteria as a class. If you do not want your child to have the school's breakfast, please notify the teacher. You may send in a cold breakfast/lunch with your child's name on the bag. Breakfast and lunch cannot be in the same bag. Meal assistance is available for qualifying families.

Dress Code & Extra Change of Clothes

- When dressing your child for school, please select comfortable clothes and remember that we will be doing messy preschool activities (paint, glue, markers, recess, etc.). We will go outside on all days that the weather permits. Please send a coat, jacket, gloves, and a hat during the cold season. All students need to bring an extra change of clothes to be kept at school for each season. An extra pair of shoes is beneficial, as well. Please mark the clothes with your child's name and put them in a gallon size Ziploc type bag labeled with the students name.

Rest Time

- We have a one hour rest time during the day. Students do not have to nap, but are encouraged to lay on their cots and rest. Cots are provided for students. Please remind your child to leave all stuffed animals and toys at home.

Screen Usage Policy

- Electronic educational programs that support student learning, thinking, social-emotional well-being, and physical activity may be utilized by the teaching staff. When such programs are used, teachers will actively engage students in conversations or participation about what is being taught in those programs.

Communication

- ELA staff will maintain communication with parents:
 - By communicating through email/notes in child's folder
 - By distributing a class calendar every month
 - By sharing reports and assessments during fall and spring Parent/Teacher conferences.
 - By encouraging parents to contact teachers by phone, email and Class Dojo at any time.

Classroom Expectations

- ELA staff use an app called Class Dojo to manage behavior. Students are assigned a friendly little "monster" at the beginning of the year. Their monster can earn points for good behavior or lose points for negative behavior. We believe in rewarding positive behavior as much as possible. We use positive reinforcement to encourage prosocial behaviors, such as sharing and following directions. We also use positivity to prevent negative behaviors and rule breaking. Positive reinforcement is an effective way to encourage responsibility and

motivation. The following are examples of how we model positive reinforcement in the classroom: high fives, dojo points, a thumbs up, hugs, acknowledgement of “super hero choices”, positive notes sent home, wearing the class super hero cape, etc.

- It is important for our young students to start relating their behavior to consequences. We believe in teaching children that consequences are the positive or negative results of their behavior. Experiencing the consequences of their behavior should allow our students the opportunity to think about the behavior and make a plan to do better next time.
 - The 1st incident will result in a reminder of our school rules and procedures. Be safe, respectful, and responsible.
 - A 2nd incident will result in a logical consequence to redirect the behavior. Examples: Child is running in the classroom. The teacher asks the child to go back and walk. The child did not clean up toys. The teacher lets everyone else go sit down while the child cleans up the rest of the center alone.
 - A 3rd incident will result in loss of points and/or privileges. This will be decided by the teachers. Parents will be notified via Class Dojo.
 - A 4th incident may result in an office referral.

Parent &/or Guest Visitors

- We want to encourage parents and guests to visit our schools. The safety and well-being of your child is of the utmost interest to the staff of the school; therefore, it is important for us to know who is in the building at all times. ALL VISITORS & PARENTS to our school are **REQUIRED** to stop in the office before visiting classrooms or taking children from the building. Parents who wish to visit or observe in their child’s classroom during the instructional day must prearrange an appointment with the classroom teacher and have a completed Background Check on file. Please check with your child’s school to follow any Classroom Visit Procedures that may be in place. Also, remember that no

pictures may be taken of children on school grounds without direct and expressed permission from the school principal.

- If your child is going home with someone, not riding his/her normal bus, or being picked up by you or someone else, you must send a note to the teacher indicating this situation. Any pick-up or delivery of students should be made at the FRONT ENTRANCE.
- According to corporation policy, children who are not North Montgomery Community School Corporation students and who are not accompanied by an adult are prohibited from visiting the school during school hours.

Attendance

- The Early Learning Academy is dedicated to ensuring our young learners have a strong start to their education. Our goal is to have every student attend school on a regular basis in order for this to happen. Your continued support is greatly appreciated!
- If an ELA student has 5 unexcused absences, the family will be contacted through a Warning Letter.
- If an ELA child has 10 unexcused absences, the family will have a home visit by the school Principal, School Resource Officer, or an ELA staff member.
- If an ELA child has 12 unexcused absences, a phone call will be made informing the family that the child is being withdrawn from the Early Learning Academy. At that time, the open slot will be filled with a child from the community who is on the waiting list.
- The following are acceptable reasons for excused absences:
 - The child is hospitalized
 - The child is incapacitated due to a serious injury

-
- The child contracts a communicable disease (virus or flu) The child has other ongoing health related ailments which temporarily prevent attendance (such as asthma)
 - There is a death in the family
 - Limited medical/dental/therapy appointments (these should be made around school hours unless absolutely necessary and appointment documentation should be provided to the school)

Potty Policy

- The ELA requires that ALL students be completely potty trained and self-sufficient in the restroom upon the first day of school.
- A potty trained child is a child who can do the following:
 - Be able to TELL an adult they have to use the bathroom before they have to go.
 - Be able to pull down their underwear and pants and get them back up without assistance. This includes buttoning, unbuttoning, and zipping.
 - Be able to wipe themselves after using the toilet.
 - Be able to get on and off the toilet by themselves.
 - Be able to wash and dry hands.
- We realize that accidents happen once in a while, we will help your child clean up and change in the event of an accident.
- Beginning the first day of preschool, if your child has more than 3 accidents in a 2 week period, a phone call will be made to set up a conference to create a bathroom plan. Failure to participate in the conference will lead to the child's dismissal from the ELA.

-
- After two weeks of implementing the plan, a 2nd conference will be held to discuss the outcome. If the plan was unsuccessful, a modified day or dismissal from the program will be determined.

