



# Rockport Pre Kindergarten

## 2023-2024

This handbook is supplemental to the South Spencer School Corporation Student and Family Handbook. All policies and procedures outlined in the Student and Family apply to PreK students.

## **PreK Basic Information:**

### **Our Program:**

Rockport PreK is a half day Developmental Preschool program for children ages 3-5 who are potty trained and for children ages 3-5 with disabilities. There is 1 lead teacher as well as 2 assistants. The Indiana Child ratio for this program is 1 teacher per 10 children. We have a max of 20 students per session with 3 teachers.

### **Philosophy:**

We believe each child is unique and brings their own special gifts and talents with them into the classroom. We work to give them the opportunity to develop socially, intellectually, and physically to their own fullest potential. We have a respectful and loving environment where children ages three to five can work, learn, and play.

### **Goals:**

Rockport Pre-K strives to help children develop social skills through group interaction and develop a respect for adults in the classroom. Children will develop fine and gross motor skills through hands-on age appropriate activities. Our goal is to develop an interest and joy in learning, in a safe and nurturing environment.

### **Enrollment and participation in the Rockport PreK Program:**

Rockport PreK is a developmental PreK program, and enrollment preference must be given to students with identified special needs. Due to federal funding guidelines and policies, the program is limited to 20 students per session. Therefore, general education students may be asked to switch session/days or to other programs at any time to maintain this staff and student ratio. If the student ratio exceeds the allowable number, a general education student may need to be excluded from the program. This is determined by the last date of entrance into the program.

Students who have completed the previous year program and will be returning are considered enrolled in the program and do not need to re-enroll. Enrollment for all openings will be first come basis until the program is full. Enrollment begins at our "Roundup" each April for the next school year. A waitlist will be developed for students who are unable to attend due to program ratios. Preference will be given to children of South Spencer School Corporation staff and students with siblings attending Rockport Elementary.

Required documents at enrollment are: a birth certificate, current immunizations, and a physical for school.

### **PreK School Days and Times:**

General education students have the option of attending either a four day per week program Monday through Thursday or a two day Monday/Wednesday or Tuesday/Thursday program. Students with identified special needs will attend according to their IEP. All programs are ½ day either AM or PM.

AM Class - 8-11

PM Class - 12-2:45

## **PreK Tuition and Fees:**

PreK Supply Fee: \$25.00 per year, to be paid at enrollment.

General education students will be assessed a fee of \$40.00 per week for M-Th attendees and \$20.00 per week for M/W or T/Th attendees. Tuition includes snack and milk. Fees may be adjusted for calendared holidays, but will not be adjusted for absences or other cancellations.

Tuition will be due as stated on the tuition statements sent home each month. Identified Special Education students are not charged a tuition fee as the special education program is federally funded.

Late Payment Fees and Policy: If payment is not paid by the due date on the provided statement, a \$20.00 late fee will be added. Accounts that are 30 days overdue will result in student's removal from the program.

## **Daily Program Information:**

### **PreK Drop off / Pick up:**

PreK sessions are 8-11 am and 12-2:45pm. Each child must be signed in and out each day in the PreK sign-in book. Late pick up will be charged \$1.00 per minute late.

To keep your student safe, please follow pick-up procedure and drive your vehicle around to the back parking area and park in a spot. Please walk up to the awning to get your child. Teachers will dismiss children to adults as they arrive at the back awning.

If you need to pick your child up early, a parent or guardian must come to the school office to sign the student out.

**\*\*CHANGES IN TRANSPORTATION MUST BE MADE IN WRITING –even if it is just for one day\*\***

We will only release children to people listed on your drop off list. If you need someone to get your child that is not listed on your pick up list, we will need a note in writing a day ahead. Any children not picked up promptly may be taken up to the office to wait. No child will be released to anyone suspected of being under the influence of alcohol or drugs

### **Discipline policy:**

While the discipline policies within the South Spencer School Corporation Elementary Student Handbook are applicable to all PreK students, we understand that developmentally PreK students will need differentiated support due to their young age and varying levels of school readiness. We have a policy of redirection when a child is not following rules. Whenever possible, discipline and redirection will be handled within the PreK program. Parents will be informed on each child's behavior. We have a policy of prohibiting physical punishment on our grounds by staff and caregivers and parents.

**Supplies Needed:**

Each student should bring a backpack each day. Students will need to have a change of clothing (including undergarments) in their backpack in the event of any accidents.

**Attendance:**

Regular attendance is very important as new concepts are taught on a regular basis. Children who miss an excessive number of days often find it difficult to catch up. We realize that sometimes it is necessary for a child to miss school due to illness, doctor's appointments, etc. It is important that a parent contact the school each day a child will be absent for any reason.

**Milk/Snacks:**

Milk and a snack are offered daily. Milk and snacks are provided by the school and are included in the price of tuition.

**Dress Code:**

Your child will be very active in the classroom, the gym, and the playground. There are no flip flops or spaghetti straps allowed at school. Please always wear shorts under dresses and skirts. *There will also be many "hands-on" activities* and it is best that your child not wear their best clothes to school. We will try to avoid accidents but they do happen. Please send in a change of clothes with your student in case these accidents do occur. No shorts after Fall Break, until we return from Spring Break

**School Closing for Weather or Other:**

School closing information is provided in the Elementary Handbook. However, it is important to note, if there is a delayed start to school, then AM session will be canceled for that day.

## **PreK and Program Handbook Acknowledgment**

I have received a copy of Rockport Pre-K's Handbook. I understand that it provides guidelines and summary information about our preschool policies and procedures at Rockport Pre-K. I also understand it is my responsibility to read, understand, become more familiar with and comply with the guidelines established by Rockport Pre-K. I further understand that Rockport Pre-K reserves the right to modify, supplement, or revise any provision or policy, with or without notice, as it deems necessary or appropriate.

Please sign below:

I, \_\_\_\_\_, parent of, \_\_\_\_\_,  
have read the Rockport Pre-K Handbook and understand all the policies and procedures detailed in it. I understand this handbook is a supplement to the South Spencer School Corporation Elementary Student Handbook and have reviewed that document as well. I now stand in full knowledge of the policies and procedures for the Rockport Pre-K Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_