

1. History:

Pleasant Dale Preschool was founded in 1978 by Barbara Barger. Susan Landis joined in 1988. Over the next 34 years, Susan taught and directed the preschool.

2. Purpose:

The purpose of Pleasant Dale Preschool is to provide an education in the subjects mandated by the state of Indiana meeting the criterion set-forth for preschool students in the Indiana Early Learning Foundations Framework, which challenges each student to achieve his/her highest potential. At graduation students should be fully prepared to meet any academic challenges facing them in kindergarten.

The framework can be located here:

<https://www.in.gov/doi/files/foundations-2015-august-12.pdf>

3. Mission:

Pleasant Dale Preschool strives to provide sound education and instill character and strong values to prepare your student's heart, mind and spirit for all that comes before them that they may be a light and witness of God's love in this world.

"And all thy children shall be taught of the Lord; and great shall be the peace of thy children." -Isaiah 54:13

4. Objectives:

- A. Learn simple Bible stories
- B. Learn and recite nursery rhymes
- C. Learn simple finger plays and songs
- D. Learn to recognize basic shapes
- E. Learn Basic colors: red, blue, white, yellow, green, orange, purple, black and brown.
- F. Learn to recognize numbers 1-10 by sight and count to 15
- G. Learn to respect others and property
- H. Learn positive self-concept
- I. Learn position of concepts: up, down, under, behind, above, below, etc.
- J. Learn body parts; play "Do the Hokey Pokey," etc.
- K. Learn to recognize and print name
- L. Practice fine motor skills: button clothing, ties shoes, fasten zippers, use scissors, color within lines
- M. Practice gross motor skills: skip, hop, jump, run, gallop, etc.
- N. Learn to respond to a controlled schoolroom atmosphere

5. Legal Entity

The school is a non-profit corporation, which qualifies for tax-exempt 501(c)(3) contributions under IRS code.

6. Qualifications:

- A. To be eligible for the 3-day preschool, students should be 4 years old on or before July 1.
- B. To be eligible for the 2-day preschool, students should be 3 years old on or before July 1.
- C. Parents must support the teacher and the handbook.
- D. Provide volunteer assistance when needed and available.
- E. Pleasant Dale Preschool admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of PreSchool Handbook.

F. For the Tuesday and Thursday morning classes parents should have their children at school no earlier than 8:20 a.m. and no later than 8:30 a.m. Students need to be ready for class to begin by 8:30 a.m.

G. For the Wednesday morning class, parents should have their children at school no earlier than 8:35 am. Students need to be ready for class to begin by 8:45 a.m.

7. End of Day:

A. School dismisses at 11:00 a.m. on Tuesday and Thursdays and 11:15 am on Wednesdays.

B. Parents should remain outside the building until dismissal time. Pick up and drop off is at the south side of the church under the overhang.

C. Parents need to let teachers know if someone else will be picking up their children.

8. Security:

A. Doors will remain locked during school hours.

B. Parents will need to communicate with official paper work of child endangerment.

9. Financial:

A. Tuition for 3-day preschool is \$70 per month for a total of \$630 per year.

B. Tuition for 2-day preschool is \$55 per month for a total of \$495 per year.

C. Tuition payments can be made in yearly, half-year or monthly installments.

10. Registration Fee:

A. 3-day class \$35

B. 2-day class \$35

**Registration fees are non-refundable.

11. Donations:

Donations to the school are tax deductible per IRS guidelines.

12. Student Standards:

A. Obey the policies and standards of the school and respect teachers and others.

B. Maintain Biblical standards in language, morality, honesty and kindness.

C. Refrain from disruptive behavior.

D. Respect the church property and of others.

13. Conduct that will not be tolerated:

A. Foul language

B. Fighting

C. Theft

D. Deliberate damage to the church property

E. Defiance towards authority

F. Chewing gum

G. Deliberate disregard for school policies and standards

14. Discipline:

The school will maintain discipline which is fair, consistent and with love.

15. Discipline Procedures:

A. The school maintains the philosophy of rewarding good behavior and correcting when needed.

B. The discipline procedures are outlined as follows and are on a per day basis:

1. First offense, teacher correction.
2. Second offense, teacher/student private meeting.
3. Third offense, a note will go home to parents.
4. Fourth offense, a phone call will be made to parents during the school day.
5. Fifth offense, parents may be asked to pick up child early from preschool.

16. Dress Code:

- A. Student's dress should reflect that of biblical principals, modest in nature and well-groomed.
- B. It is the parent's responsibility to insure students leave home in compliance with the dress code.
- C. Please dress according the weather. We will be outside!

17. Volunteers:

- A. Teacher helper volunteers are welcome based on teacher requests.
- B. Volunteers will follow the dress code and are subject to the direction of the teacher.

18. Parent/Teacher Conferences:

- A. Parent/teacher conferences can be requested by the teacher or the parents at any time of the year.
- B. Regularly scheduled conferences occur once per year.

19. Problem Solving Procedures:

- A. Parent's should contact the teacher with any and all issues that may arise during the school year.

20. Transportation:

- A. Transportation to and from the school is the responsibility of the parents.
- B. Drop off and pick up will be on the south side of the church under the under-hang.
- C. Parents are to remain in the car. I will walk out to the car to get your child and to bring your child to you.

21. Medical Information:

- A. Insurance information will be collected in the case of an emergency.
- B. Emergency services will be contacted first and parent's will be contacted immediately following if emergency should arise.

22. Communicable Diseases:

- A. Please keep your child home if he or she has a fever.
- B. Child must be fever-free for 24 hours without the aid of medication before returning to school or have a doctor's note.
- C. All communicable diseases must be communicated with the teacher.
- D. All allergies must be communicated with the teacher.

23. Prescription Medication:

- A. A teacher must administer prescription medication taken by a student at school.
- B. All medications must be in the possession of the teacher.

24. School Closings:

- A. Pleasant Dale Preschool will follow the Adams Central School weather-related Closings and Delays.
- B. A remind text will be sent out once those decisions are made.
- C. Delay days will start at 9:30am and end at 11:30am.

25. School Supplies:

- A. Most supplies will be provided.
- B. Please bring Kleenex.
- C. paint shirt (parent's old shirt) with child's name on it.
- D. Old sock for dry erase marker.
- E. ONE of the following: snack or sandwich size baggies, dixie cups, napkins, or lysol wipes.

26. Treat Day:

A treat list will be sent out 3 months in advance of each day your child will provide treats. The basket will be sent home the day before you child has treats. On their special day, they will be line leader, sit in the special chair, hold the flag, etc. They can also bring a show and tell. All snacks need to be pre-packaged (no homemade), and wrapped individually. Snacks must come in an unopened container.

27. Curriculum:

Our curriculum is a Christian based curriculum and can be found here: <https://www.abcjesuslovesme.com/4-year-curriculum/>

I (We) _____ have read and above and agree to its
(Print Name(s))
entirety.

Parent Signature

Date

Parent Signature

Date