

**Smart Start
Preschool
Handbook
Columbia Elementary
Developmental Preschool
2019-2020**

Director: Jen Shank
Building Principal: Jason Snyder
Preschool Teacher: Rasma Melton

Welcome to Smart Start Developmental Preschool!

We are very excited for your child to attend Smart Start Preschool at Columbia Elementary! The preschool offer a rigorous play-based curriculum geared toward the individual needs and learning styles of each individual student.

Curriculum

Our classroom will ensure that each child's individual educational needs are being met, and include research-based activities. The classroom is set up with different work/play areas: House, Toy, Book, Art, Block, Woodworking, Writing, and Sensory Table. During small and large group, we will introduce and/or review key concepts. The classroom daily routine also provides structure and time to address individualized student needs. We will incorporate time to work on individual goals for students with IEP goals. The curriculum includes approaches to Learning, Language, Literacy and Communication, Social and Emotional Development, Health and Wellbeing, Arts and Sciences.

Contact Information

Columbia Elementary: (574) 223-2501

Learning Center: (574) 223-1600

Smart Start Preschool

Teacher: Mrs. Rasma Melton: (574)223-2501 ext. 2053

rasma.melton@zebras.net

School Hours

AM Class (3-year olds) 8:15–10:45 a.m.

PM Class (4-year olds) 12:00-2:30 p.m.

Classes meet Monday through Friday. Your child will attend based on the days decided in their case conference or as previously discussed with you.

Drop-off & Pick-up Procedures

Drop Off for A.M. Class: All students arriving by car will be dropped off in front of the school. Parents will pull up in front in the “car line” on the east side of the school. Please wait with your child in the car and the preschool staff will come to each car to get your child.

Drop off time is 8:15 a.m. on Monday, Tuesday, Thursday, and Friday. On Wednesdays, drop off time will be 8:45 a.m. due to late start Wednesdays.

Pick up for Car Students **A.M. Class** will be at the front at 10:45 A.M. Pick up for Car Students **P.M. Class** : All car students will dismiss out of the doors by the 1st Grade classrooms at the west end of the school at 2:30 P.M. School staff will bring students out to the car, so you are encouraged to stay in your car to wait for your child. If you do not have your child picked up by 2:40 p.m, then you will need to go to the main office at the front of the building to pick up your child.

Students Riding Bus: Parents of students who are riding the bus will be contacted by their child’s bus driver. The bus driver will inform you the time your child will be picked up and/or dropped off for the

school year. Please be sure to write these times down and be prompt when getting your child out the door to the bus.

Toileting

For students who are working on toileting at home, the teacher will speak with parents on an individual basis to create a toileting schedule for your child while they are at school. Parents will need to provide pull ups or diapers and wipes for their child. We will keep them at school and notify you when more are needed.

Breakfast

Breakfast is available for any child whose parent wishes for them to eat at school. Please notify your child's teacher if you wish for them to eat breakfast.

Breakfast: \$1.30

Reduced Price: \$.30

Change of Address/Telephone

Please be sure to notify the office promptly if your address or phone number changes. This is the only way we will be able to contact you if your child is sick.

Delay Schedule

During a two hour delay, morning preschool class will be cancelled and the afternoon class will follow the regular schedule. During a 3 hour delay, both morning and afternoon classes are cancelled.

Zebra Zone

Preschoolers who regularly attend on Friday afternoons may attend Zebra Zone. Zebra Zone is a program put on by the faculty of Columbia which teaches character traits. Zebra Zone is not open to the public.

Parent Conferences

Parent/Teacher conferences will take place in the Fall and Spring. If your child has an Individualized Education Plan (IEP), you will also have an annual case conference, which will be scheduled at a mutually agreed upon time.

Special Services

Special services may include occupational therapy, physical therapy and/or speech therapy. These services are provided as outlined in your student's Individualized Education Plan (IEP) at school during your child's preschool class time.

Attendance Procedures

If your child will be absent from school, please call the school before 8:30 a.m. and leave a message for the attendance secretary. The 24-hour attendance telephone number is **574-223-0506** for Columbia. **If the office has not received a call by 8:45 a.m. or 12:30 p.m., a call will be placed to your home or work to verify your child's absence.**

If your child has had a fever, they must be fever free for at least 24 hours before returning. If your child becomes ill at school you will be notified and must make arrangements to get them home.

Medication

All medication must be turned in to the nurse. Medication must be brought by a parent to school in the original container. Before medication of any type will be administered, a form from the nurse must be filled out when medication is brought in.

Personal Belongings

For safety reasons please do not allow your child to bring any toys or candy to school. Toys can easily become broken, lost or stolen. Teachers will not be responsible for toys brought to school.

Backpack Suggestions

All students will need a backpack large enough to hold a 9x12 inch notebook inside without folding or bending.

Many backpacks look alike, please label your child's backpack with his/her name visible on the outside.

Please make sure your child brings a backpack to school every day!

Snack

Each month you will receive a snack calendar. Please provide one of the following items for snack on the day indicated. Please also provide a 100% juice drink on your child's snack day. All snacks must be store bought and sealed when brought in. We are unable to accept homemade snacks, etc. Please see our school board policy for more details.

Snack ideas:

Goldfish Crackers

Teddy Grahams

Graham Crackers
Animal Crackers
Crackers/Cheese
Dry Cereal
Yogurt
Pudding
Applesauce
Fruit/Dip
Vegetables/Dip

Birthday Policy

You may provide unopened store bought cupcakes or cookies for your child's birthday. They will be distributed during snack time.

Supply Checklist

Please only label your child's backpack and extra clothes, the rest of the supplies will be used by the whole class. Thank you!

- Backpack
- Extra Clothes & Underwear
- Diapers, Pull-ups, Wipes (If applicable)
- Disinfectant Wipes (3 pack)
- 5-ounce Cups (2 packages)
- Baby Wipes
- 1 Package of Napkins

