



**BLOOMFIELD**  

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**ELEMENTARY SCHOOL**

# **Little Cardinals Preschool**

***Parent Information Packet***

**Bloomfield Elementary School**  
**500 West South Street**  
**Bloomfield, IN 47424**  
[www.bsd.k12.in.us](http://www.bsd.k12.in.us)

**Elementary Office:**  
**Phone: 812-384-4271**  
**Fax: 812-384-2405**

**Principal:**  
**Mr. Mike Riggleman**  
[mriggleman@bsd.k12.in.us](mailto:mriggleman@bsd.k12.in.us)

**School Counselor:**  
**Mrs. Kim Hill**  
[khill@bsd.k12.in.us](mailto:khill@bsd.k12.in.us)

**Preschool Instructor (Lead):**  
**Mrs. Mary Edwards**  
[medwards@bsd.k12.in.us](mailto:medwards@bsd.k12.in.us)

## **Preschool Mission Statement**

To ensure that all children attending our preschool develop a positive self-concept, the ability to problem solve, the ability to negotiate with their peers, and engage in a variety of hands-on, language rich, learning experiences that will establish the foundation for lifelong learning

## **Belief Statements**

- We believe that families are the primary teachers for their children.
- We believe that all children have the capacity to learn and grow as individuals.
- We believe that young children learn best by doing.
- We believe that children learn through active involvement with their environment.
- We believe that each new experience adds to the learning process.
- We believe that children learn best through play.

## **Goals & Objectives**

### *Social Emotional Development:*

- Each child will develop a positive sense of self worth.
- Each child will develop the confidence to challenge himself/herself.
- Each child will develop an acceptance and appreciation of the similarities and differences among everyone.

### *Cognitive Development:*

- Each child will expand his/her play skills.
- Each child will build upon his/her problem solving skills.
- Each child will acquire concepts and information that lead to a greater understanding of his/her world.
- Each child will increase his/her knowledge of letters and sounds and concepts about print.

### *Speech and Language Development:*

- Each child will expand upon his/her ability to communicate with friends during play.
- Each child will expand upon his/her ability to communicate wants, needs, ideas, and thoughts.
- Each child will expand upon his/her understanding of language.

### *Physical Development:*

- Each child will participate in a wide variety of games and activities with friends that incorporate both fine motor and gross motor skills.

## **Preschool ABC's**

Refer to our handbook for information on the 2020-2021 school year.

## **A**

### **At Drop Off**

All AM session students must be dropped off at Door 19 on the East end of the Elementary School building beginning at 8:00 AM. All PM session students must be dropped off at Door 19 on the East end of the Elementary School building beginning at 11:45 AM.

### **At Pick-up**

All students must be picked up within five (5) minutes from the end of class. Parents must pick-up their students at Door 19 on the East end of the Elementary School building. All students will need to be signed out with the teacher by a parent/guardian. Please be prepared to show proper identification (i.e. Driver's License, State ID) to verify identity.

## **B**

### **Birthdays**

Birthday treats are welcome in our classroom. Please contact the Preschool Instructors ahead of time to discuss possible food allergies.

## **C**

### **Classroom**

Our class will establish common procedures for daily progress. We will work together to keep a clean and safe environment.

## **D**

### **Daily Schedule (Potential Activities, Actual Schedule TBD by the Instructors)**

- Table Time- Each student is expected to participate in activities that are placed on their tables- art activities, puzzles, counting, blocks, letters, playdough, fine motor skills games/activities and books.
- Circle Time- Sing songs, read stories, calendar, talk about the weather, count and discuss the question of the day, review other readiness skills such as colors, shapes, and other math and language skills. Students will be given instruction in letters and sounds, phonological awareness and concepts about print. Teachers will share books to develop students' understanding of print and story elements, as well as, increase their comprehension skills and love of books and reading.
- Free Play- Children are free to choose what they would like to play at this time. During this time the instructors will be moving around the

room helping the children to advance their play and social skills with their peers.

- Gross Motor Skills- Students will play outside/inside (weather permitting.) Children can climb on playground equipment, play games, play ball, and run around.
- Quiet Book Time- Children choose a book they want from the shelf and look/read through it independently.
- Craft Time- Students will do coloring, drawing, using scissors and gluing crafts to develop creativity and following directions independently. This is a time to engage in hand and eye coordination and develop fine motor skills.
- Dismissal- Pack backpacks and prepare to leave.

As we adapt to new Indiana Early Learning Standards, we may update our daily schedules.

## E

### **Enrollment**

The Preschool follows the Bloomfield School District approved calendar. Classes will meet Monday - Thursday from either 8:00 AM until 11:00 AM (AM Session) or 11:45 PM until 2:45 PM.

Your child will be officially enrolled in Little Cardinals Preschool upon receipt of the following information:

- Completed Enrollment Pack
- Copy of child's birth certificate
- Copy of child's immunization record  
See additional information regarding immunization requirements in the School Health Section
- Receipt of 1st month's Tuition Payment and Annual Material Fee

Enrollment is filled on a first come first serve basis. A new enrollment packet must be completed every year your child returns to Little Cardinals Preschool. Enrollment forms for the next school year are accepted beginning April 3, 2020. Enrollment forms are date stamped and numbered for priority upon receipt.

### **Emergency Procedures**

The students will be part of regularly scheduled drills for our school. This will

be used as a chance to share in ways to be prepared and stay safe during bad weather, fire safety or other emergencies. You will find additional information concerning emergency procedures towards the end of this packet.

## **F**

### **Friendships**

Making friends and encouraging kindness, empathy for others and use of social skills will be emphasized. Learning will include collaboration and cooperation among students.

## **G**

### **Guest Speakers**

Suggestions for guest speakers to come and share with the children will be greatly appreciated. Short, hands-on experiences are great activities for launching new units of study. Guest speakers, and study trips are emotional hooks to get students excited to learn content. Please email the classroom instructors any suggestions for guest speakers. The preschool follows school district policy regarding guest speakers. All guest speakers will need a background check on file in the Elementary Office.

## **H**

### **Home/School Behavior Support**

Little Cardinals Preschool supports and encourages positive, pro-social behaviors through a variety of methods. Typically, preschool children need to be taught and positively reinforced for demonstrating prosocial behaviors. Some examples of prosocial behaviors include: requesting to take a turn with a toy by verbally asking, inviting peers to play by verbally asking or using a gesture, etc. Methods to teach pro-social behaviors are incorporated throughout the preschool curriculum. This includes establishing classroom rules (students and instructors together) at the beginning of the year. The rules are printed using pictures and are reviewed and demonstrated. Children also learn how to express their emotions in a manner that is respectful to all. Staff includes positive reinforcement to all children demonstrating prosocial behaviors through verbal praise, smile, and positive attention.

## **I**

### **Involvement (Volunteering)**

Families are always welcome to visit and participate in their child's classroom.

Please sign-in at the front desk if you visit your child's classroom. Additionally, we welcome family members who may be interested in volunteering at the school. The preschool follows school district policy regarding classroom volunteers. All class helpers, field trip chaperones and party planners will need a background check on file in the Elementary Office.

## **J**

### **Joining Playtime**

Gross motor play is part of the daily preschool schedule. Gross motor activities such as running, climbing, pedaling a tricycle, swinging, and playing ball provide valued opportunities for overall development. Developing strength and coordination builds the necessary foundation for being able to use the small muscles (i.e. used for writing, cutting etc.) effectively in the classroom. Additionally, these activities provide opportunities to engage socially with peers. On most days, the class goes outside. We go outside unless it is raining or severely cold. Please dress your child accordingly.

## **K**

### **Knowledge**

Little Cardinals Preschool will provide children with experiences focusing on developing the crucial knowledge, skills and understanding that help them to make sense of the world, and who they are. Students will participate in literacy activities and experiences that develop their understanding of letters and sounds, phonological awareness and concepts about print. Students will be provided opportunities to develop their fine motor skills and work toward writing letters. Students will be engaged in activities and conversations aimed at increasing their communication and comprehension skills.

## **L**

### **Literacy**

Literacy development includes Comprehension, Connection, Phonemic Awareness, Sequencing, Prediction, Fluency, and Fun. These strategies can be used with any literary text. They can be used with songs, poems, big books, welcome messages, hallway greetings, read- alouds, knock-knock jokes, finger plays, and much more!

## **M**

### **Materials Fee**

There is an annual material fee of \$60.00 payable with your first payment. The

material fees are used for purchasing supplies such as construction paper, paint, and other supplies used throughout the curriculum.

## **N**

### **Non Emergency Situations**

There are situations when the injury or illness of the students is not considered an emergency. In such situations:

- We will notify the parent to pick-up the student and provide whatever information is available to help the parent decide whether or not the student should receive medical care.
- If the parent has no available transportation, discuss other possible alternatives they might have (i.e. emergency contact list).

## **O**

### **Online Resources**

During the 2020-2021 school year the Preschool Instructors will provide suggested online links and resources for families to help reinforce skills being learned in the classroom.

## **P**

### **Pledge of Allegiance**

We will begin each day by reciting the Pledge.

## **Q**

### **Questions**

The best way to forward questions and comments from parent to staff is through email. You can find a list of staff members emails on our website. E-mails will be checked regularly. Feedback is always appreciated.

## **R**

### **Required Records**

Each school shall maintain a record of immunizations for every student that shall include the date of each individual immunization.

## **S**

### **Snack**

Snack time is considered a learning time when teachers sit with the children and help to facilitate social conversation. Good experiences at snack time help children develop positive attitudes regarding nutrition. Teachers will be



emphasizing manners, nutrition and healthy eating choices throughout the school year. Students will take turns supplying for the class. Teachers will distribute a snack schedule for families.

### **Supplies**

Please send a complete set of clothes, including undergarments and socks that will be kept in your child's classroom.

### **School/Home Connections**

Periodically, the instructors will send home a message using Class DOJO highlighting what students have done and will be doing. Often these messages have valuable information, such as study trip permissions, important dates, requests for donations or materials, etc.

## **T**

### **Transportation Changes**

At this time, parents will be required to provide students with transportation. We plan to continue to explore opportunities to ease the burden for parents. If there needs to be a change in transportation for your students either:

- Send in a note in with your child
- Call the Elementary Office at, 812-384-4271

*Do not email the Preschool Instructors with transportation changes as they have limited access to e-mail during the instructional day.*

### **Tuition (DOES NOT INCLUDE MATERIALS FEE)**

\$240 down payment (\$60 material fee plus \$180 payment)

\$150.00 per month **(Due on the 1st of every month)**

\$600.00 per semester (Sept - Dec) & (Jan - Apr)

\$1,440.00 per school year (\$1,380 total tuition + \$60 material fee)

## **U**

### **Unanswered Questions**

Should you have any questions or concerns regarding your child, please do not hesitate to ask. Please speak with your child's instructor first about any questions or concerns you may have. Should you have additional questions or concerns your child's instructor may not be able to address, please speak with Mr. Michael L. Riggleman, Principal. If Mr. Riggleman is not able to address your concern, please speak with Mr. Jeff Gibboney, Superintendent

## V

### **Visitors**

All visitors must sign-in at the Elementary Office and receive a badge identifying them as visitors.

## W

### **Withdrawal**

Please contact the Elementary Office if you decide to withdraw your child for any reason. Families are charged tuition until withdrawal papers have been submitted.

## X

### **Extreme Weather/Disaster Drills**

#### Severe Storms Drills

The school has an emergency preparedness plan that will be implemented in the case of severe storms, winds or tornadoes. If alerted by authorities, children will be taken to their designated safe place until an all clear is received.

#### Fire Drills

Fire drills are held in accordance with state regulations. Maps of building escape routes are posted in each room.

#### Snow/Weather

Little Cardinals Preschool follows the approved Bloomfield School District calendar. Additionally, the preschool will be closed whenever BSD closes for inclement weather.

- BSD closes school for the entire day: NO preschool.
- BSD institutes a two-hour delay: NO AM preschool. PM preschool classes will meet at 11:45 PM.
- Early Dismissal due to inclement weather: Parents will be notified and all students must be picked up.

School closing and delays are announced on the Bloomfield School District website. You may also watch TV channels 2, 10 or 13. You will receive a phone call regarding cancellation via our School Messenger notification system. The announcement of school closing will be made as early as possible. If you have not heard an announcement by 7:00 A.M., you may assume that school will

be in session as usual.

## **Y**

### **Yearly Calendar**

The BSD school year calendar is available at, [www.bsd.k12.in.us](http://www.bsd.k12.in.us). The first day of preschool will be Tuesday, August 11th, 2020 and the last day of preschool will be Thursday, May 20, 2021.

## **Z**

### **Zones**

We will work to label zones of our building for visitors. For example, we will create signs for bus loading zones, entrance/exit zones, employee only zones and designated visitor badge pick-up zones.