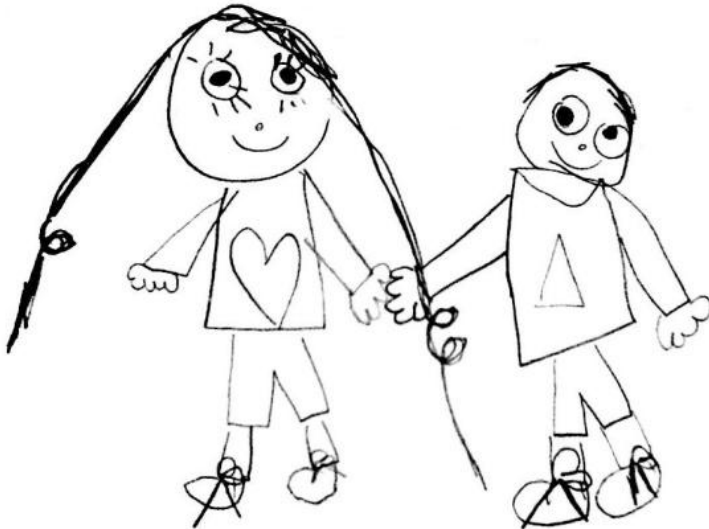


# Warren Early Childhood Center



## Preschool

1401 N. Mitthoeffer Rd.

Indianapolis, IN 46229

Phone: 317-869-4750

Fax: 317-869-4752

Principal: Chris Gearlds

## **Environment**

When you look around the Warren Early Childhood Center you may see a different environment that is not “typical” of a school. The walls are covered with children’s conversations, photographs, documentation, and child created work. The classroom environment is designed to create a warm atmosphere that encourages learning and creativity.

## **Philosophy**

Our staff is inspired by practices and philosophies that lead us to observe children during play and in their conversations with peers to discover what interests them. The children, teachers and parents collaborate to guide children through in-depth investigations on a topic they find interesting.

We believe that a more child-centered atmosphere creates meaningful learning experiences and encourages creativity. Early Childhood is the essential time to create a foundation for learning and a connection to school.

## **Curriculum**

Our center follows a curriculum based on the foundations set by the Indiana Department of Education with the Common Core Standards. We have aligned our classroom activities with the 8-Step process. Our scholars receive whole-group instruction, small group instruction, one-on-one support, re-teach and enrichment opportunities daily in their learning environment.

## **MATH FOUNDATIONS:**

### 3-4 Year Old Skills:

- Counts a number of objects up to 3 or higher
- Matches Circles, squares, triangles, rectangles
- Follows instructions to place an object in, out, on or off something
- Identifies 5 body parts
- Identifies concepts of more and less
- Predicts what comes next when shown a simple AB pattern
- Matches number symbols with amounts 1-3 or higher

### 4-5 Year Old Skills:

- Counts a number of objects up to 5 or higher
- Applies one-to-one correspondence with objects and people
- Completes interlocking puzzles of 8 or more pieces
- Sorts a group of objects by more than one way
- Matches number symbols with amounts 0-5 or higher
- Makes guesses related to quantity

## **LANGUAGE ARTS FOUNDATIONS:**

### 3-4 Year Old Skills:

- Tells one thing that happens in a familiar story
- Draws pictures and scribbles to generate and express
- Matches Letters
- Copies a vertical line, a horizontal line and a circle
- Watches and listens to a story to completion for ten or more minutes
- Identifies parts of an object (door of a car, nose of a dog)

### 4-5 Year Old Skills:

- Recognizes own name in print
- Recognizes print in media other than a book
- Tells a story using descriptive words and details\
- Tells a story while holding a book
- Dictates something for an adult to write down
- Writes first name from left to right
- Names 13 uppercase letters or more

## **SOCIAL SKILLS FOUNDATIONS:**

### 3-4 Year Old Skills:

- Puts toys away when asked
- Expresses affection/preference for some peers
- Takes turns/shares with assistance
- Uses different voices in play for different people
- Follows simple requests
- Will attempt to solve problems with peers
- Looks at person who is talking

### 4-5 Year Old Skills:

- Takes turns
- Demonstrates self control and active listening
- Follow 1-2 step directions
- Shows empathy and awareness of other's feelings
- Plays cooperatively with peers
- Looks at person who is talking
- Uses appropriate manners at school

## **Staff**

Our teachers are licensed with 4-year degrees in education. We have an instructional assistant in every pre-school classroom. We strive to maintain a 1:8-10 ratios of staff/children.

## **Assessments**

The Warren Early Childhood Center staff has developed an assessment tool that complements the Common Core Standards. Every three weeks, standards are assessed and new waves of standards are introduced to the scholars at ECC. Scholars are also assessed on ISTAR-KR, which is a Kindergarten Readiness Assessment. These assessments are shared with parents throughout the year.

## **Developmental Preschool**

The **Developmental Preschool (Public)** Program is for children age 3 to 5 who are eligible for Special Education services and also reside within Warren Township. The children in the Developmental Preschool program interact with scholars in the **Early Learning (Private)** Program for a variety of activities. Each scholar's Individual Education Plan (IEP) will determine their specific educational program.

The Warren Early Childhood Center provides special education programs for children between ages of 3-5 who are eligible for services and reside within Warren Township. Special Education services will vary depending on their needs. The continuum of services provided by the school corporation may include speech/language therapy, occupational therapy, physical therapy, development preschool. If your child is under the age of 3, he/she may be eligible for early intervention through First Steps. To initiate a referral to First Steps contact: Marion County at 317- 257- 2229.

## **Schedule of Operation**

5 Day class    Monday through Friday

3 Day class    Monday/Wednesday/Friday

8:35am-11:36am      or      12:40pm-3:41pm

### **General Education Fees**

5-Day Program: \$210/month

3-Day Program: \$160/month

Tuition due the 1st of the month

\$25 late fee charged after a 5 day grace period

Activity Fee \$55/year

(Includes field trip t-shirt for your student)

### **Enrollment Requirements**

- Your child's birth certificate
- Your child's up-to-date shot records and physical exam form
- Your current gas/electrical bill
- Your mortgage or lease statement
- Your picture ID
- \$50.00 Preschool Deposit  
(Will be applied towards first month's tuition)
- We encourage parents to have their children toilet trained by the time they begin attending.

## **Arrival/Dismissal**

Procedures that we have put in place are meant to aid in a quick, safe arrival and departure of your child. Please abide by the following rules to ensure a smooth transition to class and home as well as everyone's safety.

***Thank you for your patience and cooperation.***

- When you pull into the turnaround on the south side of the building, stay in one line until you are exiting onto Mitthoeffer Road. Staff members will be posted to direct cars. (Please do NOT make a “U-turn” in the loading area.
- We will unload and load 10-12 cars at a time. The front car will pull up to the end of the sidewalk. **WE WILL BE UNLOADING ALONG THE SIDEWALK ONLY.** A white lined area is painted on the drive for loading/unloading.
- Adults will need to get out of the car to unload/load children, rain or shine. A teacher will pick up or deliver your child at your car.
- Once back in the car, drivers may not pull out until all 10-12 cars are unloaded/loaded and directed out by a staff member.
- If someone new is picking up your child, please make sure you have listed the person on the enrollment form. This person **MUST** present their ID to receive the child.
- **ALL** vehicles should be turned off when you are in the Loading/Unloading area. This is School Board Policy.
- You are welcome at any time to park in front of the building and walk your child to class or pick them up

from class. Please avoid the circles for handicap parking and busses.

- If you are picking up your child early from class, you must sign your child out.

### **Late Pick-up**

A child not picked up by 11:45am or 3:45 pm will be taken to the Daycare. After 2 late pick-ups a \$20 fee will be charged each time.

### **School Closings due to Inclement Weather**

Often the weather or some other unforeseen circumstances causes Warren Township schools to be on a 2-hour delay or closure. Watch and listen to the TV news or radio for this information. Here is what to look for:

- If Warren Township Schools are on a **2-hour delay-**  
Morning Pre-school classes will NOT meet.  
Afternoon classes will be held as normal.  
*(Refunds/Credits towards days missed are not guaranteed)*
- If Warren Township Schools are **closed-**  
School is closed and there are no classes for the day.



## **Attendance**

We do track attendance. Please contact the Main Office when your child will be missing at 317-869-4750. ***It is the parent's responsibility to notify the Main Office if your child will not be returning prior to the beginning of the month. This will ensure you will not be billed and we can possibly offer the PreK spot to another scholar.***

## **Visitors**

Parents are welcome to visit the Center at any time. It is recommended that you give your child time to adjust the first few weeks as they begin school before planning a visit. Anytime you or a family member visits or volunteers at the Center, you must stop at the front desk to sign in and pick up a visitor's badge.

## **Volunteering**

Please contact your child's teacher ahead of time to schedule a time to volunteer. Warren Township requires that all adults who volunteer in the classrooms or attend field trips need to have a Limited Criminal History Background Check on file. These forms will be available at the beginning of the school year as well as throughout the school year. The information from these reports remains confidential.

## **Birthday Celebrations**

In an effort to make sure we get the most out of our instructional time with scholars, we will hold a “Monthly Birthday Bash” on the last Friday of each month. If you choose to bring in goodies for your child’s birthday this is the appropriate time to do so. The classroom teacher will send home monthly reminders in class newsletters.

## **Dress Code**

Children should wear comfortable play clothes every day and appropriate outer clothing as the weather dictates.

## **Medical**

All medicine must be in its original bottle, provided by parent. If it is a prescription, it must have a current prescription label and permission to give, signed by a parent. If over the counter medication, it can only be given according to dosage on bottle and with doctor’s orders.

Parents need to notify the school nurse in writing of any medical concerns. Please make sure you keep this current.

A child may return to school after he/she is fever free for 24 hours (without medicine). If it is suspected that your child has a communicable disease, a written note is needed from the child’s doctor. The note must state diagnosis and when the child may return to school. A child sent home with lice must be nit free upon returning to school.

Minor accidents will be taken care of by the school nurse. Parents will be notified immediately if a child should become ill or seriously injured.

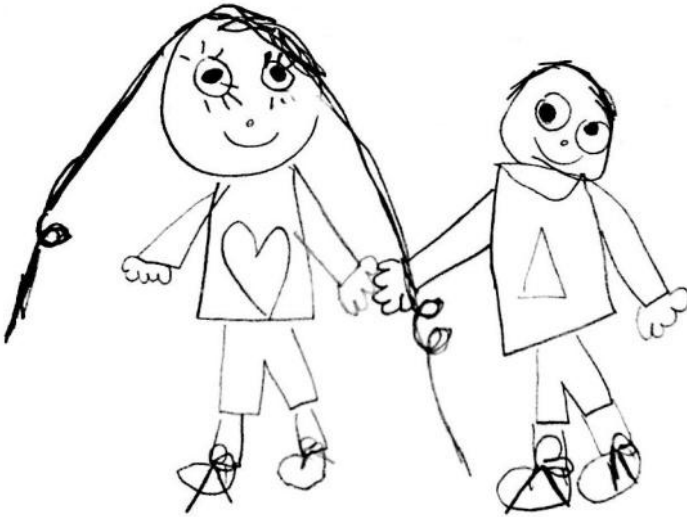
## **Minimum Immunization requirements**

### **for students 3 & 4 years of age**

- 4 doses of DTap, or DPT or DT
- 3 doses of Polio
- 1 dose of MMR (Measles, mumps and rubella)
- 2 doses of Varicella immunization (chicken pox) or documented proof of the disease
- 4 doses of PCV (Pneumococcal conjugate vaccine)
- 4 doses HIB (Haemophilus b)



# Warren Early Childhood Center



## Daycare

1401 N. Mitthoeffer Rd.  
Indianapolis, IN 46229  
Phone: 317-869-4750

Fax: 317-869-4752

Director: Chris Gearlds

### **Key Elements of Daycare**

- Daycare staff provides life-skills through play activities for each child.
- Each Caregiver includes creative arts and crafts, music and dance, enjoyment reading, and project investigations in their plans.
- Play will be the major learning experience.
- Chartwell's catering is our resource for nutritious breakfast and lunch.
- We invite and value parents suggestions, comments, and concerns. Working together is vital to the success and well-being of each child.

### **Staff**

Lead caregivers have a minimum of one of the following:

- A current CDA credential

- A BS degree in Early Childhood or Elementary education
- A BS Degree and 15-hours of coursework in Child Development
- A 2-year Associate's degree in Early Childhood Education

Staff is recruited from the Warren Township community who have a dedication to and a love for children. In-service training and meetings are held on a regular basis throughout the school year. It is our goal that all staff persons hired be a positive role model and caring individual.

### **Daycare Fees and Payment Information**

- \$135 Weekly Rate per child
- \$45 Daily Rate per child
- \$165 Daycare Weekly Rate per child with 3-day Preschool
- \$180 Daycare Weekly Rate per child with 5-day Preschool

The Early Childhood Center and Daycare accepts CCDF. Families on CCDF must have a current voucher on file with the childcare office or pay the weekly fee the first day of the week their child attends.

Payments are due the first day of the week your child attends.

Checks should be made payable to: Warren Early Childhood Center. You should receive your receipt within 24 hours.

Payments are considered late if not received by the first day and will be assessed a \$25 late fee. Fees may be paid as far in advance as the parents wish to make them within the semester. However, credits/refunds are not possible.

A \$30 fee will be charged for returned checks plus the late payment. It is Warren Township policy to NOT send a NSF check through twice.



### **Schedule of Operation**

Monday through Friday  
6am to 6pm

Closed on the following dates:

*Labor Day- September 1, 2014*

*Fall Intersession- October 6-17, 2014*

*Thanksgiving Break- November 27-28, 2014*

*Winter Break- December 22- January 2, 2015*

*Martin Luther King Jr. Day- January 19, 2015*

*President's Day- February 16, 2015*

*Spring Break- March 23-April 3, 2015*

*Memorial Day- May 25, 2015*

***(The YMCA will host Intersessions and Holidays)***

**Breakfast** will be offered between 7:30am & 7:45am

**Rest Time** will be after lunch approximately 60-90 min.

Please send a large towel or small blanket (no larger than 30x60). These should be taken home and laundered each week. No pillows please.

### **Enrollment Requirements**

- Your child's birth certificate
- Your child's up to date shot records and physical exam form
- \$135.00 Daycare Enrollment Fee (First Week)
- Completed Registration Form and non-refundable fee are required at least 1 school day prior to attending.



- We encourage parents to have their children toilet trained by the time they begin attending.

### **Basic Rules**

Our expectations at the Early Childhood Center and Daycare are that each child will develop the core competencies for academic excellence. Each scholar is expected to treat their peers and adults with respect; follow directions of the classroom and the school; complete activities to the best of their abilities; and have FUN!! At the Early Childhood Center and Daycare we pride ourselves on outstanding community relationships and ensuring that we offer a safe learning environment for all stakeholders.



### **Clothing and Outdoor Play**

Children should wear comfortable play clothes every day. Please send a change of seasonally appropriate clothing for your child to keep in Daycare. We will attempt to be outdoors for at least a portion of each day. Please prepare your child to be outdoors in cold weather by sending them in

warm clothing, with hats, gloves/mittens, and boots as the weather dictates. For safety reasons- only child size appropriate backpacks (big enough for a folder), without wheels, are allowed.

### **Evaluation**

Once each year parents will be asked to fill out a questionnaire to evaluate the program. This may increase based on needs assessment. Results of this survey will be taken under advisement.

### **Arrival**

Please park in front on the circle or in a designated parking spot and enter the building. Walk to the front desk to sign your child in/out, record lunch preference, and walk child to appropriate room. In order to provide the safest care possible, you must make sure the caregiver knows your child has arrived. If we do not receive advance notice your child will not be attending daycare, you may be charged the regular weekly fee. Custodial parents are welcome to visit anytime/any day without notice. When your children are in your care, please keep them with you when walking through the building; this is for their safety.

### **Late Pick Up**

Children must be picked up by 6pm daily. **If not, an additional fee of \$20 will be charged.** If a child is not picked up by 7pm Warren Police will be notified. The late

payment is due no later than the following day. Habitual lateness or an extremely late pickup on the part of the parent could warrant the exclusion from the program. *Each time you pick up your child, please check for notices or newsletters about the program.*

### **Sign Out Procedures**

When you pick up your child, please sign the sign out sheet. You may be asked to show photo ID. For Safety of your child, the staff cannot release any child before they have been signed out properly. Only person authorized on the registration form may pick up your child. Please keep this document current. We require three different individuals and phone numbers for emergency contact. Persons must be 16 years or older to sign a child out. Registration form changes must be made by parent by phone, email, or in writing.

### **Attendance**

In order to provide a safe and secure atmosphere for each child we need to have accurate information of attendance. Please contact the Main Office when your child will be absent at 317-869-4796.

### **School Closing due to Inclement Weather**

Day care will be open if at all possible.

When Warren Township classes are *cancelled* due to weather, daycare *hours will be 8am-6pm. (Some conditions may cause us to close the building all together)*

When Warren Township is observing a *2-hour delay*, daycare will *open at 6am* as usual.

### **Medicine**

All medicine must be in its original bottle, provided by parent. If it is a prescription, it must have a current prescription label and permission to give, signed by parent. If over the counter medication, it can only be given according to dosage on bottle and with doctor's orders.

### **Medical Needs**

Parents need to notify the school nurse **in writing** of any medical concerns. Please make sure you keep this current.

If a child becomes ill, has a communicable disease, or is infest with parasites (lice), the parent will be contacted and the child will be sent home. A few examples are as follows: 100 degree or more fever, rash of unknown origin, vomiting, injuries (except for minor injuries), diarrhea, or eye infection.

The child may return after he/she is fever free for 24 hours (without medicine). If it is suspected that your child has a communicable disease, a written note is needed from the child's doctor. The note must state diagnosis and when the child may return to school. A child sent home with lice must be nit free upon returning to school.

Minor accidents will be taken care of by the school nurse when on duty. Parents will be notified immediately if a child should become ill or seriously injured.

## **Immunizations**

### *Minimum Immunization requirements for students 3 & 4 years of age:*

- 4 doses of DTap, or DPT or DT
- 3 doses of Polio
- 1 dose of MMR (Measles, mumps and rubella)
- 2 doses of Varicella immunization (chicken pox) or documented proof of the disease
- 4 doses of PCV (Pneumococcal conjugate vaccine)
- 4 doses HIB (Haemophilus b)

For the safety of your child please make sure your child's Medical Emergency form is kept updated and accurate with emergency phone information and medical needs listed.

