Philosophy
We believe each child is unique and is a learner.
We believe in building relationships with the students and their families.
We believe in communication and consistency.

Goal
Help children reach full potential.
Make each child a life-long learner.
Educate the whole child - social, emotional, physical & cognitive.

Qualifications
Preschool is open to children 3 to 5 years of age.
Each child must be potty trained to participate in this program.
Children who meet the requirements may enroll at any time during the year - provided an opening is available.

Pre K - Program Requirements
The child must have missed the school corporation cutoff date of August 1.
Must be age 4 by August 1.

Beginner - Program Requirements
No prior Preschool requirements necessary.
For ages 3 and 4 (students who will not be attending Kindergarten the next year).
Must be fully potty trained.
Tuition Payments

First payment is due August 1. Payments can be made online or at the Parks Office (please check with your Instructor if payment is being made with them). Please be prompt with payments. If you will be late with payment, please contact the Park Office. The second tuition payment can be made at orientation or no later than the first day of Preschool.

Tuition Payment Schedule

<table>
<thead>
<tr>
<th>August 1 for September</th>
<th>January 1 for February</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 for October</td>
<td>February 1 for March</td>
</tr>
<tr>
<td>October 1 for November</td>
<td>March 1 for April</td>
</tr>
<tr>
<td>November 1 for December</td>
<td>April 1 for May</td>
</tr>
<tr>
<td>December 1 for January</td>
<td></td>
</tr>
</tbody>
</table>

Tuition payments are made one month in advance. Payments are to be made monthly and are due on the first day of each month starting with August 1 of the current school year. All needed policies can be followed with late payments.

The final payment is due the first week of April. If this payment is not made prior to May 1, the child may not be permitted to attend our Pre School program during the month of May.
Pre K & Beginners (all classes) - 9 AM to 1 PM

Please do not arrive earlier than 10 minutes prior to the beginning of your child’s class. Children cannot enter the classroom until the designated class time. If you bring your child to Preschool early, you should wait outside the classroom with your child until the teachers come out to get them. Children should not enter the building unless they are accompanied by an adult. The Parks and Recreation Department and their agents (teachers, office, board, etc.) will not be responsible for children who are brought into the building before designated class time (and left unattended).

There is a $1 fee per minute after 1:05 PM will be applied until child is picked up

Attendance

If your child is not going to be in school, please email the teacher directly and email: parkspre@greenfieldin.org
Notification must be sent no later than 8:30 AM day of absence.

School Supplies

Teachers will supply a list before the first day of school

Health

If your child has a fever, they need to be fever free for 24 hours before returning to class. If your child has the stomach flu, please make sure they have not vomited or had diarrhea for 24 hours before returning to class. Please consider the other children’s health in all health related matters and if your child has a terrible runny nose or bad cough.

The Preschool teachers and Parks Department administration reserve the right to determine applicable cases. The following are a fewexamples: fever (equal to or greater than one degree above normal, 99.6 and up), diarrhea, pink eye, vomiting, poison ivy, flu, and chicken pox. If your child is on an antibiotic please be sure they have been taking it at least 24/48 hours before returning to school.
**Monthly Calendar**

A monthly calendar will be sent home with your child at the end of the previous month. The calendar shows the theme of the week, field trip, party, days off, and special events.

**Discipline**

If a child displays inappropriate behavior, we will redirect the child to another activity. If the behavior continues, we will have the child sit out with the teacher for a few minutes. If the behavior does not stop, we will be in contact with the child’s parent(s) as soon as possible.

**Child Abuse Policy**

We will document any findings of child abuse. When necessary, we will contact the proper authorities.

**Snack**

Each child will be assigned a day to bring the snack and drink for their entire class. Do not bring homemade snacks or drinks. Please bring as healthy a snack as possible.

**Weather**

We will follow the Greenfield Central School district when it comes to weather delays. When Greenfield Central Schools are on a two hour delay, we have a 1 hour delay for morning classes. When Greenfield Central Schools are closed, the preschool is closed as well. You can receive information on weather closures for Greenfield Central School Corporation on most Indianapolis television stations and radios affiliates. The preschool will also list delays or closures on our Facebook and Twitter pages.
Parties

We will be having several parties throughout the year. NO homemade snacks. If you would like to send candy for your child to share with the group, please send individually wrapped candy or snacks again, no homemade items are permitted.

Field Trips

The Preschool program may go on field trips during the school year. We try to give you as much notice as possible so you can plan to attend. Volunteers are welcomed but adults only, no siblings and all volunteers will need to complete a background check. If your child is not going to school on a field trip day, please email the teacher so that we are not holding up the bus.

Everyone attending our field trips will need to pass a background check. The necessary forms will be sent home to parents.

Preschool with Greenfield Parks and Recreation
Greenfield Parks and Recreation
280 North Apple Street, Greenfield, IN 46140
(317) 477-4340
parkspreschool@greenfieldin.org
All Preschool applications must be completed in its entirety. Names and numbers listed for emergencies must be people who can be contacted. If you move or change your phone number, please notify the Park Office and your child’s teacher ASAP.

Parents are asked to check their child’s backpack after each class for notes, schoolwork, calendars, and other paper from us. Teachers will check backpacks when children get to school for notes, etc.

Please DO NOT send birthday party invitations to Preschool with your child. This causes hurt feelings amongst the other children. Unless you are willing to invite the entire class. Please consult with your teacher before initiating any birthday celebrations involving school.

Please label your child’s backpack, coat, jacket, sweater, sweatshirt, hat, and mittens with his/her name. Parents are to remind their child not to share hats and coats with other children for health related reasons.

If you would like to speak to the Pre School teachers, please call the Park Office at (317) 477-4340 to leave a message or email parks preschool@greenfieldin.org. We will return your phone calls at our earliest convenience. Calls may not be able to be taken during class times - unless it is an emergency.
Greenfield Parks Department has implemented additional security measure to the Preschool. The Preschool entry doors in the lower level will be locked and secured during the school day. When parents and students arrive before school, the entry door will be unlocked from 8:55 AM until 9:05 AM. The entry doors automatically lock at 9:05 AM and will remain locked until 1:00 PM. For pick up, doors will automatically unlock at 1:00 PM until 1:10 PM.

**Please note:** Parents arriving after 1:05 PM will be charged the $1 late fee for every minute after 1:05 PM.

### What if you arrive late?

If parents arrive late for drop off (after 9:05 AM) there are 2 options available:

1. Enter at the Preschool entry doors by pushing the "bell button" on the key pad. This will call a receptionist upstairs and has the ability to unlock the doors pending approval.
2. Elmore center main doors and proceed to the Parks office. Notify Park staff and they will instruct you to proceed downstairs and unlock the internal security doors leading to the preschool.

**Please Note:** If using the bell, please understand there is no guarantee a receptionist will be able to pick up.

These security measures are a precautionary measure to help insure the safest educational environment for each student.

---

**In Summary:**

- **8:55 AM to 9:05 AM** - Preschool entry doors unlocked for student drop off.
- **9:05 AM to 1:00 PM** - Preschool entry doors locked
- **1:00 PM to 1:10 PM** - Preschool entry doors unlocked for student pick up

Parents must enter through Elmore Center front entrance or push the "bell" button at the Preschool entrance and speak with receptionist.