English as a New Language Preschool

Parent Manual

921 N. Eddy St.

South Bend, Indiana 46617

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The English as a New Language Preschool started out as a way for parents and children to learn English together. In 2010 the ENL Preschool was two days a week and there were no more than eight children. Now we serve our children four days a week and about 15 children. We are very happy for this opportunity to collaborate with The Family Connection, as well as with Adult Education at Bendix. Welcome! We are so happy to have you with us in our program!
Our Goal

It is our goal to help each child feel safe and secure in our ENL Preschool. We strive to make the preschool experience an extension of the security that children feel at home with their families. We also strive to nurture the “whole child” through a variety of activities that are developmentally appropriate and allow the children to learn and grow physically and mentally, and expand their knowledge of the English Language through experience and interactions with others.

Philosophy

We believe that each child is unique in his or her own way and has his or her own different and valuable experiences in life. We recognize that children learn, grow, and thrive in a positive, loving, respectful, and nurturing environment.

Contact Information

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Enrollment Criteria

Children ages 2 1/2 to 5 may enter the preschool and immunization records must be up to date. Children **must be out of diapers** to enter the program. Parents must be enrolling in ENL Classes at the Center and **must be in the building at all times that their child is in preschool**.

Attendance

Regular attendance is very important to the overall preschool experience. Children may only come to Preschool if their parent is present in the building. Under no circumstances will parents be allowed to leave their children at the center if they are not present. If there is a day that your child will not be attending ENL Preschool, **we ask that you notify us by phone or email**.

Mondays 9-11:00 a.m.
On Mondays when ENL adult classes do not meet, we have programming for preschool parents and their children. This will include Parents as Teachers, Talk With Your Baby, field trips and more. Please plan to attend these very special days to help learn to be an advocate for your children and help them thrive in the American school system.

**Tuesday-Thursday 8:30 a.m. – 11:30 a.m**
We follow the South Bend Community School Corporation calendar. Children should remain with their parents in the lobby until the teachers bring them to the class. Please plan to come and pick up your child from the preschool room at 11:30 a.m. Once children are picked up by their parents, they will no longer be supervised by the teacher.
Class

All children will be in the same classroom located in the backroom of the Robinson Center. Children will contribute to the artwork displayed in the classroom and out in the hallway. Outside time will be in the parking lot outside the back door or on walking field trips. Kelly Park is two blocks west of the Center, located at the corner of Howard and St. Peter Streets.

Cost

There is a charge of $25/semester for each child participating in programming in the preschool. This payment can be made by cash or check payable to the Robinson Center. Scholarships and payment plans are available; please talk to the Director.

Environment

The Robinson Center is a smoke free environment, with a safe water supply from the South Bend City Water Works department, and heating, ventilation, and cooling systems maintained by the University of Notre Dame in accordance with national standards. Risk Management of the University conducts annual hazard surveys of the RCLC. Staff conduct daily checks of the classroom and any hazards are reported. SBPD regularly patrols the RCLC as well as Notre Dame Security and Police, NDSP and NDSecurity are quick to respond when called.

Emergency Actions

There are four doors to exit the building. Two doors on the south side of the building, the front door on the east, and the back door on the west. In case of severe weather, teachers will escort all children in the preschool to seek shelter in the computer lab. In case of fire or evacuation, a fire extinguisher is located on the back wall, and teachers will escort all preschool children outside of the door in the preschool room to the southwest side of the parking lot.

Medications

Medications cannot be given to children in preschool and cannot be stored in the Center.
Immunizations

Children should have the following immunizations; they will be required later for Kindergarten. YOU MUST PROVIDE PROOF OF IMMUNIZATIONS TO BEGIN CLASS.

Indiana State Department of Health School Immunization Requirements for 3 to 5 year olds:

- 3 Hep B (Hepatitis B)
- 4 DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio (Inactivated Polio)
- 1 MMR (Measles, Mumps Rebbella)
- 1 Varicella (Chicken Pox)

Your child can still participate in preschool without all needed shots being up to date, but we will work with you to make sure your child will become compliant.

Health and Safety

For the protection of everyone at the Center, your child may not attend if he/she has shown any of the following symptoms within the last 24 hours:

- Temperature over 100 degrees (must be fever free with no medication for 24 hours);
- Heavy nasal discharge that is not clear;
- Vomiting;
- Rash;
- Open sores;
- Pink eye (conjunctivitis);
- Head lice (must be completely nit-free before returning).

If your child has been exposed to any contagious disease, please keep him/her home and notify the Robinson Center at 574-631-7168. Examples of contagious diseases are: strep throat, pink eye, ringworm, ear infection, measles, mumps, chicken pox, scarlet fever, lice, etc.

The RCLC may not readmit children who exhibit symptoms of the illness for which they were excluded without the director’s approval. A doctor’s note stating that your child is no longer contagious may be necessary before returning to the Center.

If your child becomes sick during the course of the day (either with symptoms listed above or becoming listless or fatigued) then we will notify the parents. The child will need to leave the preschool immediately.

Because parents are in the building, you will be notified in case of an emergency or illness which happens during preschool hours.
**Child Abuse and Neglect**

Under Indiana law any individual who has a reason to believe a child is a victim of abuse or neglect has the duty to make a report; therefore, each citizen of Indiana is considered a “mandated reporter.” While reporting child abuse is everyone’s responsibility, Indiana law requires some in certain occupations to do so. These professional reporters are staff members in a medical or other public or private institution, school, facility, or agency. These reporters are legally obligated by their profession to report alleged child abuse or neglect.

**Parent Participation and Family Time**

Parents are welcome and encouraged to participate in the classroom. Our preschool staff will be working with the ENL teachers to coordinate joint activities. We realize your own classroom participation is important for ENL, but want you to feel at home in our classroom as well. There are biweekly activities planned for parents and children to do together during PACT (Parent and Child Together) Time. This will be on Thursday every other week.

**Parent/Child Separation**

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a like situation. Be encouraging to your child. Your smile, eyes and body language communicate a lot. Separation is often harder on the parents than the children.

**Outdoor Learning and Play**

Outdoor play is an important part of each day at the Robinson Community Learning Center. Children play outside each morning of Preschool, unless it is actively storming, the windchill is below 25 degrees, the heat index is above 90 degrees, or the air quality is unsuitable for outdoor play. *Children must bring appropriate clothing for outdoor play each day.* In case of inclement weather, we will do large motor activities inside. We are unable to keep a child inside due to health reasons. If he or she is too ill to go outside, they are best kept at home.

If it is sunny outside, please provide your child with a hat with a brim or apply sunscreen before school. We prefer close-toed shoes for playing outside. In the winter, children will need gloves, a hat and a coat, as well as boots. We will play in the lot adjacent to the preschool, or take walks, or go to Kelly Park on Howard Street.

**Field Trips**

At least once each month, we will go to family attractions, such as the museum, the zoo, a park, or the fire station. The teachers are not able to drive the students in their own cars to these places. If you need transportation, please let us know so we can rent a van from Notre Dame. In order to
take the students, you will need to have your car seat. If you have a place you would like to visit, let us know! Maybe we can plan a trip there!

**Toy Policy**

Please do not have your child bring toys from home, unless it is “Show & Tell Day.”

**Birthdays**

Birthdays are special to children. Every child’s birthday is celebrated during our school year. We will celebrate summer birthdays during the last week of preschool. We will provide a special snack for all of the children on birthdays. **Please let us know if you do not wish for us to celebrate your child’s birthday**, or for them to participate in other’s birthday celebration.

**Calendar**

We follow the South Bend Community School Corporation Adult Education ENL Classes Calendar. Preschool will be in session when ENL classes are in session. Start dates each semester will be a week to two weeks after adult classes start. For specific dates, we will provide monthly preschool calendars.

**School Closings**

If bad weather forces South Bend Schools to close, then our preschool will be closed. If the South Bend Schools are delayed for two hours, we will begin at 10:00 that day. School closings can be found on TV, on the radio, or online at http://www.wndu.com/closings. You can also do so by calling (574) 631-7168. We will do our best to contact you, so please keep your information up to date!

**Discipline**

High/Scope teachers avoid using punishment and reward as tools for managing children's behavior. When behavior problems arise, they avoid isolating the child, instead encouraging the child to discuss the problem with the adult or with others involved. This problem-solving approach helps children develop social skills and become more aware of the impact of their actions on others.

**What is HighScope?**

**Proven, research-based strategies for learning.** The HighScope Curriculum emphasizes adult-child interaction, a carefully designed learning environment, and a plan-do-review process that strengthens initiative and self-reliance in children and young people. Teachers and students are active partners in shaping the educational experience.
Confidentiality

The staff at the RCLC work together for the well-being of all of our children, and typically all teachers will interact with every child as some point during each day. For this reason, teachers regularly share information about children’s behavior, interaction with others, health needs, and any other topics that may impact working with that child. This may involve sharing observations or assessment data. All information about children will only be used to improve classroom interactions and will not be shared with any outside sources.

Grievance

Any parent or legal guardian of a student acting on behalf of a student participating in a program of The Robinson Community Learning Center has the right to file a grievance about conditions or services provided by The Robinson Community Learning Center. Aggrieved parents shall first attempt to resolve any differences with their child’s teacher or supervisor. If the problem is not settled to the parents’ satisfaction, the parent may ask for a list of further actions.

Home Visits

Parents have the privilege of being their children’s first and most influential teachers. We want to be able to learn about families and things we can bring into the classroom to make it a more comfortable and familiar place for children. We appreciate the opportunity to collaborate and learn from each other. One visit will be conducted once at the beginning of the year.

Conferences

Conferences are held in the Center with a teacher. This will happen twice a year, midyear and in May. Our goal is to information the parents about the program and to see how the student is doing in his or her studies. If you have questions or ideas, please share them with us.
**Clothing**

Dress your child in comfortable, practical clothing for painting or playing outdoors. Send your child each day dressed for outside play. Tennis shoes are preferable. Dress-up shoes have slick soles and sandals and flip flops are dangerous and inappropriate for active play. Children’s clothing should be uncomplicated so that they can use the bathroom easily by themselves. Please put your child’s name inside his or her clothes and jackets.

**Snacks**

Each day the children have a fun time together around the table as they eat snack. Snack time teaches patience, manners, independence, language development and nutrition. We will provide a small snack and drink on a daily basis for each child. Please let us know as soon as possible if your child has any food allergies.

**Accidents**

In case of an accident, one teacher will administer to the child as necessary, and a second teacher will call the parent or guardian. A detailed accident report will be filed. It will contain the date and place of the accident, injury or incident, type of injury, action taken by staff, and to whom the accident, injury or incident was reported.

Please bring an extra set of clothes labeled with your child’s name to keep in their cubicle at all times. While children should be able to use the bathroom in order to be in class, we appreciate that accidents can happen. If your child has more than one accident per week, you may be asked to leave the preschool until your child is completely potty trained.

**“Child Find”**

[www.childfindidea.org](http://www.childfindidea.org)

This site offers information and resources related to the earliest possible identification of young children and their families who may benefit from early intervention or education services.