



Robinson  
Community  
Learning  
Center

“Changing Lives, One Relationship at a Time”



Robinson Community Learning Center

Preschool Parent Manual

1004 N. Eddy St.

South Bend, Indiana 46617

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Classroom: (574) 631-0513

email: [RCLCpreschool@ND.edu](mailto:RCLCpreschool@ND.edu) RCLC.ND.edu

Dear Parents,

We are so pleased to have your child with us in the Preschool at the Robinson Center! The Robinson Community Learning Center (RCLC) was launched in February 2001 as an off-campus educational initiative of the University of Notre Dame in partnership with the Northeast Neighborhood residents of South Bend. While RCLC staff report to Public Affairs at the University of Notre Dame, programs are overseen by a program advisory board composed of residents, program partners, Notre Dame faculty/staff, and students.

The Robinson Community Learning Center is a department in the Office of Public Affairs and Communications, under the direction of Jay Caponigro, Director of Community Engagement; Timothy Sexton, Associate Vice President for Public Affairs. See more about Notre Dame's local outreach efforts at [PublicAffairs.nd.edu](http://PublicAffairs.nd.edu).

### **Our Goal**

It is our goal to help each child feel safe and secure in our Preschool. We strive to make the preschool experience an extension of the security that children feel at home with their families. We 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, as well as expanding their language skills through experience and interactions with others.

### **Educational Philosophy**

The Robinson Community Learning Center Preschool seeks to enhance the development of each child. The learning environment, activities, and daily schedule foster social, emotional, physical, cognitive, and creative development through hands-on learning and play. We believe that each child is unique and has their own different and valuable experiences in life. We recognize that children learn, grow, and thrive in a positive, loving, respectful, and nurturing environment. Central goals of our program are the promotion of your child's self-confidence and the development of a life-long love of learning. We are committed to providing all children enrolled with a multicultural curriculum that reflects the diverse background of our students.

We follow HighScope's educational approach which emphasizes active participatory learning. We encourage direct hands-on learning experiences that expand children's intellectual and emotional development.

### **Contact Information**

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## **Enrollment Criteria**

- We are accepting children ages 3-5.
- Children **must be out of diapers** to enter the program. Children must be able to independently manage their bathroom needs. Three accidents that require a change of clothing within a ten (10) day period will require dismissal from the program. Students are not to wear pull-ups, training pants, or diapers while at our preschool unless specified by an Individualized Education Plan (IEP) or 504 plan.
- The teachers will plan a home visit to meet the parent(s) and child(ren) prior to enrollment. Tours of the classroom will happen at our annual Open House or upon request.
- Parents must provide an up-to-date immunization history and record of any medical conditions that would affect school participation.
- Indiana licensing guidelines require that each child have a complete physical examination within 12 months prior to admission or within one month after admission on the form provided.
- Legal custody documentation must be on file for families who are divorced so that our center clearly understands who is allowed to access the child(ren) at the center.

### **The following forms must be completed and returned before the child's first day:**

Birth Certificate copy

Emergency contact information

Enrollment forms

Licensed childcare/home consent

Physical/immunization record

Policy on guidance and discipline

Child development information

Waiver and release agreement

Incomplete required enrollment forms, noncompliance with Indiana state law and licensing restrictions, habitual tardiness or late pickups, and physical or verbal abuse of children and staff are all grounds for a child's dismissal from the program. In a few instances, we may find that our program does not fit a child's needs. If behaviors occur that exceed our teaching capacity, we will meet with a parent/guardian to determine the best course of action. This might include a recommendation for transition to another center.

**Please give us one month's written notice for withdrawals.**

### **Licensing: Indiana Division of Family and Children, Bureau of Child Development**

The Indiana Office of Early Childhood and Out of School Learning (OECOSL) licenses early care and education programs/child care centers in Indiana and requires that the RCLC inform families of the following information: Families and community members can contact the OECOSL at 317-232-4521, or 877-511-1144, please ask for the north-central region. Their website, [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov) contains information regarding the current status of the RCLC's license. A copy of the Indiana Licensing Regulations for Child Care Centers is available in our office.

### **Drop off and Pick up:**

Parents will bring their child to the main entrance of the Robinson Center. All children must be signed in and out daily, and families with CCDF vouchers or enrolled in On My Way PreK (OMWPK) will need to swipe in and out daily at the front desk as well. Once a child is signed in, parents will walk their children to the classroom to drop them off.

In your child's enrollment packet, we ask you to include the names, address and phone numbers of adults authorized to pick up your child. All adults will be required to show an ID. If a parent or legal guardian is denied permission to pick up a child, the parent's name and a copy of the court order must be included in the child's file. We request that you pickup your child on time; chronic late pickups will be cause for dismissal from the program. If a preschool staff member suspects an authorized person for student pickup is intoxicated or otherwise impaired, the staff will not release the child to that person's custody.

### **COVID-19 Adjustments**

Preschool staff and children can wear masks if they feel more comfortable. Staff members will have smocks available that can be easily removed and replaced should they come in contact with children's bodily fluids. There will be enough staff for coverage so that only those teachers who are part of the "family" will be in the classroom.

Children will have their own cubbies which will be cleaned weekly. All communal toys will be sanitized after each session. Toys that have been put in or near children's mouths will be placed in the sink to be cleaned with soap and water.

If a child has Covid-like symptoms, they may not return to the program until one of the following happens:

1. 5 days have passed since the onset of symptoms, and
2. Proof of a negative Covid test (that we will provide), OR
3. A note from the doctor stating that they may return to class,
4. Children must wear a mask for the first five days after they return to school.

### **Attendance**

Preschool is Monday through Friday 8:30am-2:30 pm. Regular attendance is very important to the overall preschool experience. If there is a day that your child will not be attending Preschool, **we ask that you notify us by phone or email.** Preschool students with chronic absences, tardies, and/or late pickups can be dismissed from the program. **Ten unexcused absences can be cause for dismissal from the preschool program.**

## **Calendar:**

We follow the 2022-2023 South Bend Community School Corporation Calendar:

- Sept 6 -First day
- Oct 19-21--Fall break NO SCHOOL
- Oct 27--No SCHOOL (E Learning day for SBCSC)
- Oct 31 Halloween Celebration—costumes optional!
- Nov. 8--Election Day, NO SCHOOL
- Nov 16 -Picture Day
- Nov 23-25 OFF- Thanksgiving
- Dec 8--No SCHOOL (E Learning day for SBCSC)
- Dec 22- Jan 8- Winter Recess
- Jan 9-- School Resumes
- Jan 16 OFF- Martin Luther King Jr. Day
- Feb 14—Valentine’s Day Party
- Feb 20 - Presidents’ Day NO SCHOOL
- Feb 24—100th Day Celebration
- March 2--Dr. Seuss Day
- March 17--No school
- March 23--No SCHOOL (E Learning day for SBCSC)
- Apr 3-7 OFF- Spring Vacation
- April 17-21—Spirit Week, Week of the Young Child
- May 29 OFF- Memorial Day
- June 2- Last Day of School for the semester
- Summer schedule will be scheduled later in the year

## **School Closings**

If bad weather forces South Bend Schools to close, then preschool will be closed. If the South Bend Schools are delayed for two hours, we will begin at 10:30 that day. School closings can be found on TV, on the radio, or online at <http://www.wndu.com/closings>. We will do our best to contact you, so please keep your information up to date! We appreciate your understanding and patience when an emergency occurs.

## **Classroom and Program Description**

All children will be in the same classroom located in the east wing of the Robinson Center. Outside time will be in the playground located by the east 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. Our classroom capacity is 15 students. Our program provides developmentally appropriate activities

for children. Weekly lesson plans are written and posted for parents to view. Children are provided time to choose their own activities and to work independently in learning centers. Teachers serve as facilitators to enhance children's choices.

**Vouchers, Build Learn Grow Scholarships, and On My Way Pre-K:**

We are able to accept CCDF Vouchers and On My Way Pre-Kindergarten funds. Please let us know if you would like assistance with your application or to find out if you qualify.

**Tuition Policy:**

ENL Families and those who qualify for the CCDF or OMWPK vouchers:

1. Preference will be given to families enrolled in our English as a New Language classes, or to those meeting the voucher qualifications.
2. Voucher paperwork/applications must be submitted in order to qualify for the voucher program. This paperwork can be found at [HERE](#). Preschool staff can assist you with the voucher application process.
3. Voucher cards must be swiped daily--both in and out--for payment to be collected.
4. State policies regarding eligibility can be found [HERE](#).

Families who do not qualify for the CCDF Voucher program:

-For families who do not qualify for vouchers, the tuition rate is 185.00/week.

-Tuition is due by the 10<sup>th</sup> of every month. After the 10<sup>th</sup>, there is a \$20 late fee. Please speak with the Program Director if you need to make special arrangements.

-For the school year 2022-23, applications are taken on a rolling basis. Children will be admitted as space permits.

-If a tuition bill becomes delinquent over 30 days, and previous arrangements have not been already made, your child will not be able to return until the account is paid in full.

-If it becomes necessary to discontinue your child's enrollment preschool, you may do so in writing. The current month's invoice remains your responsibility to pay in full at the time of withdrawal.

-If a child is picked up more than 10 minutes late a charge of \$5.00 will be assessed for each 5-minute increment after that. These charges will be billed on the following month's invoice. If any child is not picked up 30 minutes after closing time, Child Protective Services will be contacted to pick up your child.

-Payment can be made by cash, check or money order. Checks can be made to the Robinson Community Learning Center. There will be a \$25 service charge for each returned check. This fee plus the amount of the NSF check must be paid in full within two weeks of receiving the NSF check. If not paid, your child will be excused from the program until full payment has been made.

-We will be closed for the following holidays: Fall break, Election Day, Thanksgiving and the day after, MLK Day, President's Day, Good Friday and Memorial Day. We do not bill for those days.

-The Robinson Center Preschool is closed for three weeks for the winter holiday in December/January, and one week for Spring Break in April. We will not bill during those weeks.

-Tuition is required for all scheduled days including personal vacation days and sick days.

-During the COVID-19 pandemic, tuition will not be charged during a 2-week quarantine. **A doctor's note will be required.**

### **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**

Our emergency action plan and procedures are posted in the classroom. A copy is available upon request.

### **Medication policy and procedure:**

Only those medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered. A copy of the prescription notes should be included in your child's file, so we know how to properly administer the medication. Our preschool will not provide over-the-counter medications to a student.

### **Preschool Late Pick up Policy**

**A child that is not picked up** after the end of programming must stay with an RCLC staff member who will call all phone numbers on the child's emergency contact form until someone can be reached to pick the child up. The staff member will stay with the child until he or she is picked up. If no one can be contacted, and all staff members have to leave for the day, staff will call Child Protective Services or the police to take the child into protective custody.

**If there is a change in plans**, parents should send a note if their child is being picked up by someone not on the emergency contact list, and ID will be checked when that person arrives. If plans are changed at the last minute a verbal communication from the parent over the phone,

followed up with a note or e-mail the next day, will be accepted as permission to let the child leave with someone else. ID will be checked on pick-up.

**If a child becomes sick** during programming, the parents will be called to pick the child up. If the parent cannot be reached, all other emergency contacts will be called. Until the child is picked up, he or she will be isolated from other children. If a child is sick and will not be attending the RCLC, parents should call the RCLC prior to the start of programming to alert staff of their child's absence.

### **Policy on outdoor play**

The RCLC Preschool is committed to the importance of outdoor play and physical development in all children regardless of their age and stage of development. All activities will be made accessible to children to ensure all are able to freely and independently use the outdoor area and physical play opportunities. We believe outdoor play helps children to develop independence, exploration, risk taking and self esteem. Our fenced playground has trikes, cars, scooters, sand and water play areas, and balls for the children to play with. Picnic tables and a shade structure are available in the fenced area so that activities such as snack and small group can also happen outdoors in good weather. Staff will ensure all areas are safe and secure with close supervision.

At times we will walk through the neighborhood to the park or on excursions. All outdoor play opportunities and outings will complement the indoor activities and provide children with both adult-led and child-initiated opportunities to enable children to learn and practice new skills, knowledge and behaviors.

Children will play outdoors daily as long as the weather is warmer than 30 degrees and less than 85 degrees, unless 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. 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.

When the weather is not conducive to outdoor play, the theater is available for gross motor activities. The classroom can also be used for some large motor activities. We are unable to keep a child inside due to health reasons. If he or she is too ill to go outside, they should stay home.

**Sunscreen/Sunblock and insect repellent:**

To protect children from sun-injury, RCLC preschool staff will apply SPF 15 or higher sunscreen with written parental permission to do so. When recommended by public health authorities due to high risk of insect borne diseases, the RCLC will apply insect repellent for outside activities and field trips. All sunscreen/sunblock and insect repellent will be stored out of reach of children.

**Prescription medication plan:**

- All medications will be kept in locked areas outside of the classroom and kept in the original container/ package with pharmacy label and student’s name affixed.
- We will not administer prescription medication to a student unless we have the following on file:
  - The written order from the student’s physician or health practitioner and written permission from the student’s parent or guardian.
  - Any student taking prescribed medication at school MUST have the appropriate information on file.
  - Changes in medication shall be documented in writing from a licensed prescriber.

**Immunizations**

Children should have the following immunizations and a current physical examination:

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 Rebella)
- 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 72 hours);
- Heavy nasal discharge that is not clear;
- Vomiting;
- Diarrhea (two or more episodes in a day);
- Rash;
- Open sores;
- Pink eye (conjunctivitis);

- Head lice (must be completely nit-free before returning)
- COVID Symptoms (runny nose, sore throat, fever, etc.)

If your child has been exposed to any contagious disease, please keep him/her home and notify the Robinson Center at 574-631-0513. Examples of contagious diseases are: strep throat, COVID-19, 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), or is injured, we will keep them comfortable and we will notify you immediately. The child will need to leave the preschool within 30 minutes.

In case of an accident, one teacher will care for 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 the classroom at all times.

All RCLC staff, visitors and children are taught important and effective hand washing procedures to promote cleanliness and to reduce the transmission of infectious diseases to themselves and others. Staff assist children with hand washing as needed to successfully accomplish the task. We ask children to apply hand sanitizer upon arrival to the preschool every day, as well as after playing outside. Before and after meals we ask children to wash their hands. We have our handwashing procedure posted in the preschool bathroom and at the classroom sink.

### **Prohibited Substances**

Smoking is not allowed at the Robinson Community Learning Center. We are a smoke-free environment. Weapons, illegal drugs, and alcohol are also prohibited from the building and grounds. If a preschool staff member suspects an authorized person for student pickup is intoxicated or otherwise impaired, the staff will not release the child to that person's custody.

### **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. 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 at 2:00 during the school year.

## **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 those emotions when put in a similar 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. Please share our preschool video which can be found on our Facebook page: @RobinsonCenterND or on our website: RCLC.ND.edu.

## **Field Trips**

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, so we rely on parents to help, if they are able to drive their own children. 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. Indiana code requires centers to transport children in a bus or large van with seat belts.

If you have a place you would like to visit, let us know! Maybe we can plan a trip there! Parent volunteers are always welcome.

Parents will sign a permission slip that authorizes us to take your child on a field trip. On our trips, preschool staff will bring first-aid supplies and carry cell phones to call for help in case of emergency.

## **School clothes:**

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.

All students should have a minimum of one complete change of clothing at school (including socks and underwear). Clothing should be seasonally appropriate. Please send clothes to school in a Ziploc bag **labeled with the child's name**. Please label all clothing, especially jackets, hats, sweatshirts, and other clothing that will come off throughout the day and could be forgotten. We

also request that you send a blanket for rest time. Blankets will be sent home each Friday to be cleaned.

### **Toys and food from home**

Please do not have your child bring toys from home unless it is “Show & Tell Day.” We will provide snacks and lunch for the children; we ask that you feed your child before they arrive in the classroom.

### **Cleaning and sanitizing toys to help keep children safe**

A toy that a child has placed in their mouth or that is contaminated by bodily secretion is washed by hand using water and detergent then rinsed and sanitized before another child can use it. If you would like to see our COVID-19 guidelines, the complete set is available in the lobby.

### **Birthdays**

Birthdays are special to children. Every child’s birthday is celebrated in the 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 celebrations.

### **Significant Occurrences or Problems**

You will be notified of any significant occurrences or problems which affect your child, including exposure to communicable diseases.

### **What is HighScope?**

HighScope is a proven, research-based strategy 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 at 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. Teachers will never share information with anyone other than the administration and those staff members who are directly involved. Personal information, behavior issues, disciplinary issues, etc. are kept confidential. Requests for release of information to other

agencies will be honored only if made in writing and with permission from the child's parent/guardian.

### **Grievance**

Any parent or legal guardian 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, please communicate with the Program Director or the Program Manager. They will convene a meeting to discuss the issues. If you are still not satisfied, you can reach the licensing office at: OECOSL, 402 W Washington St, Suite 361, Indianapolis, IN 46204.

### **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 at the beginning of each year.

### **Parent Conferences/Communication/Visit Policy**

Conferences are held in the Center with a teacher. This will happen twice a year: midyear and in May. Our goal is to inform parents about the program and to see how their student is doing in his or her studies. If you have questions or ideas, please share them with us. Parents may also request a conference at any time. In addition, teachers are always available for on-going communication.

### **Meals**

Each day the children have a fun time together around the table as they eat. Mealtime teaches patience, manners, independence, language development and nutrition. We will provide a morning snack and midday meal on a daily basis for each child. **Please let us know as soon as possible if your child has any food allergies or has a restricted diet.** The Indiana Licensing Department reviews and approves snack and lunch menus.

### **Policy on use of TV/VCR/DVD in the classroom**

Screen time is used sparingly in our preschool, and is never used to replace interactive play in learning centers such as reading, art, housekeeping or manipulatives. When screen time is used, it will involve active engagement between teachers and children. Technology is used in the classroom to extend learning and to integrate and enrich the curriculum. Children may have

opportunities to access and build skills using many forms of technology like tape recorders, microscopes, computers, and digital cameras.

Our goal is to use technology to be engaging, to support creativity and exploration, and to enhance a lesson. Examples may include developmentally appropriate yoga lessons, short videos or pictures to extend small group time, or cameras on walking exploratory field trips. Use will be limited to 15 minutes a day, 2 times per week per class, and only when appropriate. Only teachers will have access to the internet.

### Daily Schedule

8:30	Arrival
8:30-9:00am	Greeting time /circle time
9:00-9:15	snack
9:15-9:35	small group
9:35-9:45	planning
9:45-10:45	Work Time
10:45-10:50	Clean up
10:50-11:00	Recall
11:00-11:30	Outside time
11:30-12:00	Lunch
12:00-12:30	Rest time
12:30	Potty and beds away
12:45	Circle time
1-1:45	Work time
1:45	Clean up
1:50	Recall
2:00	Large group
2:30	Dismissal

### **Preschool Program Expulsion and Suspension Policy**

The Robinson Center Preschool works to create a positive learning environment that focuses on preventing expulsions and suspensions, encouraging partnerships between programs and families to support healthy development, and ensuring fairness, equity and continuous improvement to support children's social, emotional and behavioral health.

At times, however, the Robinson Community Learning Center may not be the most effective setting to meet a particular child's behavioral or learning needs. There may also be situations where an individual child's needs negatively impact the learning or safety of the rest of the

children in the class. In that case, we are committed to working with parents to find an alternate placement for their child.

Our Preschool focuses on fostering social/emotional development and responding to challenging behaviors by incorporating positive discipline practices and policies before ever considering expulsion or suspension.

### **Guidance for prevention of expulsion and suspension:**

In an effort to prevent expulsion and suspension of children, the Robinson Center Preschool uses the following policies and practices in a consistent and nondiscriminatory manner:

- We follow developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments and knowledge of research based evidence and best practices in child development, early learning and education.
- We offer professional development, training and education to ensure our teachers have the competencies to support children's social and emotional health.
- We develop and implement classroom schedules that meet the needs of the children.
- We adapt the learning environment to promote healthy social interactions with others.
- We work to develop healthy and nurturing relationships with children.
- We develop strong partnerships and relationships with parents.
- We develop classroom expectations that are developmentally appropriate, clear and consistent.
- We provide family engagement opportunities.
- We ensure fairness and equity.

### **Other Options Prior to Expulsion**

Prior to the expulsion of any child from the RCLC Preschool, the staff and director will follow these guidelines:

- Identify and engage mental and behavioral health consultants and community resources after obtaining parent permission.
- Reduce the number of days or amount of time in care for a specified amount of time.
- Conference with parents to discuss positive behavior interventions and development of goals.
- Document efforts to prevent and reduce expulsion.
- Provide reasonable accommodations.

### **Transition Procedures**

If an expulsion must occur, the child care agency will assist the child and family in transitioning to another program by identifying and engaging mental/behavioral health consultants and community resources to assist in determining the most appropriate placement for the child.

## **Local Resources**

Staff will use the following list to assist families in locating services and resources.

- Children's Dispensary (resource center for children with special needs): 574-234-1169
- Ansari Regional Center for Autism: 574-289-4831
- Logan Center (resource for people with disabilities): 574-289-4831
- INSource (Indiana resource for families with special needs): 574-234-7101
- Hearing and Speech Center at United Health Services: 574-234-3136
- Child Find [www.childfindidea.org](http://www.childfindidea.org)

## **Additional Resources**

1. Center For Parent Information and Resources [www.parentcenterhub.org](http://www.parentcenterhub.org)
2. IDEA-Individuals with Disabilities Education Act <https://sites.ed.gov/idea>
3. Centers For Disease Control and Prevention – Parent Information [www.cdc.gov/parents](http://www.cdc.gov/parents)
4. The Pyramid Model Consortium- Supporting Early Childhood PBIS  
[www.pyramidmodel.org](http://www.pyramidmodel.org)
5. NCPMI – National Center for Pyramid Model INNOVATIONS  
<http://www.challengingbehavior.org>

## **Communication:**

Our expulsion and suspension policy is clearly communicated to all staff and parents of enrolled children. The Expulsion and Suspension Policy is also part of the staff handbook and training practices. All existing staff and any new staff are required to be knowledgeable of the policy and will sign a statement acknowledging they have received and read the agency's Expulsion and Suspension Policy.

## **Discipline Policy**

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. We encourage students to use their own words to express their feelings and resolve their own conflicts whenever possible. We try to model and teach positive, non-hurtful conflict resolution skills.

We believe that it is very important to create a caring, patient, and supportive classroom environment. Positive reinforcement includes verbal recognition, positive notes to the student, and much more. Staff will **not** use threats, bribes, physical punishment, deprive your child or food or other basic needs, humiliation, or isolation.



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Learning  
Center**

With my signature below, I certify that I have seen and understand the Robinson Community Learning Center's Discipline Policy, the Expulsion Policy and the other policies listed in the Parent Manual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's name

\_\_\_\_\_  
Child