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# Cougar Cubs Preschool

## Family Handbook

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# Table of Contents

Program Locations, Office Hours, and Contact Information

Mission, Vision, and Belief Statements

Curriculum, Instruction, and Assessment

- Standards
- I-SPROUT
- Family Engagement
- Paths to QUALITY

Program Overview

- Residency
- Calendar, School Closings, and Delays
- Fees
- Communication
- Attendance
- Arrival and Dismissal
- School Celebrations
- Child Find
- Discipline and Behavior
- Student Dress Code and Clothing Notes
- Rest Time
- Potty Training

Health, Safety, and Security

- Medication
- Food Allergies
- Nutrition
- Transportation
- Field Trips
- Staff and Volunteers

Additional Information

- Termination of Services
- Mandatory Reporting
- Equal Opportunity and FERPA
- Emergency Child Care
- Handbook Acknowledgement

## Program Locations, Office Hours, and Contact Information

<p><u>Cougar Cubs East</u> 1331 North Blue Road Greenfield, IN 46140</p> <p>317-462-4491</p> <p>Office Hours: 7:00 AM-4:30 PM</p>	<p><u>Cougar Cubs West</u> 700 North Broadway Street Greenfield, IN 46140</p> <p>317-477-4622</p> <p>Office Hours: 7:00 AM-4:30 PM</p>
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### Our Mission

Cougar Cubs Preschool welcomes and embraces all preschool children and is committed to developing the whole child.

### Our Beliefs

We believe that all children are capable, creative, and caring learners with a natural love of learning. We believe in fostering a sense of belonging by building partnerships with students, families, and staff.

### Our Vision

We strive to promote positive outcomes for all students through intentional learning in natural, inclusive environments. Our goal is to build the foundation for future learning, creating seamless educational experiences and transitions throughout each child's educational journey.



## Curriculum, Instruction, and Assessment

### Standards

Early learning is a valuable component to your child's future success in school, work, and life. We recognize the importance of developing foundational skills as well as learning through play. All activities implemented in the classroom are guided by our standards, the Early Learning Foundations. The Early Learning Foundations are accessible online at <https://www.in.gov/doi/students/indiana-academic-standards/indiana-early-learning-foundations/>.

We utilize a variety of curricular materials to support all domains of development. Some curricular supplements that will be used in your child's classroom include: Handwriting Without Tears, EveryDay Math, Heggerty, Second Step, Conscious Discipline, and High Scope – Literacy.

Your child will receive instruction in whole-group, small-group, and individual settings. Instruction in the classroom is provided through teacher-led and child-led experiences. These experiences are designed with a focus on whole-child learning, to develop their skills in language, literacy, mathematics, science, social studies, creative arts, social-emotional learning, and motor skills. Your child will also have daily opportunities for open-ended learning.

### I-SPROUT

Throughout the year, your child's teacher will make on-going observations in order to assess learning. We utilize the Indiana Student Performance Readiness and Observation of Understanding Tool, I-SPROUT, to assess your child throughout the year. I-SPROUT measures children's knowledge in Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being and Motor Development, and Fine Arts. I-SPROUT is not a traditional standardized test; students do not select answers to questions. Rather, our teachers use this tool to make close observations and document student learning during a typical school day.

### Family Engagement

Cougar Cubs Preschool recognizes that you are your child's first teacher. Therefore, we believe in a partnership approach to educating the whole child. We welcome your involvement in supporting your child's learning within our program, including open houses, family literacy nights, field trips, celebrations, and end of the year ceremonies.

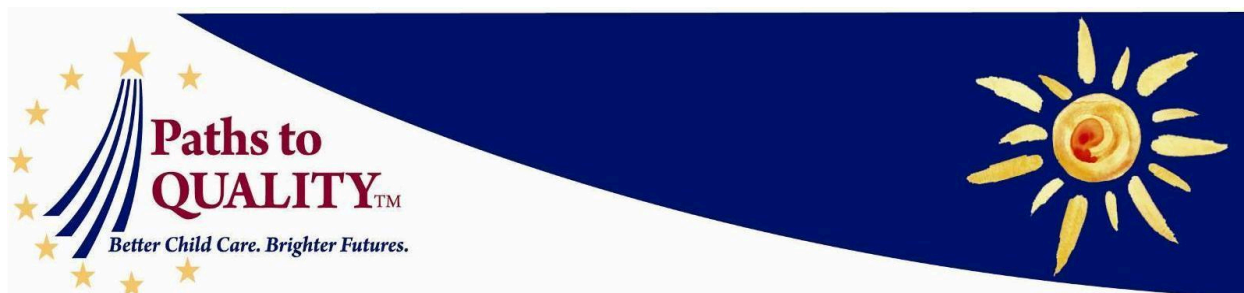
In addition, your child's teacher will communicate with you in several ways:

- **Ongoing Communication:** Your child's teacher will share daily and weekly news detailing your child's learning experiences. This communication could come in various forms, including digital or print.
- **Conferences:** Your child's teacher will provide you with the opportunity to have at least one conference throughout the year. You may always schedule additional conferences with your child's teacher.



- **Preschool Family Association:** Cougar Cubs Preschool is proud of our Preschool Family Association. Family members and preschool staff members meet to discuss questions related to preschool, to collaborate on special events, and to build relationships between families and staff members.

### Paths to QUALITY



Research overwhelmingly demonstrates that high quality early childhood programs prepare children for future success in school, work, and life. In the first five years of life, children’s brains undergo exponential brain development. The brain develops in reaction to the environment, and experiences in a child care program can contribute to that brain development. Quality rating and improvement systems measure performance in early childhood programs to ensure quality care for children.

Cougar Cubs Preschool is currently rated a Level Three out of the four levels on the Paths to QUALITY rating system by the state of Indiana. States across the nation use quality rating and improvement systems, and Paths to QUALITY is Indiana’s Child Care Quality Rating and Improvement System. Our rating validates the effort put forth by our teachers to ensure that your child receives quality care, including: a healthy and safe environment, planned curriculum, and an environment that supports children’s learning.

Each of the four levels of Paths to QUALITY addresses higher standards of care in early learning.

1. Level One: Health and safety needs of children are met
  - a. Meets basic health and safety requirements
  - b. Staff are trained in First Aid, CPR, Child Development, Nutrition, and Health and Safety
  - c. Classrooms are monitored annually to ensure compliance with licensing regulations
2. Level Two: Environment supports children’s learning
  - a. Provide a consistent daily schedule
  - b. Plan activities for children
  - c. Provide relevant program information for families
3. Level Three: Planned curriculum guides child development and school readiness
  - a. Implement a planned curriculum to guide learning
  - b. Provides professional development for staff to increase quality of care and learning
  - c. Incorporate family and staff input into their program

4. Level Four: National accreditation (the highest indicator of quality) is achieved
  - a. Program seeks and achieves accreditation by a nationally recognized body of accreditation, such as NAEYC (The National Association for the Education of Young Children)
  - b. The ten standards of accreditation with NAEYC include: Relationships, Curriculum, Teaching, Assessment of Child Progress, Health, Staff Competencies, Preparation, and Support, Families, Community Relationships, Physical Environment, and Leadership and Management

To learn more about Paths to QUALITY, please visit: <https://www.in.gov/fssa/2554.htm>

## Program Information

Program Option	Monday-Friday	Monday, Wednesday, Friday	Tuesday and Thursday
Full Day Preschool	8:00 AM-2:00 PM \$135 per week GC Staff: \$105 per week	8:00 AM-2:00 PM \$85 per week GC Staff: \$55 per week	8:00 AM-2:00 PM \$60 per week GC Staff: \$45 per week
Preschool with Extended Care	7:00 AM-4:30 PM \$165 per week GC Staff: \$140 per week	7:00 AM-4:30 PM \$100 per week GC Staff: \$80 per week	7:00 AM-4:30 PM \$70 per week GC Staff: \$55 per week
Preschool Instructional Day (Per Case Conference Committee placement only)	8:00 AM-11:30 AM <i>If space is available, our preschool students who receive special education services in the classroom as their FAPE are welcome to stay for extended care for a fee. Please reach out to the Early Childhood Coordinator if you are interested.</i>		

### Residency

Proof of residency within Greenfield-Central's designated district boundaries is required prior to enrollment in Cougar Cubs Preschool.

### Exceptions

- G-C Employees: A child who does NOT reside within the boundaries of Greenfield-Central's school district whose legal guardian is a current G-C employee may apply for enrollment in Cougar Cubs Preschool. Enrollment is dependent upon ample classroom capacity.
- Out of District Applicants: A child who resides outside of the district may apply for enrollment in Cougar Cubs Preschool. The Preschool Out of District Request Form is required and can be found on the Cougar Cubs webpage. Enrollment is dependent upon ample classroom capacity.

### School Calendar

Cougar Cubs Preschool follows the Greenfield-Central Community School Corporation school calendar. Preschool is in session during the 180 scheduled student days per the G-CCSC school calendar that can be found at [gcsk12.in.us](http://gcsk12.in.us). Preschool is not in session on teacher work days.

### School Closings and Delays

Cougar Cubs Preschool follows Greenfield-Central CSC's decisions and communication regarding delays and closings. In the event of a weather-related school closing, all Cougar Cubs Preschool classrooms will also be closed. In the event of a two-hour delay, all Cougar Cubs Preschool classrooms will also operate on a two-hour delay schedule.

For postings of school closings, delays, emergency early dismissals, cancellations and major school safety alerts, check the following local TV stations: WRTV-TV (6), WISH-TV (8), WTHR-TV (13) or radio stations: WRGF (89.7) Greenfield-Central School Corporation radio station, WIBC, WFMS. You may also call the school Voice Mail System for cancellations and delay of school announcements. Every effort will be made by school officials to make such decisions before 6:30 A.M., so that the word can be spread to all involved parties. Please do not call the superintendent's office.

### Age for Enrollment and Waitlists

Children must be three years old by December 1st of the current school year in order to attend preschool. Children may attend after their 3rd birthday. If there are no available classroom placements, families may complete the Cougar Cubs application in order to be added to the waiting list. No classroom placements are held for a child prior to their 3rd birthday. Children who are eligible for kindergarten are not eligible to attend Cougar Cub Preschool and are encouraged to attend kindergarten or enroll in another preschool. Any parent/guardian in disagreement should communicate their reasoning to the Director of Preschool and Early Learning for further consideration.

### Registration Fee

A \$50 non-refundable registration fee is expected at the time of registration unless otherwise noted.

### Consumables Fee

There will be a \$30 consumables fee per semester for all children enrolled in the program.

### Tuition Support

We accept Child Care Development Fund (CCDF) vouchers and On My Way Pre-K vouchers for any eligible families. To complete an application for tuition assistance through FSSA, please visit the following website: <https://earlyedconnect.fssa.in.gov/onlineApp/home>. For further assistance with CCDF or OMWPK vouchers, or other tuition assistance options, please reach out to the Director of Preschool and Early Learning.

### G-C Employee Discount

A discount is offered to G-C employees who are legal guardians of the student. This discount may be offered to extended family members who are G-C employees under the approval of the Superintendent or his designee.

Payments are due the Friday before the week of service. Payments are made through EZ School Pay or by cash or check made payable to GCSC.

We require payment for all scheduled school days. If you take a vacation outside of school breaks or your child misses school due to sickness or for any other reason, we do expect tuition to be paid in full.

We understand that hardships do occur. If you are experiencing difficulty making tuition payments, please reach out to the Director of Preschool and Early Learning. Assistance programs are available in some circumstances.

- *After one week of delinquent payments, you will be informed in writing of your late payment balance.*
- *After two weeks of delinquent payments, you will be informed in writing again of your balance and services will be suspended until your balance is paid in full.*

If you have a death in the family, notify the school to excuse your child. You will not be charged for one day of bereavement.

### Late Pick-Up Fee Policy

We understand the occasional emergency occurs, however; prompt pick up is important. A late charge of \$25 may be charged for any late pick up. You may request a waiver after one late pick up if unforeseen circumstances occurred. This fee will be charged for every late occurrence. Frequent or excessively late pick-ups can lead to termination of childcare services.

### Communication

In order for your child's teacher to have the best communication possible, it is important that you keep all of your contact information up to date. If there is a change in address, phone numbers, place of work, emergency contact, doctor, etc. please contact your teacher immediately.

If a parent is concerned about an academic or behavior problem, it is very important that they contact the school so the problem may be solved. It is best for the parent to first contact the teacher. No problem can be solved without the combined efforts of the parent and teacher. If a parent still has concerns, the second step would be to contact the Director of Preschool and Early Learning.

### Attendance

Good attendance is vital to the success of all students. If your child is going to be absent, please let the school know by contacting the preschool secretary at your child's school location and your child's teacher.

### Arrival and Dismissal

Indiana Code prohibits vehicles from idling within 100 feet of schools. Vehicles are asked to turn the ignition off within 100 feet of our school facility. *Please do **NOT** leave siblings in your car unattended while you bring your preschooler inside the building.*

Please send a note if there is a change in your normal pick-up routine. Any adult who arrives to pick up a child must be on our documented list of approval. If a staff member does not recognize the person picking up, the staff member will ask for a photo ID.

We will not release a child to someone who is impaired or intoxicated. We will immediately report the incident to the local police agency.

Specific arrival and dismissal instructions will be given to families prior to the beginning of each school year.

### School Celebrations



You may send in pre-packaged, store bought, individually wrapped treats with your child to share with classmates. Treats will be eaten at a time determined by the classroom teacher.

### Child Find

Child Find is the process of locating, identifying, and evaluating all students 3 years of age but less than 22 years of age, who are in need of special education services and related services, regardless of the severity of their disability.

Recommended IEP services are provided at no cost to families. Based on a student's progress and Case Conference Committee recommendations, or if a child no longer qualifies for special education, the preschool classroom is still an option for families if they are interested, but tuition fees would apply at that time.

### Discipline and Behavior

We use Conscious Discipline and Second Step to teach appropriate behavior skills. Conscious Discipline is a relationship-based approach to discipline and Second Step focuses on teaching appropriate skills for students to interact with each other. Teachers will support children in resolving conflict and getting their needs met through appropriate behaviors. Teachers are here to help the children learn how to communicate and treat each other. Teachers will communicate with children with respect. Our preschool students will be taught to follow these Safety Commitments as part of our Conscious Discipline program:

1. I will use watching eyes.
2. I will use listening ears.
3. I will use kind hands.
4. I will use walking feet.
5. I will use a quiet voice and kind words.

At times, children may have a difficult time behaving appropriately in the classroom for a variety of reasons. We will not allow a child's behavior to continue if the child will hurt him/herself, others, or property. Teachers will use redirection, implementation of calming strategies, modeling, or gently separating the child from the group for a brief period of time. Physical punishment, threats, bribes, humiliation, isolation, or withholding food is never used. Recurring concerns for the child will be addressed with the family. You will be required to sign our discipline policy.

If children display behavioral difficulties, staff members will document these incidents. If a pattern arises, a conference will be scheduled to discuss possible solutions. Please note, if a child's behavior reaches a point at which they are interfering with the learning process, the Director of Student Services or preschool director has the right to suspend the child from school. The occasions which allow for a suspension are listed in our elementary schools' handbooks which are located on the G-C website.

### Student Dress Code and Clothing Notes

We ask that all children be provided with a change of clothes (underwear, socks, pants, shirt, and shoes) because our classroom activities are endless and quite possibly very messy. Our school may not have extra clothes on hand. We also ask that children come to school in clothes that can get messy. While we will do our best to ensure clothes stay free from paint and spills, accidents will happen. Closed-toe shoes are suggested for all children for safety during outdoor play.

### Rest Time

Children in our full day programs will have rest time every day. The school will provide a cot for every child. It is recommended that your child brings in a blanket, pillow, and a small stuffed animal. Those items will not be available through the school. All naptime items from home will be sent home on Fridays to be washed every weekend. If a child does not nap, alternate activities will be provided.

### Potty Training

If your child is not potty trained, please provide diapers or pull-ups and wipes. The teachers will inform you when they are getting low on supplies so that you are able to restock. If your child runs out of pull-ups during the school day, we will call you to bring in more as we do not have extras available.

## Health, Safety, and Security

If your child is injured or becomes ill while at school, every effort will be made to make the child comfortable and, if necessary, contact a parent or guardian. If a parent or guardian cannot be reached, we will attempt to contact the emergency numbers that you have listed. If this is not possible or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance services will be the responsibility of the parents or guardians.

When a student comes to the clinic during the day with a complaint of illness, their temperature will be checked by clinic personnel. If the student has a temperature (oral, axillary, tympanic or infrared) of 100 degrees or higher, is vomiting, has diarrhea, or other apparent illness, the parent/guardian will be notified. The students may return to school when symptoms have been improving for 24 hours and they are 24 hours free of fever, vomiting and diarrhea, without the use of medication. Students who do not appear ill or do not have active vomiting, diarrhea or temperature of 100 or higher will be returned to class.

Medical coverage for students: Although we make every effort to keep our playgrounds and buildings safe, occasionally students are injured. The school corporation's insurance policy doesn't provide medical or accident insurance on students. You may wish to check with your health and accident insurance carrier to assure that your policy includes coverage for injuries to your child that may occur at school.

### Medication

In order to comply with Indiana law IC 20-33-8-13 and IC 34-30-14, and to protect all parties involved, Greenfield-Central Community School Corporation has adopted the following medication policies. NOTE: ALL PRESCRIPTION MEDICATION AND OVER THE COUNTER MEDICATION MUST BE BROUGHT TO SCHOOL AND PICKED UP FROM SCHOOL BY A PARENT, GUARDIAN, OR DESIGNATED ADULT.

A parent/guardian must bring these medications to school in the original container. Students may not carry medication to school. The container must be labeled by the pharmacy with the student's name, physician's name, name of medication, dosage, route (i.e., by mouth), conditions for storage, prescription date and expiration date. Form 5330 F1 must also accompany this medication, which is to be signed by the prescribing authority and the parent/guardian.

If it is necessary for a student to keep emergency prescription medication with him/her (insulin, inhaler or EpiPen), the appropriate care plan, signed by a physician, must be filed each school year with the clinic.

All over the counter medications stored in the clinic require a physician to complete Form 5330 F1b. The parent/guardian must also sign this form and bring the medication to the clinic. Only medication brought to the clinic in a new, sealed, unopened container will be accepted. Over the counter medicines will not be administered if they do not comply with the guidelines.

Medications must be kept in the clinic for dispensing. Students may not carry medication on their person or be kept in the classroom. Students are permitted to carry and self-administer throat lozenges without physician documentation. It is the parent's responsibility to provide instruction to the student on the appropriate usage of throat lozenges.

### Immunizations

If your child is new to the school, you must provide an immunization record on the day of enrollment. Indiana law states that children shall not be permitted to attend school for the first time in a school corporation unless they have submitted written evidence from a physician that certain school health requirements have been met. You may have the student's host school fax this information to the school your child will be attending.

### Food Allergies

In the case of allergies, or any other dietary needs, notify your classroom teacher by filling out the section about medical needs on PowerSchool. Food allergies will require documentation from a medical provider.

### Nutrition

Families may send in lunch from home or purchase school lunch. The daily menu and lunch prices are available via the G-C website. Meals and snacks that we provide must meet all the requirements for types of food and amounts under the USDA Child Care Food Program.

### Board Policy #F176 - Unpaid Meals

Meal accounts for students should be consistently funded throughout the school year to avoid students needing to charge for a meal. However, the Board recognizes that an occasional emergency may make it necessary to charge for a meal. Families needing assistance to apply for free or reduced meals should contact the Greenfield-Central Community School Corporation's Director of Food Service.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. Information can also be found on the school's website – [www.gcsc.k12.in.us](http://www.gcsc.k12.in.us).

### Transportation

Transportation may be provided for a field trip. See below Transportation Policy:

1. Occasionally, we take field trips and parents are always invited to participate.
2. On field trips, child/staff ratios will be maintained at all times and only qualified adult licensed drivers will transport children. Drivers will follow all Indiana laws and will not use cell phones at any time while in the vehicle
3. If children are transported for field trips, you will always know prior to the trip and permission must be signed by a parent or guardian.

4. Children will always be restrained in proper car seats and/or seat belts and at no time will a vehicle exceed the recommended capacity.
5. Children will not be left unattended. Upon returning from each trip, the vehicle will be inspected to ensure no children are still on board.
6. We have automobile insurance covering the transportation of children for field trips.
7. All vehicles used for transportation will be maintained in safe condition.

### Field Trips

Your child's teacher may plan field trips related to studies in the classroom. Any child or chaperone attending the field trip must ride on the bus with the class. Parents are responsible for paying the field trip fee or making other arrangements by the assigned deadline. Only children in the classroom, the teachers, and designated adult chaperones may attend field trips. Chaperones must have an approved background check and approval from the teacher before attending.

### Staff and Volunteers

Corporation Policy requires ALL volunteers to annually complete and have on file an approved Volunteer Profile Form. Permission for a Criminal History Check is a component of this form. If you plan on volunteering in the classroom or chaperoning a field trip, then this form must be completed and cleared prior to your activity.

### School Safety

A critical component of school safety is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### Standard Response Protocol

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions: Hold, Secure, Lockdown, Evacuate and Shelter. Per Indiana code, schools are required to conduct and document safety drills for students in these areas. Please take a moment to review these actions, per Indiana law, we are required to conduct drills regarding each of these scenarios multiple times each year.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE!

### Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

### Hazard

Tornado Evacuate to shelter area  
Hazard Seal the room  
Earthquake Drop, cover and hold  
Tsunami Get to high ground

### Safety Strategy

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## Additional Information

### Termination of Services

Termination can occur for any of the following reasons:

- Failure to pay fees or tuition in a timely manner
- Aggressive or abusive behavior by a parent or child, either physical or verbal (for example: threats, slander, or obscene language) toward children, staff, or other personnel
- Failure to provide necessary documentation and paperwork as mandated by the government, funding sources, or our program
- Fraud, including falsifying any documentation presented to the program regarding eligibility

### Mandatory Reporting

Any person working with children is required by law to report suspected child abuse or neglect. If child abuse or neglect is suspected, Cougar Cubs staff are required to contact Indiana Child and Family Services. As



required by law, the parent will not be contacted by the school in cases of suspected abuse or neglect. Our staff will maintain confidentiality. Concerns regarding staff should be sent to the Early Childhood Coordinator or an administrator from the Central Office to be handled.

### Equal Opportunity and FERPA

The Greenfield-Central Community School Corporation is committed to equal opportunity. All courses, student activities, educational services, programs, instruction, and facilities will not be denied to anyone in the School Corporation on the basis of race, sex, religious beliefs, handicapping condition, or national origin including limited English proficiency.

The law guarantees your family rights to privacy in school matters. You must notify the principal by September 1, or within fifteen days of enrollment (whichever is later in the school year) if you do not want your child's photo or name to appear in school-sponsored publications. This includes newsletters, school directories, honor roll or awards lists, promotion rosters, athletic programs, Twitter Accounts etc.

### Emergency Child Care

Families can call the child care resource and referral agency to assist in emergency care, in the event of temporary closure of their child's classroom or school. The number is 1-800-299-1627.

# Handbook Acknowledgement

Please sign below indicating that you have read all components of this Family Handbook.

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- Calendar, School Closings, and Delays
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- Communication
- Attendance
- Arrival and Dismissal
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- Child Find
- Discipline and Behavior
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Please sign below to acknowledge that you received the Cougar Cubs Preschool Handbook and that you have read and understand all parts of the handbook. If you do not understand a section in the handbook or have any other questions about the handbook, please ask the Early Childhood Coordinator.

I received and reviewed the Cougar Cubs Preschool Handbook:

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Parent/Guardian Signature

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Date Signed