

North Putnam Community School Corporation  
**Cougar Cub Developmental Preschool**  
**Bainbridge Elementary**  
**Student Handbook**  
**2018-19**



**Creating a community of learners by transforming education to meet all needs.**

**Mr. Rodney Simpson, Principal**  
[rsimpson@nputnam.k12.in.us](mailto:rsimpson@nputnam.k12.in.us)

**Mailing Address: 412 South Washington Street**  
**Bainbridge, IN 46105**  
**(765)522-6233**  
**Fax: (765)522-2903**  
[www.nputnam.k12.in.us](http://www.nputnam.k12.in.us)

On behalf of the faculty and staff of Bainbridge Elementary School, we are excited to welcome you to our school. Preschool is the beginning step to your child's educational journey, and we are honored to participate in their academic development. The relationship between teacher, parent, and student is very important for student achievement, and positive school environment. We look forward to collaborating with you as we all join together to support our students to ensure their success.

Sincerely,  
Mr. Rodney Simpson, Principal

### **What is a Developmental Preschool?**

A developmental preschool is different from a public preschool and provides special education services for children 3-5 years of age who are found eligible for special education services (based on an educational evaluation). Special education programming for a child will vary depending on their needs, and may or may not include attending the developmental preschool classroom. Some children may qualify for outreach services.

### **Arrival and Dismissal**

AM session: 8:30-11:00

PM session: 12:15-2:45

Students arriving by car for the AM session are dropped off in the car rider line at the gym entrance. Students that are picked up in a car after the AM session are picked up around the circle drive on the East side of the building. Students arriving by car for the PM session are dropped off at the circle drive on the east end of the building. Students who are picked up by car at the end of the PM session are picked up in the car rider line at the gym circle drive.

### **Attendance**

All bainbridge preschool students are expected to attend school every day of their assigned day that school is in session unless they have an excused absence. The preschool attendance policy will follow Bainbridge Elementary attendance policy in the Elementary student handbook. All absences are to be reported to the school

office each day by 9:00 a.m. If your child is a bus rider you will also need to call transportation to let them know your child will not be on the bus.

### **Background Checks**

A limited criminal history will be required each year of any adult who will be in contact with students. Background checks are done online through Safe Hiring Solutions. The adult must pay the fee for the background check. Anyone entering the school building will be required to have a driver's license available.

### **Bus Transportation**

Bus transportation is provided to your preschool student at no cost. North Putnam bus rules also apply to preschool students. Please read Bainbridge Elementary student handbook for bus rules. All preschool students must use a car seat provided by transportation. An adult must be available to put their child on the bus and take them off the bus each time at the bus stop. Any changes to transportation must be reported to the transportation office and a written note to the preschool teacher. Students who ride home on the bus to a different location other than their normal way home must provide a written note to the school office and to the preschool teacher. Parents always have the option of driving their preschool student to school. Transportation is not provided for peers. Transportation may be reached at (765)522-6220.

### **Classroom Recommendations and Information**

- ❑ Preschool will follow the North Putnam Schools' calendar which includes any early release times, snow days, and delays. (In the event there is a two hour delay, morning preschool will be cancelled.)
- ❑ In accordance with North Putnam Schools attendance policies, please notify the school when your child is sick or absent. Doctor's notes will be necessary when appropriate.
- ❑ There will be speech, occupational and physical therapists working in the classroom several times per week on designated days for students who qualify for services.
- ❑ Parents may be asked to bring in classroom supplies.

## **Curriculum**

Curriculum is developed by the Indiana Department of Education State Standards Early Focus on all domains. Fine motor learners, gross motor, early academics and adaptive/social skills.

## **Behavior and Conduct**

Bainbridge Elementary is dedicated to education and nurturing preschool aged children to prepare them for successful school experiences and life-long learners. We may need to respond to your child's misbehavior while he or she is in our care. Behaviors which may cause harm to your child or others are not permitted. If your child's behavior is very disruptive or may cause physical harm, you will be contacted by the school.

## **Evaluation Process**

An evaluation is typically completed within 50 school days of your written permission at no cost to the family. Evaluations are completed by a multidisciplinary team of individuals that may include the school psychologist, preschool teacher, speech and language pathologist, physical therapist, occupational therapist, or other school team members. The evaluation may include direct assessment, observations, completion of rating scales or checklists, and parent interview.

## **Food and Snack Guidelines**

The preschool teacher will contact parents for snack donations. A list of approved snacks will be given to parents.

## **Illness/Medications**

All students must have current health forms and vaccine documentation on file. In the event a child falls ill at school parents will be called to pick up the child. If a parent/guardian is unable to be reached, the emergency contact number will be called. Please follow all health procedures found in the Bainbridge Elementary student handbook.

**Please refer to the Bainbridge Elementary student handbook for any further questions and explanations.**

