ROSE HAMILTON ELEMENTARY

PRESCHOOL PROGRAM

"Educated for Success"

PARENT HANDBOOK

2026 – 2027

Centerville-Abington Community Schools
Rose Hamilton Elementary School
1281 Round Barn Road South
Centerville, IN 47330
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Centerville Schools District Website: www.centerville.k12.in.us

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WELCOME

Welcome to the Centerville-Abington Community Schools' Rose Hamilton Elementary (RHE) Preschool. We believe it is an honor to assist parents in the growth and development of their child. We have a devoted and enthusiastic staff that strive to create a positive and engaging learning environment where young children can grow academically, socially, and emotionally. This handbook should provide you with much needed information that pertains to our preschool program. If you have additional questions, please contact your child's teacher. We look forward to working with you and your child this year.

MISSION STATEMENTS & GUIDING BELIEFS

Centerville-Abington Community Schools:

"Centerville-Abington Community Schools, in partnership with families and the community, educates all students to be lifelong learners and responsible citizens."

Rose Hamilton Elementary School:

"Parents, school, and community are working together to educate ALL children."

Preschool Guiding Beliefs:

We endeavor to meet all children where they are currently and to prepare them for kindergarten readiness. We understand that play is the work of a child. We want to instill the love of learning into each child. We believe that a good preschool education is the foundation for future school success and the first building block in promoting lifelong learning.

PRESCHOOL STAFF

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Rose Hamilton Elementary Principal
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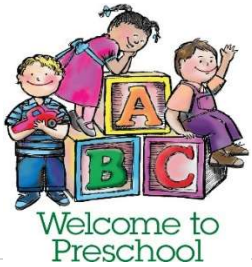
PRESCHOOL HOURS

School Calendar: Our preschool program follows the Centerville-Abington Community Schools calendar. The school calendar can be found at the end of this handbook or by accessing the Rose Hamilton Elementary and corporation websites.

AM Preschool Hours **Teacher: Burkhart, Smoker, Williams**	***PM Preschool Hours*** **Teacher: Smoker, Williams**
The morning classes meet from **8:30 AM – 11:00 AM** Monday through Friday. Teachers will meet parents/guardians at the Preschool entrance (**Door #3**, East side of bldg.) for drop off beginning at 8:20 AM and at 11:00 AM for pick up. **Please be prompt at drop off and pick up times.**	The afternoon classes meet from **12:00 PM – 2:30 PM** Monday through Friday. Teachers will meet parents/guardians at the Preschool entrance (**Door #3**, East side of bldg.) for drop off beginning at 11:50 AM and at 2:30 PM for pick up. **Please be prompt at drop off and pick up times.**

AM/PM Daycare Hours **Coordinator: MaKayla Wert**
AM Daycare is from 8:00 AM until 12:00 PM Monday through Friday for PM Preschool children. Parents/Guardians will be met at the Preschool entrance (Door #3) for drop off at 8:00 AM (no early drop offs). PM Daycare is from 11:00 AM until 3:00 PM Monday through Friday for AM Preschool students. Parents/Guardians will be met at the Preschool entrance (Door #3) for pick up at 3:00 PM (no late pick ups). **Daycare should **not** be used both before and after school. It is only for the opposite time of the student's scheduled Preschool class. **Daycare is only for Preschool students. Older siblings who need before/after school care should be enrolled in the Y-CARE program (for K-6th grade).



PARKING

Preschool parents should park in the North parking lot and walk your child to/from Door #3. Please only park in a designated parking space. Vehicles should NOT park along the sidewalk, fence line, or in front of the school's sheds. Preschool parents should NOT pull to the East side of the building as that area is for cafeteria and Y-CARE traffic only.

TRANSPORTATION

Any child who lives in the Centerville-Abington Community Schools District and receives special education services may be offered transportation as a related service. When available, students who qualify for a scholarship to attend our preschool free of charge are also eligible for transportation. Families must present a financial need and fill out a Free/Reduced Lunch application each year to determine scholarship eligibility. *Please contact the appropriate bus driver when your child will not be needing transportation on a certain day.*

All other students are not eligible for transportation services provided by the Centerville-Abington Community Schools Corporation. Therefore, transportation to and from preschool must be arranged by the parents/guardians. If you have any questions regarding preschool transportation, please contact your child's teacher.

Transportation Director: Sean Stevenson (765) 855-3475

INCLEMENT WEATHER & SCHOOL CLOSURES

When Centerville-Abington Community Schools is closed for any reason, the Rose Hamilton Elementary preschool program will also be closed. When Centerville-Abington Community Schools is delayed, the preschool start times will include the following:

Two-Hour Delay Schedule

AM Preschool

In the event of a delay, the morning preschool class will be **cancelled**. The afternoon class will be in session at its regularly scheduled time.

AM Daycare

In the event of a delay, AM Daycare will **begin at 10:15 AM.**
(PM Daycare will start at their usual start time of 11:00 AM)

Early Dismissal

In the event of an unexpected early dismissal, we ask that parents pick up their children as promptly as possible so that our staff can get home safely.

ENROLLMENT & FEES

- ❖ Children must be <u>three years old by August 1</u> to be eligible for our programs**.**

The following items are required to register your child for preschool:

- Birth Certificate
- Record of Immunizations

Enrollment is held on a first-come, first-served basis. NOTE: Enrollment is satisfied when all enrollment forms, fees, immunization records, and birth certificate are received in the RHE office. If a child cannot be admitted immediately because of full enrollment, he/she will be placed on a waiting list. An initial non-refundable registration fee of $55 is due at the time of enrollment.

AM & PM Preschool:
The cost for Preschool is $55 per week **regardless of the number of days** in any particular school week. The Centerville-Abington Community Schools calendar consists of 38 weeks. Payment is due by **<u>Friday</u>** of each week. Payment must be made regardless of whether or not the child is in attendance. Families can make payments in cash, check/money order, or electronic payment. If a check is returned by the bank for insufficient funds, an NSF fee equivalent to the fee charged by our bank will be added to the child's account (currently $10). When an account has an NSF charge, personal checks will no longer be accepted as payment.

AM & PM Daycare:
Child care is available on a limited basis for children enrolled in our AM or PM Preschool program. The cost of Daycare is $45 per week **regardless of the number of days** in any particular school week. The Centerville-Abington Community Schools calendar consists of 38 weeks. Payment is due by **<u>Friday</u>** of each week. Payment must be made regardless of whether or not the child is in attendance. Families can make one payment that includes both the preschool and daycare fees each week. *If at any time you wish to withdraw your child from Daycare, the parent must notify the office to avoid weekly charges continuing to accrue.

All fees should be put in an envelope, include your child's name/teacher name on the outside, and put it in the payment drop box located inside the Preschool door**. Fees that are more than two weeks late will have a $25 late fee added, and the child will be unable to attend Preschool/Daycare until the late balance is paid in full. Fees that remain unpaid after three weeks will result in withdrawal from the program.** We accept cash, check/money order, or electronic funds for payment. Make checks payable to *<u>Rose Hamilton Elementary or (RHE)</u>*. In order to pay electronically with credit/debit card or ACH, we must have your current email address in PowerSchool. (It is the parent's responsibility to update the office if there is a change).

ATTENDANCE & MEDICATION

Regular attendance is important. Your child should be encouraged to attend preschool whenever school is in session. Good working habits are established early in life and attending preschool regularly is an excellent opportunity to develop these routines with your child. In the event that your child will be absent, parents should call the school office at (765) 966-3911 and state the child's name, teacher, and reason for the absence.

Children must be kept out of school for 24 hours after the final episode/symptom of these situations:

- Fever
- Vomiting
- Diarrhea
- Undiagnosed skin rash

If your child exhibits any of these symptoms at school, he/she will be taken to the nurse's office where symptoms can be carefully monitored. Parents will be notified and asked to pick up their child from school.

Note: Children should be fever free for 24 hours without the use of fever reducing medication before returning to school.

Medications: Any medical needs should be noted on enrollment forms. All medications must be sent to school in original containers. Any over-the-counter medications must be in original containers and accompanied by a physician's statement specifying dosages. Parent/guardian permission is required for medication to be administered to your child at school. Storage and administration of medication is under the supervision of our school nurse. Forms for medication can be obtained from the school nurse.

Contact the nurse, Theresa Benedict, at: tbenedict@centerville.k12.in.us or (765)966-3911.

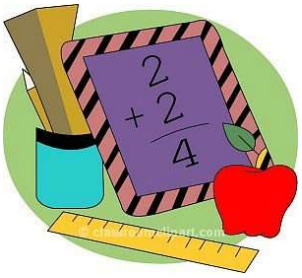
CURRICULUM

The curriculum of our preschool program guides our mission to educate all children and develop each to his or her full potential. Our curriculum promotes active rather than passive time where children make choices, share ideas, and talk with peers and adults. Our curriculum aligns with the Early Learning Foundations set by the Indiana Department of Education and addresses the following areas:

- **Language, Literacy, and Communication**
- **Social and Emotional Development**
- **Physical Development, Health, and Well-Being**
- **Arts and Creative Expression**
- **Math, Science, Social Studies, and Technology**

The following curriculum/programs are utilized in our Preschool classrooms:

- ***Early Learning Matters (*ELM)**
- **Heggerty**
- **Minds in Motion**
- **Handwriting Without Tears**
- **Literacy Stations**



SKILL DEVELOPMENT

Our Preschool program supports each child's individual growth, recognizing that children develop at their own pace. Teachers regularly assess early literacy, math, and other foundational skills to track progress. Families will receive reports three times (Beginning, Middle, and End of year) to stay informed about their child's development.

SCHOOL DRESS

Children should wear comfortable, durable, and washable clothing to preschool. Staff and children attempt to be clean and careful, but food and craft accidents do happen on occasion.

Sturdy play shoes are highly encouraged for active play at preschool. We go outdoors to play as often as weather permits, so please be sure your child has appropriate outdoor wear. All children must have an extra full set of clothes at school.

RESTROOM

We have an age appropriate restroom located in each preschool classroom. Children are encouraged to be independent about using the restroom, but they are supervised according to their needs. Please be sure your child is wearing clothing that can be taken off and put on easily. We understand that some students in preschool may not yet be fully potty-trained. Our staff will NOT be responsible for potty-training your child. In this case, potty-training supplies (e.g., diapers, Pull-Ups, wipes, etc.) must be provided by the parents/guardians.

SNACKS, LUNCH, & BIRTHDAYS

All snacks and birthday treats that are sent to school must be store bought and pre-packaged. No homemade snacks are permitted. Please provide preschool teachers with advance notice if you plan to send in treats for your child's birthday. *If your child has a food allergy or dietary restrictions, please notify us with proper documentation as soon as possible.*

AM & PM Preschool

Please send in a snack on the first day of each month. Please bring the first snack to Back To School Night. AM snack suggestions: applesauce pouches, box of cereal, muffins, Pop-tarts, fruit, graham crackers. PM snack suggestions: goldfish, pretzels, cookies, cheese sticks. Just send something your child likes and at least enough to share with 15 kids. Children will drink water unless drinks are sent for special occasions (e.g., parties or birthdays).

AM & PM Daycare

Children enrolled in Daycare will be offered lunch daily. Students may pack their own lunch or purchase one from the school at an additional cost of $2.65 per day. If a family qualifies for Free/Reduced price lunches, that cost becomes $.40 per day. Students in our AM daycare class can also purchase breakfast at school for $1.55 per day, or a Free/Reduced price of $0.30 per day for those who qualify. Students in either program will be provided a daily snack.

VISITORS & VOLUNTEERS

All school volunteers are required to complete a criminal history check per school board policy. Parents/guardians who are volunteering or visiting the preschool classrooms will be required to check-in at the front office upon entering the building. We use a school check-in system that requires a state-issued photo ID. If you have questions regarding visitor passes, please contact our office.

SAFETY DRILLS

In order to ensure the safety of the children and staff at Centerville-Abington Community Schools, we participate in fire, tornado, earthquake, and lockdown drills. Specific information is shared with children in each class to prepare for these drills. Order, safety, and speed are essential skills taught during these drills.

BEHAVIOR MANAGEMENT & GOALS

The goal of our preschool programs is to establish and maintain a behavior management system that will reinforce positive behaviors with children and teach children how to take responsibility for their actions. The following methods will be used to accomplish these goals:

- Staff will serve as positive role models.
- Rules will be appropriate for the development of preschool children.
- Rules will be consistently implemented.
- Consequences will be logical, such as redirection or limiting choices.

Physical contact in disciplining a child is avoided unless it is necessary to keep a child from harming himself/herself or others. A child whose behavior creates a safety issue will not be accommodated. If a child is exhibiting behavior problems in a program, the following interventions may be used:

- The problem will be discussed with the child.
- The use of time out will be implemented.
- A parent/guardian will be contacted about the problem.
- The parent/guardian will be called in for a behavior conference.
- The child may be suspended.
- The parent/guardian will be asked to withdraw the child from the program.

Our goal is for every child to be successful in our preschool program. By working together, we can make this goal a reality!

SCHOOL SUPPLY LISTS

AM & PM Preschool
Teachers: Mrs. Burkhart, Mrs. Smoker, Mrs. Williams

- School box
- 2 boxes of Crayola Crayons (24 pack)
- 1 pkg of Ticonderoga short fat pencils
- Fiskar brand Scissors
- 1 bottle of white school glue
- 2 Glue sticks
- 1 box of Crayola washable markers
- 1 box of tissues
- 1 roll or paper towels or a package of napkins
- 1 container of antibacterial wipes
- A box of gallon sized ziploc bags
- 1 3oz. container of Play-Doh (please no black or generic versions)

All items should have child's name written on them. If your child is still in Pull-Ups, please send a supply of Pull-Ups and wipes. We also ask each parent/guardian to send in a snack at the beginning of each month. The snack should be enough for the class to share. Snack ideas include the following: pretzels, goldfish, cookies, box of cereal, etc. or any thing your child really likes.

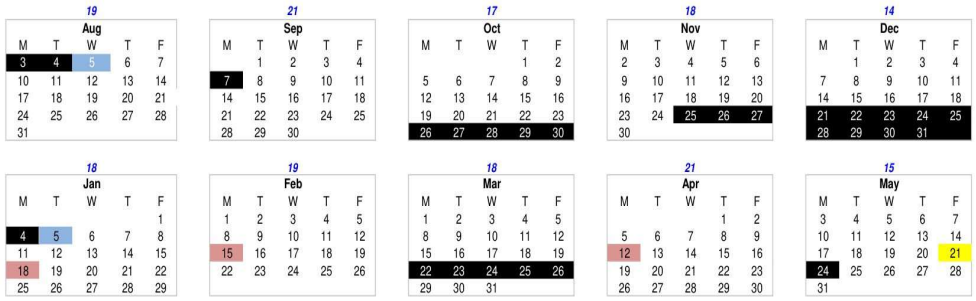
AM & PM Daycare
Coordinator: MaKayla Wert

- 1 box of tissues
- 1 roll of paper towels
- 1 container of antibacterial wipes
- 1 container of hand sanitizer

2026-2027 SCHOOL CALENDAR

CENTERVILLE-ABINGTON COMMUNITY SCHOOLS
SCHOOL CALENDAR
2026 - 2027

Approved by School Board Draft



First day of school first and second semester | No School | No School or Snow Make-up Day | Last Student Day | Synchronous Learning

FIRST SEMESTER

Aug.	3	Teacher Work Day*
Aug.	4	Staff In-Service Day - No Students
Aug	**5**	**First Student Day --- (FIRST SEMESTER)**
Sep.	7	Labor Day - No School
Oct.	7	End of 9 Week Grading Period
Oct.	26-30	Fall Break - No School
Nov	25-27	Thanksgiving Vacation - No School
Dec	18	End of First Semester
Dec	21-1	Winter Vacation - No School

Total Student Days: 89
Total Teacher Days: 91 *

SECOND SEMESTER

Jan.	4	Teacher Work Day*
Jan.	**5**	**First Student Day --- (SECOND SEMESTER)**
Jan.	18	Martin Luther King Day - Snow Make-Up Day or No School
Feb.	15	President's Day - Snow Make-Up Day or No School
Mar.	10	End of 9 Weeks Grading Period
Mar.	22-26	Spring Vacation (No School)
Apr.	12	Snow Make-Up Day or No School
May	21	Last student day for the school year
May	24	Teacher Work Day*
June	5	Senior Honor Program - May change due to make up days
June	6	Graduation - May change due to make up days

Total Student Days: 91
Total Teacher Days: 92 *

Year Student Days: 180
Year Teacher Days: 183 *

FOR CANCELED DAYS IN THE FIRST SEMESTER, SYNCHRONOUS LEARNING WILL BE USED.
FOR CANCELED DAYS IN THE SECOND SEMESTER, BUILT-IN SNOW DAYS WILL BE USED FIRST, FOLLOWED BY SYCHRONOUS LEARNING.

REPORT CARD DATES	MID-TERM REPORTS
Oct 14	On or Before Sep 4
Jan 8	Nov 13
Mar 17	Feb 5
May 28	Apr 23

Report card dates may be changed due to the number of snow days

REGISTRATION DATES: These are to be determined

Online Registration: TBA Go to school website: www.centerville.k12.in.us

New Student Registration - Elementary Schools **- TBA** By Appointment Only
Jr. High and High School - **TBA** By Appointment Only

* Teacher Work Days - Teachers have a choice of working the buildings two of the three days - Aug 3, Jan 4, and May 24