



LITTLE CHARGERS PRESCHOOL INFORMATION

Welcome to the 2021-2022 school year!!! Below is important information for parents/guardians to help get our year off to a great start. We will continue to review and revise procedures in order to make the best decisions possible for our students. If you have any questions or concerns at any time, please contact any of us at the numbers below:

- **Mrs. Jen Gates** - Preschool Teacher
 - 419.499.4625 ext. 1174 ~ jgates@edisonchargers.org
- **Mrs. Lisa Ineson** - Preschool Teacher
 - 419.499.4625 ext. 1141 ~ lineson@edisonchargers.org
- **Mrs. Brooke Lark** - Preschool Teacher
 - 419.499.4625 ext. 1138 ~ blark@edisonchargers.org
- **Mrs. Sara Stang** - Preschool Teacher
 - 419.499.4625 ext. 1140 ~ sstang@edisonchargers.org
- **Mrs. Kathy Smith** - Preschool Administrative Assistant
 - 419.499.4625 ext. 1109 ~ ksmith@edisonchargers.org
- **Ms. Stephanie Bradley** - Director of Student Services/Preschool Director
 - 419.499.4625 ext. 1166 ~ sbradley@edisonchargers.org
- **Mr. David Hermes** - Elementary Principal
 - 419.499.4625 ext. 1102 ~ dhermes@edisonchargers.org

HANDBOOK

Detailed information on policies and procedures for the Little Chargers Preschool program can be found in the Little Chargers Preschool Handbook. Copies are available in the preschool office or online at <https://www.edisonchargers.org/Preschool.aspx>.

ARRIVAL / DISMISSAL

ALL preschool students will be entering and exiting through the west facing door on Main Street. This door is to be used **ONLY** by preschoolers. Any older children arriving with you must enter the door by the main office.

PLEASE NOTE: Parents will be permitted to enter the building with their child during **ARRIVAL** for the first week of school. Following that, parents will not be permitted in the building during arrival or dismissal. If you need to speak to a preschool staff member, please contact them via phone or email to set up a time to come in.

ARRIVAL:

The morning session will run from **8:00am to 11:15am** and the afternoon session will run from **12:15pm to 3:30pm**. Doors will open and students should arrive promptly at **8:00am for the morning session**, and **12:15pm for the afternoon session**. **Mrs. Gates** and **Mrs. Ineson's** students will line up at the bottom of the steps in front of the right door and **Mrs. Lark** and **Mrs Stang's** students will line up at the bottom of the steps in front of the left door. Doors will be marked as reminders. Due to safety concerns, students should not be on the steps prior to the doors opening.

Preschool students will **NOT** be permitted to enter the building prior to the start time. A staff member will greet each child at the door and walk them to his/her classroom. A staff member will remain at the door for approximately 10 minutes after the start time for students arriving late. If you are dropping off more than 10 minutes late, please enter through the main elementary office.

DISMISSAL:

Please gather outside the same door for dismissal **no later than 11:15am for the morning session and 3:30pm for the afternoon session**. Parents will line up either on the right or left side based on the child's homeroom. Signs will be posted to indicate which side to line up on. Parents/guardians will check in with a staff member at the door to indicate which child(ren) they are picking up. The child(ren) will be brought to the door by a staff member.

Please remember **ONLY** those indicated on your pick up sheet will be allowed to pick up your child. Individuals picking up students may be required to show ID until we become familiar with those approved to pick your child up.

In the event that changes need to be made to your approved pick up list, you may send in a note or email (ksmith@edisonchargers.org) to indicate this **at least 24 hours prior** to the day that a new person will be picking up your child. In the event that someone not on your approved pick up list needs to be added for the same day (less than 24 hours notice), then you must speak directly to Kathy Smith (ext. 1109) to add that individual to your list. **Students will NOT be released to any individual who is not on their approved pick up list without prior notice.**

HOMEROOMS:

You will be notified of your child's homeroom and their teacher by the end of the day on Friday, August 13th via phone call or email.

ATTENDANCE:

If your child is going to be absent from preschool, whether for an illness, appointment, or planned vacation or event, please contact Kathy in the preschool office at 419-499-3000 ext 1109 or email at ksmith@edisonchargers.org to notify us of the absence. Calling the elementary office does not always get us the information quickly due to the different start times

CLASSROOM SUPPLIES:

Unlike the K-3rd grades of Edison Elementary, we do not charge a supply fee to our preschoolers. Instead, we ask that our preschool families all help us with our specific preschool needs of the following items. Please help with these items in any way you can. Items can be sent to school with your child. Please feel free to check with your child's teacher throughout the year if you are interested in donating other items that may be needed.

- **Paper Towels**
- **Baby Wipes**
- **Tissues**
- **Hand Soap**

PERSONAL SUPPLIES:

In addition to classroom supplies, each student will also need the following personal items in order to ensure compliance with all health and safety guidelines. All personal items should be clearly marked with the student's name.

- **Water bottle** (preferably with a straw lid to limit spills)
- **Change of clothes** (to be kept in their cubby in case of accidents or spills)

SNACKS :

Snacks are again being provided for our preschoolers this year. The snack will be a healthy snack item along with juice. Snack menus will be sent home each month. If your child has a food allergy, please contact your child's teacher or the preschool office to make arrangements for an alternative.

Birthday/ Holiday snacks are always welcome, but please contact your child's teacher prior to sending them in to coordinate scheduling and ensure that they meet any allergy needs in the classroom.

TUITION:

Tuition invoices will be sent home with your child each month, and the due date will always be on the invoice. Sometimes due to holidays or special circumstances, tuition payments may be due earlier than usual. Reminders for past due tuition payments are sent home as needed. If tuition is not paid in a timely manner, your child may not be permitted to attend preschool until the tuition is paid. Please contact Kathy in our preschool office at 419-499-3000 ext 1109 if you ever have tuition concerns or questions.

COMMUNICATION:

All homeroom teachers will be using the Remind app to communicate with parents throughout the year. In order to limit the amount of paper being passed between school and home, parents/guardians are encouraged to use the app or send emails instead of paper notes to share any needed information with teachers.

