



LITTLE CHARGERS PRESCHOOL INFORMATION

Welcome to the 2024-2025 school year!!! Below is important information for parents/guardians to help get our year off to a great start. If you have any questions or concerns at any time, please contact any of us at the numbers below:

- **Mrs. Jen Gates** - Preschool Teacher
 - 419.499.3000 ext. 1174 ~ jgates@edisonchargers.org
- **Mrs. Lisa Ineson** - Preschool Teacher
 - 419.499.3000 ext. 1141 ~ lineson@edisonchargers.org
- **Mrs. Brooke Lark** - Preschool Teacher
 - 419.499.3000 ext. 1138 ~ blark@edisonchargers.org
- **Mrs. Sara Stang** - Preschool Teacher
 - 419.499.3000 ext. 1140 ~ sstang@edisonchargers.org
- **Mrs. Kathy Smith** - Student Services/ Preschool Administrative Assistant
 - 419.499.3000 ext. 1109 ~ ksmith@edisonchargers.org
- **Mrs. Kristina Polachek** - Director of Student Services/Preschool Director
 - 419.499.3000 ext. 1166 ~ kpalachek@edisonchargers.org
- **Mr. David Hermes** - Elementary Principal
 - 419.499.3000 ext. 1102 ~ dhermes@edisonchargers.org

HOMEROOMS:

By now, you should have been notified of your child's assigned homeroom. If you are unsure as to your homeroom and teacher, you can view the list by visiting www.edisonchargers.org and going to the Edison Elementary page.

ATTENDANCE:

If your child is going to be absent from preschool for any reason, you must contact Kathy Smith in one of the following ways:

- Call 419.499.3000 - **Push 7 for preschool**
- Email ksmith@edisonchargers.org

Please do not just leave a message with the elementary office- they are very busy and these messages do not always make it to us and then we have to reach out to you to check in. Also- please remember that Kathy does not view messages in ProCare- please email her directly instead for attendance or any other issue.

PROCARE APP:

For Preschool we use the ProCare app as the hub for our program. We will be using 3 main features of the program to streamline our processes and make it easier than ever for parents/guardians to connect with our program:

- **Communication**
 - Our preschool teachers use the app to communicate directly with their whole class, as well as individually with parents. Teachers will also be able to send pictures and videos of what is happening in their classrooms, as well as sending out newsletters and other important preschool information. Parents can use the app to contact their classroom teacher.

- **Student Profiles**
 - Parents will be able to go into the app at any time to update contact information, approved pick up people, medical information and much more. Please remember anyone you authorize to pick up your child **MUST** be listed in ProCare and can be updated by you there at any time. Also, please remember if you make a change to something such as medical information, please send Kathy an email as well so we are sure everyone is notified of the update. ProCare does not send us updates of changes at this time.

- **Billing/Payments**
 - All tuition invoices will be sent through ProCare. Parents will also be able to make their tuition payments directly through the app using a credit/debit card or ACH account. Parents can also opt into AutoPay to have tuition payments automatically withdrawn each month. There is a 3% processing fee added to payments made online. Check and cash payments are still accepted with no fee.

All parents/guardians should have received an email and/or text message invitation to join ProCare. Please follow the steps provided in the invitation. Once you are logged in, you will see your child's profile with the information that has already been uploaded. Please review and make any corrections needed.

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.

NOTE: Parents will be permitted to enter the building with their child during ARRIVAL for the first week of school. Beginning 9/4/2024, 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, ProCare app or email to set up a time to come in to meet.

ARRIVAL:

The morning session will run from **8:00 am to 11:15 am** and the afternoon session will run from **12:15 pm to 3:30 pm**. Doors will open and students should arrive promptly at **8:00 am for the morning session**, and **12:15 pm for the afternoon session**. Parents do gather outside prior to the door opening. Please do not leave your child unattended until they have entered the building 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 additional staff will assist in walking 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 plan to enter through the main elementary office and sign your child in there.

DISMISSAL:

Please gather outside the same set of doors as drop off for dismissal.

Mrs. Gates and **Mrs. Ineson's** students will line up in a single file line starting at the bottom of the steps in front of the right door.

Mrs. Lark and **Mrs Stang's** students will line up in a single file line starting at the bottom of the steps in front of the left door.

Please be in line **no later than 11:15 am for the morning session and 3:30 pm for the afternoon session**. 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 and will be signed out by a staff member via ProCare- noting who is picking them up. In order to keep dismissal running smoothly, please remain in line until you have picked up your child, then exit the line promptly after your child is signed out.

APPROVED PICK UPS:

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 up your child, or if there is a substitute staff member at the door. It is always a good practice to have ID available for anyone picking up to avoid delays.** All of these procedures are in place for the safety and security of our students.

Parents/guardians will list all individuals approved to pick their children up in the ProCare app. If someone new is picking up your child, please make sure that person is listed in your account on ProCare. If you are not able to add the person through ProCare, please contact Kathy Smith at ksmith@edisonchargers.org or 419.499.3000, dial 7.

Students will NOT be released to any individual who is not on their approved pick up list or without proper ID if we do not recognize the pick up person!

SNACKS :

All snacks are provided. Our snack consists of two healthy items daily. A snack schedule will be sent home so your child knows what to expect and you know what we are serving them each day. If there is a dietary concern, please speak to your teacher directly to have this accommodated. Other than specific dietary concerns, snacks are not permitted to be brought from home.

Birthday/ Holiday snacks are always welcome, but please check ahead of time with your child's teacher for scheduling and any food allergy concerns in the classroom.

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 and updated in accordance with the weather season.

- **Change of clothes** (to be kept in their cubby in case of accidents or spills)
- **Water bottle** (**IF** your teacher indicates this for their room)

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.

Paper Towels

Baby Wipes

Hand soap

Disinfecting Wipes

Tissues

Items can be sent to school with your child at the start of the year or throughout the year when you are inclined to do so. Please feel free to check with your child's teacher throughout the year if you are interested in donating other items. We appreciate the help!

TUITION:

Tuition invoices will be generated for your child each month from our ProCare app. Invoices are always generated and due a month ahead. For example, you will receive an invoice for December's tuition on November 1st and will be due by November 30th. The invoice will always have the due date listed to avoid confusion.

Payments can be made via credit/debit card or ACH account through the ProCare app for a 3% processing fee. Cash and check payments will also still be accepted in the preschool office with no additional fees added.

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 payments are brought up to date. Please contact Kathy Smith in our preschool office at 419-499-3000, dial 7 if you ever have tuition concerns or questions.

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>.