



LITTLE CHARGERS ORIENTATION INFORMATION

Welcome to the 2026-2027 school year!!! Below is important information for parents/guardians to help get our year in preschool 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. 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. 7 ~ ksmith@edisonchargers.org
- **Mrs. Kristina Polachek** - Director of Student Services/Preschool Director
 - 419.499.3000 ext. 1166 ~ kpolachek@edisonchargers.org
- **Mr. David Hermes** - Elementary Principal
 - 419.499.3000 ext. 1102 ~ dhermes@edisonchargers.org

HOMEROOMS:

Sometime closer to the start of the school year you will be notified of your child's assigned homeroom. Once those are available you will be able to view the list by visiting our website- 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 directly in one of the following ways:

- **Call 419.499.3000 - Push 7 for Preschool Office**
- **Message in ProCare app in OFFICE CHAT not Classroom Chat**
 - **Email ksmith@edisonchargers.org**

This is all you need to do- Miss Kathy will always pass the information on to the teacher! She needs the information directly for state and district reporting purposes. It is also helpful so she knows who she is still waiting for at the door.

*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.

Simply select Option 7 to leave your phone message with the preschool if calling in.

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 easy for parents/guardians to connect with our program:

- **Communication**

- **CLASSROOM CHAT:** 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 time allows, as well as sending out newsletters and other important preschool information. Parents can use the app to contact their classroom teacher directly.
- **OFFICE CHAT:** This goes directly to Miss Kathy in the preschool office. Please use this chat to communicate absences, ask program or general questions, update any change in information or any other questions that we can help you with. Miss Kathy does **NOT** view the classroom chats as those are reserved for teacher/parent communication.

- **Student Pick Ups**

- Parents will be able to go into the app at any time to update approved pick up people. 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.

- **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 3.7% processing fee added to payments made online. Check and cash payments are still accepted with no fee. Check or cash payments may be handed directly to Miss Kathy at the door anytime!

All parents/guardians will receive an email and/or text message invitation to join ProCare. Please follow the steps provided in the invitation to download the app and then register and log in. Once you are logged in, you will see your child's profile with the information that has already been uploaded. Please do not change any information here without speaking to Miss Kathy!

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 8/31/2026, parents will not be permitted in the building during arrival or dismissal. Please help your child to be ready by this date to come in independently. You are not required to wait until that date to send your child in without you if you believe they are ready to enter independently.

ARRIVAL:

The morning session will run from **8:00 am to 11:20 am** and the afternoon session will run from **12:10 pm to 3:30 pm**. Doors will open and students should arrive promptly at **8:00 am for the morning session**, and **12:10 pm for the afternoon session**. Our day begins immediately at those times, so being on time is very important! Parents and students will 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 also not be on the steps prior to the doors opening for their safety.

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 and a preschool staff member will come and walk them down to preschool.

DISMISSAL:

Please gather outside the same set of doors for dismissal and form two lines. Please refer to the guidelines below on which line to be in. This helps us match students to parents faster.

Mrs. Ineson's students will line up in a single file line at the bottom of the steps in front of the right hand door as you are facing them.

Mrs. Lark and **Mrs. Stang's** students will line up in a single file line at the bottom of the steps in front of the left hand door as you are facing them.

Please be in your line **no later than 11:20 am for the morning session and 3:30 pm for the afternoon session**. As soon as you are in line, staff can begin the process of checking your child out which makes dismissal faster for everyone. Your child(ren) will be called to be dismissed and will be signed out by a staff member via our ProCare app- noting who is picking them up. For your child's safety, please remain in the line until your child reaches you so that we can monitor your child until they are in your care. Once you have your child, please exit the line promptly so we can continue safely dismissing.

APPROVED PICK UPS:

Please remember **ONLY** those indicated on your pick up list in ProCare 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, through the Office Chat 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** (ONLY **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. We supply ALL needed classroom supplies. But, we do ask that our preschool families all help us with our specific preschool classroom needs of the following items.

Paper Towels/ Disinfecting Wipes /Baby Wipes / Tissues

These items can be brought to Orientation or sent to school with your child at the start of the year or throughout the year when you are inclined to do so. We will sometimes send out an SOS for needed items as well! 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 with an additional 3.7% processing fee added. Cash and check payments will also still be accepted in the preschool office with no additional fees added. These may be handed to Miss Kathy at the door or sent in your child's bookbag. Please tell or message Miss Kathy if a payment is sent in a bookbag so we don't miss it!

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 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>.