

KILLINGLY PUBLIC SCHOOLS PRESCHOOL



At



Goodyear Early Childhood Center
22 Williamsville Rd
Killingly, CT 06263
860-779-6770

And

Killingly Central School
60 Soap St
Killingly, CT 06241
860-779-6750

Administrator: Sally Sherman
Administrative Assistant: Dawn Weber

Handbook COVID-19 Addendum, SY 20-21

1. Children in preschool shall be required to wear masks. Each child will be assigned a table shield which can be used anytime children are seated at a table.
2. Staff ARE required to wear face coverings; face shields also are available to staff. Classroom teaching teams will determine a schedule to allow for face covering/mask breaks.
3. Cohorting is the primary prevention strategy for preschoolers due to the unrealistic nature of asking preschoolers and preschool staff to maintain social distancing. As a result, classroom size will be consistent with current CT Office of Early Childhood guidance.
4. Each cohort/classroom group will be maintained as strictly as possible.
5. All children coming to school by bus will be met by classroom staff and escorted directly to their classroom. At dismissal, children will be escorted to the bus by their classroom staff.
6. Parent drop off and pick up will take place at specific exterior doors. Each classroom will have an assigned door. Staff will sign children in and out of the building. Parents/family members are expected to maintain social distancing while waiting to drop off/pick up. Due to COVID-19, no parents and/or visitors will be allowed into the building.
7. Classroom environments will continue to support the learning and social-emotional needs of preschool children however teachers may
 - Reduce the number of children allowed in each center.
 - Distance centers/tables when appropriate
 - Space children apart during meals and rest.
 - Create individual containers for frequently used materials (crayons, glue stick)
8. Heightened cleaning and disinfection will take place.
 - Surfaces and objects that are frequently touched, especially toys and games, are part of a routine of cleaning, sanitizing and disinfection.
 - Materials will not be shared with other classrooms, unless they are thoroughly cleaned.
 - Frequently touched playground surfaces will be cleaned prior to each classroom's use.

Enhanced overall cleaning will be provided by school custodial staff.

Dear Families,

Welcome to the Killingly Public Schools Preschool Program. In addition to local funding, Killingly Public Schools is the proud recipient of grants funded by both the CT Office of Early Childhood (School Readiness and Smart Start) and the CT State Department of Education (Family Resource Center) all of which support access to affordable high-quality preschool. As a public school preschool program, we are exempt from state licensing requirements. The Killingly Board of Education retains ultimate responsibility for the management and oversight of the program, for the staff employed at the program and the children attending the program. We are pleased to offer programming at two locations, *Goodyear Early Childhood Center* and *Killingly Central School*. Both locations offer a high quality early childhood experience to children ages 3-4 and their families. All preschool aged children who are residents of Killingly are eligible to attend. We are pleased to offer part day, school day, or full day schedules. Child care services are available for before and after school at the main location at *Goodyear Early Childhood Center*, as well as during some school closings and summer. Hours of operation are noted on pages 5 and 6.

In an effort to fully understanding the Killingly Public Schools Preschool program's policies, we ask that each family read through the Killingly Public Schools Preschool Handbook. Teachers and families always work together to help children participate successfully in the program even when professional values and practices differ from family values and practices.

Some policies and schedules may change during the year and if so, notification of such changes will be given to all families.

Our program focuses on the whole child. A typical day follows a predictable schedule and includes varied learning experiences. Children participate in literacy activities, science and math exploration, motor movement (both indoors and out) as well as creative activities. Learning takes place within large and small groups as well as individually. Our program plans and implements teaching using the Connecticut Early Learning and Development Standards, which is endorsed by the Connecticut Office of Early Childhood.

This handbook will hopefully answer many of your questions about our program. We look forward to working with you and your child. If I can assist you in any way during the year, please feel free to contact me. If you would like any part of the handbook translated, please phone 860-779-6770. Si quieres que ninguna parte del manual traducido, por favor, teléfono 860-779-6770.

Sincerely,
Sally Sherman, Director

860 779-6770
ssherman@killinglyschools.org

GOODYEAR EARLY CHILDHOOD STAFF LISTING

Teachers:

Samantha Hollis

Tammy Herrick

Sara Hill

Anna Carbone-Harms

Lorie Nordman

Chris Stravato

Mackenzie Racine

Sarah Stelmach

Paraprofessionals:

Samantha Barile, Judy Burke

Allison Darigan, Isabelle Dubois

Wendy Ennis, Meredith Giambattista

Jennifer Light, Bonnie Lippe

Jill MacQuarrie, Linda Marcy

Jeanne Sisko, Scott Stevens

Joanne St George, Jessica St Laurent

Arionna Thomas, Mary Truman

Tiffany Tryon, Jacqueline Walker

Support Services

Cara Blackington, Parent Educator

Lucy Garcia, Occupational Therapist

Tina Parker, Social Worker

Emily Ross, School/Family Readiness Liaison

Tiffany O'Leary, Physical Therapist

Joanne Laflamme, Speech/Language Pathologist

Valerie Downs, Speech/Language Pathology Assistant

Karen Savoie, Nurse

Karen Clark & Miranda Jackson/Nursing Support

Dwayne Coles, Custodian

Killingly Central School

Hillary Walsh, Teacher Holly Bennett, Teacher

Instructional Assistants

Kelly Anderson, Courtney Poirier, Brooke Whitfield, Ashley Nolet

Emily Caviggia, Principal

Heidi Auclair-Golden, Assistant Principal

All staff can be reached by email using the format
First name initial then last name @killinglyschools.org

GOODYEAR EARLY CHILDHOOD CENTER/DAILY SCHEDULE

7:00-8:45: Before school preschool child care

8:45-11:30 Morning Session (part day spaces)

8:45-3:15 Children attending a school day classroom

12:30-3:15: Afternoon Session (part day spaces)

3:30-5:00: After school preschool childcare

KILLINGLY CENTRAL SCHOOL DAILY SCHEDULE

8:00-2:45 Children attending a school day classroom

NAEYC ACCREDITATION/PROGRAM ASSESSMENT

The Killingly Public Schools Preschool maintains accreditation with the National Association for the Education of Young Children. This confirms that our program meets all of the high quality standards of this organization. Accreditation represents the ultimate mark of quality in early childhood education. Each year we are required to conduct an annual evaluation on the effectiveness of our program. This annual evaluation includes collecting data related to child curriculum outcomes and staff feedback. Family input is a key factor as well, as we are also required to survey families yearly and identify areas for improvement if needed. Once completed, we submit an annual report to NAEYC that documents our continued maintenance of the quality components. Our annual evaluation is always shared with staff at the beginning of a school year and helps drive our school continuous improvement plan.

Our program believes that continuous quality improvement plays a critical role in positive child outcomes. In addition to yearly NAEYC reporting, our program receives monitoring visits three times per year from the Office of Early Childhood. Child, classroom, and school data are collected and analyzed on an ongoing basis by classroom teams, our School Improvement Plan team, as well as a district administrative team.

PROGRAM MISSION AND VISION

Our Mission: Goodyear Early Childhood Center, a Killingly Public School working in partnership with families and our community, to support children in developing a strong foundation for learning.

Our Vision: At the Goodyear Early Childhood Center we.....

G: Guide thinking and learning

E: Encourage collaboration

C: value Communication

C: are Child and family centered

ENROLLMENT

The preschool program is open to all residents of the town of Killingly aged 3-4. Any child, regardless of racial, ethnic, and economic status, is eligible for the program. Children with an identified disability or who may be at risk for developmental delay are eligible as well and are given priority for placement. A child who will be three years old on or before January 1st may be considered to be a three-year-old for September 1st through January 1st enrollment. Except under special circumstances, children who are age eligible for kindergarten are not eligible for preschool enrollment.

Providing the program has openings, a family is invited to meet with staff to complete required paperwork and tour the facility. A program wide orientation/open house is held prior to the opening of school in late August so that children and families can meet their child's teacher, as well as classmates and their families.

TOILETING POLICY

We encourage families to toilet train their children prior to program entry, however this is not mandatory. If your child is still mastering this skill, staff will work with families so there is a consistent, developmentally appropriate approach to toilet training. A supportive environment will be maintained with frequent reminders and adult assistance as needed.

TUITION POLICY

Tuition fees are determined using a sliding fee schedule provided by the State of Connecticut Office of Early Childhood. Weekly rates are based on family income and size. Fees are determined at the time of enrollment and once a year thereafter. This determination is reviewed with you and requires your signature. A copy of the fee calculation form is provided to you as well. Payments are due one week in advance and you are required to pay fees even if your child does not attend due to sickness, holidays, school closings, or parental choice. In the event payment is not made after a three-week period, a child may be terminated from the program. Should a family experience financial hardship, we will make every effort to work together to develop a repayment plan. WE WANT TO WORK WITH YOU SO THAT YOUR CHILD REMAINS IN SCHOOL! Per grant

requirements, all tuition fees must go back into supporting the program and cannot be carried over from year to year.

ADDITIONAL POLICIES/PROCEDURES

- Adults dropping off and picking up children must sign them in and out. This usually occurs within the classroom.
- Families must identify in writing who is authorized to pick their child up. Authorized adults must be at least 18 years of age and must be prepared to provide a photo ID before the child will be released from our care. **WE WILL NOT RELEASE ANY CHILD WITHOUT THIS VERIFICATION.**
- Please inform the main office if your child will be absent from school.
- Extended and/or frequent absences may result in termination from the program.
- Should you decide to withdraw your child, please inform the main office in writing a minimum of two weeks in advance.
- All requests for a change in program (teacher, hours, etc.) or delayed entry into kindergarten must be approved by the program director.

FAMILY INVOLVEMENT

Families are a child's first and most significant teacher and play the most important role in a child's development. We have an open door policy. You are welcome to volunteer in your child's classroom; please discuss with your child's teacher the best way/time to do this. Your involvement at school shows your child you are interested in his/her learning.

Other ways to be involved:

- Attend parent teacher conferences. These are scheduled in late fall and early spring but can happen as often as needed.
- Share ideas for newsletters and classroom activities.
- Attend program and classroom events such as special breakfasts, guest readers, grandparent's day, etc.
- Assist your child at home with home-school connection activities shared by the classroom teacher.
- Volunteer to be on a school committee.
- Attend parent/family trainings offered by the program, Family Resource Center, district and Northeast Early Childhood Council.
- Donate recycled materials for classroom projects.
- Respond to surveys about how our program is working.

- Keep in touch with your child's teacher regularly.
- Read and tell stories with your child at home.
- Visit our public library; sign up for a library card. The Killingly Public Children's Librarian visits us weekly. Please let us know if we can assist you in connecting to her.
- Send your child to school regularly.
- Connect to our Family Resource Center.
- Join our regional Northeast Early Childhood Council.
- Enroll in adult education and/or job training programs. Our family liaison can assist you in accessing these programs if needed.

Family literacy programs are available in our community and can be helpful for families seeking adult basic education. As mentioned above, the Killingly Public Library children's librarian visits our school weekly and is a wonderful resource for the promotion of literacy via access to our public library services.

CONFIDENTIALITY POLICY

We respect your privacy. All information that you share with us is kept confidential. This includes health and safety information you share as part of enrollment. Health information is used to ensure your child's health needs are being met and protected. As such, it is important for families to update them should changes occur. As a parent or legal guardian, you have access to any of your child's files. In addition, only Killingly Public Schools employees, their consultants, and regulatory authorities can view student files. At no time shall an employee discuss any family outside of school or on their own time. In order for us to communicate with an outside agency, you will be required to sign a "Release of Information" form. This means you would be giving us permission to share your information.

TEACHERS AND STAFF

Staff in our program have training and experience in early childhood education. Within the first year of employment, all staff are required to receive training in early literacy and in the area of cultural/linguistic diversity. Ongoing professional learning is required as all staff develop a yearly written professional development plan that identifies a minimum of two early childhood related professional development experiences which will help them to grow professionally. Early release time and professional learning days are built into the district calendar so that all staff have an opportunity to engage in professional learning focused on recognizing and responding to children's needs. Staff

also attend out of district conferences and evening workshops offered as part of our collaboration with the Northeast Early Childhood Council.

All classroom staff get to know each child and develops respectful relationships with them. They also provide materials and plan activities based on children's interests. They use assessment information to plan for ways that children can develop skills through direct instruction during small group lessons and child centered play. They will work with you to set goals and identify ways to support your child's continuous growth and development.

THE CLASSROOM

Our goal is to prepare your child for success in school and in life. We do this by supporting each child in a safe, nurturing environment. We organize our classrooms and outdoor spaces as learning areas where children can play and learn. Equipment and furniture is child sized and encourages children's independent use. Classroom schedules provide a consistent routine and simple classroom rules help maintain a safe and predictable environment. Children become comfortable in this familiar setting. They gain independence and skills as they work together and care for their classroom.

SUPERVISION POLICY

Children are assigned to a classroom and teaching team and remain with this classroom and teaching team throughout the school day. These teams have primary responsibility for working with this specific group of children. In order to minimize transitions, whenever possible, children whose families request before and after school child care are assigned to these classrooms and teaching teams. A few children whose families utilize our before and after school child care program do transition from one classroom to another. These transitions are kept to a minimum and the same teams supervise children daily. Staff who are familiar to children are present and support them during these transitions.

Class sizes do not exceed 18 and maintain a ration of 1:10. Children are supervised at all times.

Early childhood learning can be very messy. Even though they may wear smocks, children may come home with paint, glue, etc. on their clothing. Outdoor play is active and can get dirty. We will take children outside to learn daily EXCEPT:

- In inclement weather

- If the temperature is below 25 degrees, including wind chill
- If the temperature is above 90 degrees, including heat index
- During smog and pollution alerts.

Please dress your child with these points in mind. Dress in play clothes, safe footwear (sneakers are best), and send in at least one set of extra clothes labeled with your child's name in the event of accidents, spills, etc.

ASSESSMENT POLICY

Within the first few months of enrollment, all children will receive a vision, hearing, dental, and developmental screening. Results of the screenings will be shared with families and referrals made, if a concern is noted. Families who do not have medical insurance and/or need assistance with establishing a medical home, ongoing well child visits, immunizations, and health/dental/nutritional screenings will be referred to our program social worker or family liaison.

In order to assess each child's progress and plan to meet their needs, our staff is trained to use:

- The State of Connecticut Documentation & Observation for Teaching System (DOTS)
- Observational notes, checklists, rating scales, and data
- Portfolios (collections of children's work samples)
- Input from families at conferences, meetings, etc.

Twice a year all families are invited to attend a parent/teacher conference during which written assessment data will be shared and discussed. Of course you or your child's teacher can meet more frequently if needed. Every effort will be made to support your child in their development; specialists are available within the building to assist the team when specific concerns arise. A student success team meets regularly to assist classroom teachers should an individual child require more assistance.

If needed, a referral for a more comprehensive, individual evaluation may be made, providing a parent is in agreement. Children who have an identified disability are provided services on site within the program. Our program staff includes two special education teachers, two speech/language pathologists, an occupational and physical therapist, as well as a social worker. When needed, a district psychologist, board certified behavior analyst and teacher of the hearing impaired are available on site as well. When appropriate, all services are provided within a child's preschool classroom. Enrollment meetings are held regularly to ensure that children with special needs are strategically assigned to classrooms in order to maintain balanced enrollment.

POSITIVE DISCIPLINE/BEHAVIOR POLICY

Research has shown that the skills your child needs to be successful in the future are social and emotional skills. Because this is so important, we use the Pyramid Model in our school. The Pyramid Model is a framework for supporting these skills. The goal is to create an environment where every child feels good about coming to school. This is accomplished by designing classrooms that promote engagement in learning and by building positive relationships among children, families, and staff. In our use of the Pyramid Model, our classroom staff will work together to ensure that all children understand behavior expectations, receive instruction in social skills, and those that are struggling receive individual support.

To use the Pyramid Model, our program established a leadership team that will provide ongoing support to our staff and families. Our leadership team looks forward to sharing some of the important work we are doing, including teaching program-wide expectations "Be Safe, Be Kind," partnering with families, training staff in teaching strategies, providing classroom coaching to help teachers implement, and using data for decision-making.

We teach social skills when we model caring and cooperation. We use positive guidance and show children how to interact with others in acceptable ways. We encourage them to use words to express their feelings and needs. We help them work together to solve problems. Good discipline also involves helping children to learn that mistakes are a natural part of learning. Our program uses discipline techniques based on developmentally appropriate practice, including positive guidance, redirection, and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem. When children's behaviors are challenging at home or school, we will work with you to put plans in place to help them succeed. Should a teacher continue to have concerns related to a child's social/emotional/behavioral development, a request for a student success team meeting might occur during which an individualized intervention plan would be developed. Referral to special education services may or may not occur as well.

No staff are permitted to use abusive, neglectful, physical, corporal, humiliating or frightening treatment or punishment, including but not limited to, withholding food, spanking, slapping, pinching, shaking, or striking children, and shall not tie nor bind children and shall not physically restrain children except for the protection and safety of the child or others, using least restrictive methods, as appropriate. In the event of an

emergency situation, only staff that is specifically trained in the safe, appropriate use of protective holds are allowed to provide this level of support. Families are notified and invited to meet with school staff. Above all else, your child's safety is our number one concern.

ATTENDANCE POLICY

Children are expected to attend school as scheduled. Good attendance will allow your child to receive the full educational benefits of the program and will establish good school attendance habits early.

There are times when an absence is necessary such as when your child is sick. Please call the main office if for any reason your child will not be attending school that day or go to our website killinglyschools.org. Under the registration tab, click on absence information. Complete the online form.

Healthy children who are absent frequently concern us. Should this occur, the school social worker or the School Family Liaison will work with you to identify the reason and find solutions to improve your child's attendance. We want to prevent any child from losing a space in the program because of poor attendance. When a child is absent from the program for an extended period (more than 5 consecutive days) without notification, we will assume you have decided to withdraw your child from the program.

ARRIVAL AND PICK UP

Arrival: Please be on time each day. This includes children who arrive on a bus, family car, or walk. When children are consistently on time, they learn what to expect. Everything we plan for children has a purpose and we don't want them to miss an important part of their day. An adult must accompany the child to the classroom where a classroom sign in sheet will be located. Due to the large volume of children being dropped off at the same time, arrival is considered any time between:

At Goodyear

Morning session: 8:45-9:00

Afternoon session: 12:30-12:45.

School Day Session: 8:45-9:00

At Killingly Central School

School Day Session: 8:00-8:15

No child can be accepted into the classroom prior to 8:45 and 12:30 at Goodyear, as we will not have adequate supervision available. Children who arrive after 8:30 (or after 12:45 for the afternoon session) must report to the main office for sign in.

At Goodyear, please do not park in front of the front door to drop off. Also, please keep in mind that young children often "escape" the grasp of adult hands and run into the parking lot. Reduced driving speed is mandatory. Smoking is NOT ALLOWED anywhere on school property, including in vehicles. No young child should ever be left in a car. As mandated reporters, we are required to contact the Department of Children & Families should we witness this.

Pick Up: Adults will again be asked to sign their child out within the classroom. If a person other than a parent is picking up a child, he/she must be on the alternate pick up list on your child's original application located in his/her file in the main office. To secure your child's safety, all parents or alternative pick up designees must be prepared to provide a photo ID upon request before the child is released from staff's care. Alternate pick up designees MUST be at least 18 years old.

WE WILL NOT RELEASE ANY CHILD WITHOUT THIS VERIFICATION

At Goodyear

Morning Session: 11:15-11:30
Afternoon Session: 3:00-3:15
School Day Session: 3:00-3:15

At Killingly Central School

School Day Session: 2:45-3:00

Please report to the main office if you need to pick up your child prior to dismissal.

Late pick up procedure: We will call you. If you cannot be reached, we will call each of your emergency contacts. A staff member and/or school administrator will stay with your child until you or an approved contact with a photo ID arrives to pick up your child. If your child rides the bus home and you are not there to meet them, your child will be transported back to school and you will be contacted to come pick them up. Should late pick-ups become frequent, your child may be withdrawn from the program.

TRANSPORTATION

Children who require transportation as part of an individualized education plan to address a disability are guaranteed bus transportation if needed. All other children may receive

transportation services as space allows. Whenever possible, transportation will be offered as follows:

- Children who attend a school day classroom will be given priority.
- Children must be attending five days/sessions per week to receive transportation.
- Pick up and drop off locations must remain consistent.
- Children who attend a morning part day program will be offered bus transportation home.
- Children who attend an afternoon session (12:30-3:15) will be offered bus transportation to school.
- No preschool child will be dropped off without an authorized adult there to meet them at the bus.

HEALTH AND WELLNESS POLICIES

Physical Exams and Immunizations:

We follow the American Academy of Pediatrics schedule for physical exams and immunizations. For all children participating in the Killingly Public Schools preschool program, a physical examination with scheduled immunizations must be completed and signed by a licensed physician or designated physician's assistant or nurse practitioner on required forms prior to entry into school and annually. Children who do not receive an annual physical will be excluded from school. Parent/Guardians requesting an exemption of one or more required immunizations must submit a notarized written statement.

FLU SHOTS

The state of Connecticut requires all preschool students, up to age 5, have a flu shot. Families must show written proof of the shot or flu mist from a health care provider. If missing, your child might be excluded from school. Every child must have 1 dose administered each year between August 1-December 31. Two doses separated by at least 28 days are required for those receiving the flu vaccine for the first time. Please see your school nurse if an exemption is needed.

MEDICATIONS

Written authorization from both the parent and physician is required for any child needing medication to be administered during program hours. Medication must be brought to school by an adult in the original prescription container, along with the required forms. Bus drivers cannot accept medications. Forms are available through the school nurse.

REST POLICY

All children who are enrolled in a school day classroom must be offered a rest time daily. Children who do rest are provided their own individual cot. Cots are organized so that children are afforded space from one another yet can be supervised by classroom staff. Families are asked to send in a small blanket and pillow. A small stuffed animal or something "special" for your child to rest with is also permitted. Blankets and pillows must be taken home on the last day of the school week to be laundered and brought back the following week. For those children who opt not to rest, quiet cot and/or table learning activities are provided.

HAND WASHING POLICY

It is standard practice to wash hands before eating, after toileting, when we cough or blow our noses and any other time we may be in danger of spreading germs. We also require all staff and children to wash their hands upon arrival to school.

INJURIES AT SCHOOL

Any child injured at school will be seen by the school nurse and an injury/accident report will be completed. Families are informed and receive a copy of the report. In the event of an emergency illness or injury, requiring emergency services, 911 will be called and you will be notified immediately. Your child will be transported to the nearest emergency department by ambulance with a staff member. It is vital that you inform program staff when any medicines are given to your child in the morning or before school.

CHILD BECOMES SICK WHILE AT SCHOOL

We will bring your child to the school nurse. If needed, the nurse may call you to pick up your ill child. Ill children remain in the nurse's office until pick up by families. It is important to inform staff where you can be reached. When a parent/guardian cannot be reached, we will begin calling people listed on the Alternative Contact list. If your child shows signs of illness the evening before school such as fever, vomiting, diarrhea,

excessive cough or unusual rash, they should remain home until 24 hours free of symptoms.

SPECIAL HEALTHCARE NEEDS

A registered nurse is on site during school hours, 8:30am-3:30pm. Please see our school nurse if your child has special healthcare needs. An individualized healthcare plan may be completed with you.

INSECT REPELLENT APPLICATION POLICY

With parent permission, the staff may apply insect repellent. This must be provided by the parent and must contain DEET. The repellent may only be applied once a day while at school. A permission form is needed.

SUNSCREEN APPLICATION POLICY

With parent permission, the staff may apply sun block or sunscreen. Parents must provide the sunscreen and sign a Sunscreen Permission Form. Sunscreen with UVB and UVA protection of SPF 15 or higher is required.

NUTRITION

The Killingly Public Schools Preschool follows the Child Nutrition Program National School Lunch Program guidelines established for preschool meals. Complete Nutritional Standards are available through the Killingly Public Schools Food Service Department who also provides dietician consultation. Meals are offered through our school cafeteria or can be brought from home. Please note: staff are not allowed to warm/cook any foods sent in from a child's home. Healthy food is encouraged and staff are not allowed to offer children younger than four years old the following foods: hot dogs, whole or sectioned into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, chunks of raw carrots, or meat larger than can be swallowed whole. A registered dietician approves all school menus and is available should you have any questions or concerns regarding nutrition.

TOOTHBRUSHING

Families must provide a toothbrush as well as a tooth brush holder, as children who enjoy two meals per day while at school must brush their teeth. (Toothpaste not required).

SAFETY AND CHILD PROTECTION

All staff are mandated reporters and must follow the law. Mandated reporter training is provided annually for all preschool staff. Mandated reporters are required by Connecticut General Laws Concerning Child Abuse and Neglect to inform the Department of Children and Families (DCF) if there is reasonable cause to believe that a child has been neglected or abused. Abuse is physical, emotional, or sexual harm to a child. If there is a suspicion of child abuse and/or neglect, we are required to share this information with DCF. We understand that as children explore their environment they often fall and bump into things. It is normal for them to get the occasional bruise. When your child has a bruise from playing or falling at home, be sure to let the staff know as soon as she/he comes to school. We will do the same for you should your child receive an injury at school.

INCLEMENT WEATHER

In the event that severe weather conditions warrant school cancellation, late opening, or early dismissal you will receive a phone call per the Alert Now system. It is also broadcast on television and radio. Please know that emergency plans are in place in the event of other weather or safety emergencies.

AND FINALLY TRANSITION TO KINDERGARTEN

When it is time, the staff will work with your family to help with your child's transition to kindergarten. We do this through:

- Transferring school records to the receiving school.
- Collaborating with kindergarten staff regarding curriculum alignment.
- Visits to preschool by kindergarten staff.
- Visits to kindergarten by preschool staff.
- Sharing student data (report cards, writing and language samples, etc.)
- Mini-field trips to visit kindergarten classrooms.
- Kindergarten Orientation and Bus Ride
- Kindergarten Open House prior to opening of school.

FOR THOSE FAMILIES ACCESSING CHILDCARE:

- Child care is available on all days except for the attached.
- Summer child care program will close for two consecutive weeks in August.
- Late opening and snow days: center opens at 9:00
- Early dismissal: center will close per superintendent's guidance.
- Families are granted one week of vacation per year where no fee will be charged. Student should not be in attendance. (A year is defined as that twelve-month period, starting from a child's initial enrollment date.)
- Families should plan to pick up ten minutes prior to closing. If a child is picked up late, a late fee will be imposed as follows, \$10.00 for the first five minutes, \$20.00 for 10 minutes. Every additional minute will add another \$2.00. If you or your designee have not contacted us by closing, we will assume there has been an emergency and will contact both the State Police and the Department of Children and Families.