

Tri-Town Preschool Program

Old Rochester Regional High School

135 Marion Road

Mattapoisett, MA 02739

508-758-0800 or 508-758-3745 ext. 1908

Family Handbook



Why Hands-On?



I tried to teach my child with books;
he gave me only puzzled looks.

I tried to teach my child with words;
they passed him by often unheard.

Despairingly, I turned aside;
"How shall I teach this child?" I cried.

Into my hand he put the key,
"Come," he said, "play with me."

(Author Unknown)

ARRIVAL / DISMISSAL / TRANSPORTATION

The preschool day runs from 9:00AM to 12:00 PM daily. Children attend two, three or five days per week, according to the individual schedules that were requested and confirmed by program staff. Extended day services are available between 7:00AM - 9:00AM and 12:00PM-3:30PM. Classroom activities are planned to begin and end accordingly, so we encourage you to be at school on time for arrival and dismissal.

Families are responsible to provide transportation each day. The designated drop-off/pick-up site is the circle driveway on the right side of the building, around the back of the school, opposite the playing fields. You will want to enter the driveway closest to the tennis courts. **Between 8:50AM -9:00AM**, a parent or other adult is asked to escort the child/children to the supervising adult(s) inside the doorway. Once all the children have arrived we will all walk together to the preschool classroom. If you arrive after this time you must park your car and ring the buzzer at the *front main* entrance. After reporting to the school office to sign-in, you will walk your child to the classroom. All entrance doors are locked at all times. **NEVER DROP YOUR CHILD OFF UNLESS STAFF IS THERE TO RECEIVE HIM/HER.**

If your child attends the **morning extended day program** and arrives prior to 8:50AM you may park at the front entrance, sign-in at the office and walk your child to the classroom.

At noon, staff will meet you at the designated entrance where you dropped your child off. Again, your child will only be released to adults authorized by you on the AUTHORIZATION FORM. Please give careful consideration to those you list.

If your child participates in the **afternoon extended day program** (12Noon – 3:30PM), you may park out front and meet us in the classroom at any time **before 3:00PM** for pick-up. At 3:00PM, the front main entrance is locked for the day. If you arrive between 3:00PM-3:30PM and need to get into the building to pick up your child, you will need to go to the back of the high school to the Superintendent's office where you will be buzzed in and escorted to the classroom. Between 3:15PM and 3:30PM, the children will be escorted to waiting cars at the back circle driveway designated for class arrivals/dismissals.

ATTENDANCE

Regular attendance enhances your child's preschool experience. S/He feels a part of the group and is able to participate fully. If your child will not be at school, please email janetgauvin@oldrochester.org or call 508-758-0800.

EARLY DISMISSAL DUE TO STORMS

In the event that a storm arises after your child is in school, we advise you to be aware that early dismissal may be necessary. Be sure someone is at home to receive a phone call alerting you to

the fact or provide us with another number. We will follow the decision of the Old Rochester Regional School District for such early dismissals. Information will be announced using the Connect Ed Telephone System, as well as on local radio and television stations. In the unlikely event of a building/site evacuation, we will be transported by bus to Tabor Academy in Marion where preschool students and staff will be located in the Beebe Lounge of Tabor's Field House. You will be contacted regarding protocol for student dismissal if we are unable to return to campus.

SCHEDULE – NO SCHOOL DAYS

With the exception of our opening and closing dates, The Tri-Town Preschool Program follows the same schedule as the Old Rochester Regional School District. A school calendar is included in this packet. The program is closed on the district wide professional development days indicated on the calendar. **On early dismissal/early release days in the district, preschool will be dismissed at noon**, and there will be no extended day services.

Preschool will be canceled due to bad weather any day that the Old Rochester Regional School District cancels classes. Listen to radio stations for cancellation information. It is advisable to listen beginning with the 6:00AM – 7:00AM news announcements. School cancellations or delays are also posted on cancellations.com. To access this site, enter cancellations.com as the address. Enter your zip code and select 5 miles as the distance. Select "go" and on the next page all cancellations and early closings for our district will be posted. Additionally, "No school" signals will also be rung in Marion and Mattapoissett at 6:30 A.M. as follows:

MARION:	Three rounds – Two 2-2-2; Repeat 2-2-2
MATTAPOISETT	Two long blasts on the fire system.

CLOTHING

We suggest that you dress your child to work hard and play hard each day...that means clothing that is comfortable and can get dirty. When your child is engaged in painting/gluing/cooking activities, we will protect your child's clothing with smocks as best we can.

Since one of our goals for your child is to foster independence, please dress him/her in coats, pants, jackets, etc. that are easy to get on and off. Sneakers or comfortable shoes for running and movement are encouraged. Providing your child with a backpack or canvas bag large enough to easily store papers, a lunch box (if applicable), and other personal items will support independence in packing and also make it easy to carry everything as we walk back and forth to the entrance.

All preschoolers must be toilet trained prior to attending. Please send a change of clothes for use in an emergency. We suggest an old shirt, pair of pants, socks, and underwear. Please place all items in a Ziploc bag clearly labeled with your child's name. Extra mittens and a hat would be helpful during cold weather. We plan to go outside every day unless the weather is extreme. Be sure your child comes to school appropriately dressed. Again, please label all clothing with your child's name.

SNACK

We will provide a morning snack time in our daily schedule. Snack is planned and provided by the program staff. It will generally consist of water or juice, crackers, fruit or vegetable, cheese or other light snack.

If your child is joining us for an extended day please provide a lunch for them. We encourage healthy, nutritious foods. We do not encourage hot dogs, or whole grapes as they are choking hazards. Please save the chips, Cheetos and Doritos for home and please do not include candy of any kind. Children arriving **before 8:00AM** may bring a breakfast. Children staying for the afternoon should pack an extra snack and drink to have after rest time. Please label your child's lunch container and thermos clearly with his/her name. There are frequently duplicates within a class. **Our classroom may be a Peanut/Tree Nut Free Zone!** Please do NOT send lunches or snacks containing nuts without checking with staff. Also be sure to **alert staff** to any food allergies your child may have.

CHILD MANAGEMENT POLICY

One of the program's goals is to help your child to become a competent manager of his/her behavior. Our schedule, room arrangement and activities are all designed to support your child's emerging self-control. When conflicts do arise in the classroom, staff will assist the child in verbalizing the situation to insure that the child understands the conflict and his/her role in it. Whenever possible, resolution of the conflict will be left in the hands of the children. A child who has lost self-control will be protected by staff from hurting him/herself or others. Staff will help the child regain self-control and then rejoin an activity.

SCHEDULE OF DAILY ROUTINE

The following are components of a typical preschool day:

Arrival	
Table Time (fine motor)	and continuing in extended day:
Morning Meeting	Lunch Time
Snack Time	Rest Time
Plan-Do-Review (learning centers)	Gross Motor (outdoor time)
Story / Rhyme / Music & Movement	Snack Time
Small Group Time	Small Group Time
Gross Motor (outdoor time)	Plan-Do-Review (learning centers)
Closing Circle (for half-day students)	Closing Circle (full-day)
Dismissal	Dismissal

CURRICULUM

Our High/Scope Curriculum provides the framework for our activities and interactions. The children become active participants in constructing their own knowledge through interactions and hands-on experience with people, objects, events and ideas. They are encouraged to make

choices and follow through on their plans and decisions. Adults strive to expand children's thinking with diverse materials and nurturing interactions. The High/Scope educational approach is consistent with the best practices recommended by the National Association for the Education of Young Children. Using the High/Scope approach, activities are planned to incorporate the "Guidelines for Preschool Learning Experiences" published by the Massachusetts Department of Education and aligned with national Common Core State Standards adopted in January 2011. We also utilize Get Set for School curriculum materials to support the developing skills of our emergent readers and writers. Using practical strategies of the Responsive Classroom approach to teaching and learning, we strive to create a safe, challenging and joyful classroom where individual children are respected and community membership is valued.

ASSESSMENT / PARENT CONFERENCES

Student assessment will be completed two times during the year to inform you of your child's social, emotional, physical and academic performance in the classroom. Parent conferences will be scheduled two times/year as well. You may call to arrange additional meetings with your child's teacher at ANY time during the school year.

HEALTH INFORMATION – EMERGENCY HEALTH CARE

Current physical exams and up-to-date health records insure the well being of all students. Therefore, documentation of immunizations, a recent physical, and lead screening, are required prior to your child's enrollment.

Parents are responsible for keeping their child at home if they are ill or have a contagious condition. If your child has a fever, vomiting, diarrhea, constantly running nose/eyes/mouth, a severe cough, and behavior different from usual (cranky, lethargic, crying) pinkeye, infected skin patches, severe sore throat, unusual spots or rashes, keep the child at home. If you learn that your child has a contagious condition, please notify the staff.

The school nurse will provide health services for students while they are in class. She will also direct emergency medical care, if warranted. The parent, or designated person, will be contacted. Your direction, as recorded on the Emergency Information form, will be followed. If your child requires any medication during school hours, you must complete a form available from the school nurse, entitled Authorization for Dispensing Medication at School.

COMMUNICATION

The staff values your participation in, and input into your child's preschool program. It will also greatly enhance your child's preschool experience.

Phone / Email

Contact Mrs. Gauvin at 508-758-0800 or 508-758-3745 x1908.

You may also contact Mrs. Gauvin at janetgauvin@oldrochester.org

Newsletter

A seasonal newsletter will recap the past and alert you to the plans ahead. This will enable you to discuss activities that have occurred or are coming up with your child. It will be posted on the preschool website at the end of each month.

Website

Visit at: www.tritownpreschool.weebly.com

Classroom Visits

Families are invited to use the observation room for visits to the classroom while it is in session. We ask that you inform your child's teacher of your intention to visit as doors from the hallway are locked and we will need to provide you access to that room. We welcome your participation in classroom activities and will keep you informed of a variety of opportunities throughout the year. We are also open to your suggestions of activities you may want to share.

Suggestions / Questions

If you wish to make a suggestion or have a question regarding the program, feel free to speak to the staff before or after class either in person or by calling the office. The staff will respond to your call as soon as possible.

Early Childhood Resource Center

The district's Early Childhood Office manages a collection of books, pamphlets, videotapes, and materials with information helpful to parents. You are welcome to borrow any of these materials. Speak to program staff to direct you to resources on particular topics. The collection is located in the office of the Early Childhood Coordinator at the Sippican School in Marion.

Early Childhood Council

Parents also have the opportunity to provide input into the program through attendance at or membership on the Tri-Town Early Childhood Council. This committee of volunteers represents parents, teachers, administrators, childcare providers, health care and social service providers. Its function is to oversee the work of all public early childhood programs as well as to explore other areas of interest and concern to families with young children in our area. It meets regularly during the school year and you are encouraged to attend any of these meetings. The schedule is on the district's website at:

http://www.oldrochester.org/pages/ORR/District/SPECED/Early_Childhood_Home

STUDENT RECORDS

Student records are maintained and are subject to the regulations of the Commonwealth of Mass. A copy of these regulations is available from staff. They ensure that your child's records are maintained in a confidential manner and accessed only by appropriate professionals and the child's parents or legal guardian.

SPECIAL NEEDS EVALUATION

Regular Screening Clinics

Three screening clinics are conducted by school district's Project GROW staff over the course of the school year. The clinics offer parents of three- and four-year-olds the opportunity to have their child screened to determine whether development is within normal limits. The screening examines speech, language, coordination, social skills, and thinking skills as well as hearing and vision. Any child found to exhibit a delay/problem in any of these areas is then referred to the next appropriate step which may include further, more in-depth evaluation by the Special Needs Department of the school district or an exam by a doctor (especially in the cases of vision/hearing difficulties). To inquire about screenings call the Early Childhood Office at 508-748-1863.

COMPLAINTS / GRIEVANCE PROCEDURE

Although we do our best to maintain positive, productive relationships with families, there may be times when families have a complaint. As a part of the Old Rochester Regional School District, we follow the procedure described in the policy titled, *Complaints About Conduct of the Schools*, included in this handbook. Please refer to this policy.

REPORTING CHILD ABUSE AND NEGLECT

School personnel are mandated reporters under the provisions of Massachusetts General Laws Chapter 119, Section 51A. Staff will follow the reporting procedures outlined in the Superintendent's Bulletin. This procedure is available by request to the Early Childhood Office or the building principal.

NON-DISCRIMINATION

The Old Rochester Regional School District does not discriminate on the basis of race, color, national origin, age, sex, religion, sexual orientation, homelessness or disability in admission to, access to, treatment in or employment in its programs and activities.

TUITION / WITHDRAWAL POLICY

Tuition is to be paid in six installments. Please see below for exact dates:

1st payment due date	June 1st
2nd payment due date	July 1st
3rd payment due date	September 1st
4th payment due date	November 1st
5th payment due date	December 1st
6th payment due date	February 1st

Payments not received within 30 days of the due dates may result in interruption of services.

Two-weeks written notice of any changes to schedule and/or withdrawal from the program is required.