

Tolland Family Resource Center

Preschool Parent Handbook 2018-2019



Welcome to
Preschool

(860) 870-6750 x 6

Program

Welcome to the Tolland Family Resource Center Preschool. We are excited to have you.

The teachers for this year are:

Three Year Old Preschool: Mrs. Ellen Morse, Mrs. Jen Mahoney and Mrs. Cecilia Klember

Four Year Old Preschool: Mrs. Ellen Morse and Mrs. Jen Mahoney

Preschool Enrichment: Mrs. Mancini and Mrs. Carolyn Roshkowski

The Family Resource Center Program Coordinator is Laurel Leibowitz

The FRC Preschool strives to enhance children's skills in the areas of language, cognition, social/emotional development, and motor development. Activities are planned to increase school readiness skills through developmentally appropriate activities. In addition, the FRC collaborates with families to enhance their children's growth and development.

The FRC Preschool program is based on the *Creative Curriculum for Preschool* and the *Connecticut State Department of Education Preschool Framework and the Connecticut Early Learning and Developmental Standards, CT ELDS*).

The Three Year Old and the Four Year Old classes participate in an internationally recognized music program called *Music Together*. *Music Together* is a research based, developmentally appropriate music curriculum based on the recognition that all children are musical. Each week the children are visited by Miss Jane or Miss Rebecca who lead them in beautiful and playful music. Your child will receive a *Music Together* book and CD so that you can join in the fun at home.

The Preschool Enrichment Program engages enrichment activities such as sign language, science and visits from *Two Right Feet* a father, daughter musical duo that bring literature to life!

Parent Involvement

Parents have many opportunities to be involved. After the children's initial adjustment period is over, parents will be able to sign up to be a helper for a day in the classroom. Parents are requested to chaperone/attend all out of school field trips. Parents may also send in special items for class activities, read class books at home and talk with their child about their day.

Parents are required to complete the Tolland Board of Education Volunteer Form. We love having families involved. You are welcome to join us in the classroom, to share your talents with us and enjoy seeing your child in action! It is required for you to

complete this volunteer form prior to visiting the classroom or attending field trips. The approval is for 3 years. If you were approved last year you are all set.

If you have not been approved please:

Log on to www.tolland.k12.ct.us

Click District Offices in the yellow banner

Click Superintendent in the drop down menu

Click Superintendent Willett's Page on the left menu

Click Submit when finished. You will be notified within seven working days of the status of your application (approval or denial)

Calendar

We operate according to the Tolland Public Schools calendar. Please see the attached FRC Preschool calendar for scheduled closings.

Three Year Old Preschool runs on Tuesdays and Thursdays from 9:00am – 11:30am.

Four Year Old Preschool runs on Mondays*, Wednesdays, and Fridays* from 12:00pm – 3:00pm. * On scheduled half days, we will have no school.

There are 12 early release days on Fridays this year, 10/26, 12/7, 12/21, 1/11, 2/1, 2/22, 3/8, 3/22, 4/5, 4/26 and 5/10. There will be no 4 year old preschool on those days. Instead, we will have extended Monday preschool for 4's 10:30 AM-3:00 PM. 10/22, 10/29, 12/3, 12/17, 1/7, 1/28, 2/25, 3/4, 3/18, 4/1, 4/22 and 5/6.

Preschool Enrichment runs on the days parents have selected from 9:00am-1:30pm. One snow day is built into the calendar. Any other missed days will be made up as needed. On half day early release days Preschool Enrichment will close at 12: 00pm.

(See attached calendar)

Weather

- If Tolland Public Schools are cancelled due to weather, the Family Resource Center Preschool is also cancelled.
- If Tolland Public Schools have a delayed opening due to weather, morning Preschool 3's will open at 11:00 am and will run until 12:00 pm. Four Year Old afternoon Preschool will start at 12:00 pm as usual.
- Preschool Enrichment will start at 11:00 am if there is a delay due to weather and it will close at its regular time, 1:30 pm.

- If Tolland Public Schools have an early dismissal, afternoon Four Year Old Preschool will be cancelled Preschool Enrichment will have lunch and dismiss at 12:00 pm.

Health form

Each child must have a health form on file before the first day of school. The form may be completed from any physical done in the past 12 months from the first day of school. All students need to show proof of the Flu Vaccine, by 12/31/18. Each child should also have an emergency procedure card on file in the nurses' office.

Arrival and Pick up

You may enter the school through the outside door facing the parking lot, closest to the FRC. An FRC staff member will be there to let you in 5 minutes before and until 5 minutes after the class beginning time. If you arrive before or after that time, you will need go through the main entrance and into the main office to sign in. A parent or his/her designee must enter the building at drop off and sign the child into the program. Children must be signed out at pick up time. All individuals designated for pick up must have an FRC identification badge. There will be a late pick up fee on \$1 per minute assessed to parents picking up late. To secure your child's safety, all parents or alternate pickups (those without ID's on file) must be communicated with the staff via email or (860) 870-6750 x 6. Please be prepared to show a photo ID upon pick up. If you will be remaining in the building after drop off or pick up, you will need to sign in at the FRC and obtain a visitor's badge from us. This badge **MUST** be returned to the FRC before leaving the building. (We may ask you to leave your keys with us as a reminder.) If you arrive late or early to pick up your child please enter the main entrance and sign in in the main office.

Parents are asked to park in the spaces in the middle of the parking lot. These spaces are reserved for parents. The spaces around the outside of the parking lot are reserved for teachers.

Our parking lot is a busy place! Teach your child to stay with you while walking to and from the car. We ask that the **children hold your hand while walking in the parking lot**. Please take your children directly to your car, do not let them run or play on the sidewalks or grass areas near the building. If you want to visit and play, please go to our playground near the Kindergarten wing.

Clothing

Please dress your child in comfortable play clothes. We use many different materials at school. We do use smocks for messy play, but often paint or food will get on clothes. Please have children wear clothes that can get messy.

Sneakers or non-slip shoes are best for Preschool. Crocs, flip flops, and “fancy shoes” are frustrating for children as they often fall off or make it hard to run and climb on the playground.

During warm weather the air conditioning is on and the preschool room may be chilly. Please send them in with a sweater or sweatshirt. We go outside on most days. Please be sure your child has appropriate outdoor clothing for the weather. Label all items as we often have more than one child with the same kind of clothing. This includes mittens and hats.

Just to be prepared we ask that you send in a change of clothes for your child in a labeled zip lock bag to be left at school.

Belongings from home

It's hard to share toys from home! Please do not send in toys or other items from home (other than item for sharing/show and tell time). Your child may bring in a transitional object, (blanket or other lovey) if needed during the first weeks of Preschool. Children will be encouraged to keep these items in their cubby.

We do not allow guns or any violent toys of any kind.

Snack

Please send in a healthy snack with your child each day. We will provide juice or water to drink. Please let your child's teacher know about any food allergies. Preschool Enrichment snacks and lunches need to be labeled peanut/nut free or that they contain tree nuts and or peanuts.

Lunch

Preschool Enrichment children will bring their snack and lunch to school every day. Please label their snack as it will be placed in a special place for snack as the children unpack their backpack in the morning. Please pack a drink and cold lunch for your child. We cannot heat or refrigerate lunches for the children. Peanut butter and nut products are allowed in the FRC Preschool and Enrichment Preschool, but we ask that

you label it as containing nuts. We have children with food allergies in the program, so please remind children not to share lunches or touch other children while eating. Staff members will be with the children during lunch and snack time and will monitor food safety.

Allergies

Modifications are made for all children with allergies. Please let us know **BEFORE** the first day of school about any allergies, including food allergies, medications, or environmental allergies. Please notify us of any changes during the year.

Behavior

We encourage responsible behaviors at all times. Effective discipline is guidance that helps the children to learn self-control and cooperation. We use distraction, encouragement, environmental control, choices, consistency, reflective listening, I-messages, (for example: "I like how you are helping me clean up the blocks") problem solving, structure, and time-out for effective discipline methods in the classroom. We teach independence and problem solving techniques as soon as possible.

Occasionally, a child will experience significant difficulty with appropriate behavior at Preschool. In that situation, a problem-solving meeting will be held with the FRC Coordinator, the classroom teacher and the parents. Under rare circumstances, if a child's behaviors continue to infringe on the safety of himself or others, the FRC reserves the right to have the child leave the program. Parents will be given two weeks notice.

Birthdays

Each classroom teacher has their own unique tradition for making birthdays special. It might be a birthday crown, a special song or a classroom created card. Children may bring in a non food treat to share with classmates if they wish. Due to the prevalence of allergies, we ask that parents do not send in food.

Medication

All medication should be scheduled around school hours. If medication must be given during school hours, a medication administration permission form must be filled out and signed by both the parent and a physician. All medication must be properly labeled with the child's name. Medications must be handed to a staff person and may not be left in the child's backpack.

Absences

It is best to keep your child home when he or she is not feeling well. A child that is not feeling well will not feel comfortable in school and will not benefit from the activities. It is a school policy that children must stay home for at least 24 hours after he or she has had a fever or vomited.

Please call the Family Resource Center at 870-6750 ext. 6 when your child will be absent.

Communication

Classroom teachers share information with parents through newsletters, e-mails, and postings on our bulletin boards. Teachers will set up a scheduled phone conversation in the fall. Conferences in person will be held in the spring.

Teachers share general information about the day at pick up time. It is difficult to give specific feedback on a particular child during pick up time. If you would like to speak in more depth with your child's teacher, please do not hesitate to call or e-mail to set up a time. Communication between parents and teachers is important to us. We want to hear from you.

Mrs. Morse: emorse@tolland.k12.ct.us

Mrs. Mancini: jmancini@tolland.k12.ct.us

Field Trips

The Four Year Old classes and the Preschool Enrichment have one in house field trip in the fall. The Three Year old Preschool, Four Year Old Preschool and Preschool Enrichment will have a spring field trip. In addition, the Four Year Old class takes a trip to a dentist and another trip to the supermarket.

Bathroom

Children do not have to be potty trained to attend any of our Preschool classes. If your child wears diapers we will change them as needed. **Please** alert your teacher if your child is not trained, of toileting behaviors and what toileting assistance is needed. This is very helpful in their adjustment to preschool independence. Please supply extra underpants or diapers and a change of clothes if needed. We will provide wipes. Learning to use the bathroom independently is an important developmental skill. When appropriate, teachers and parents will work together to help the child be successful in learning to use the toilet.

How to share a concern or celebration

If you have a concern about something in your child's program or a celebration to share, the first step would be to discuss it with your child's classroom teacher, Ellen Morse, Preschool 3's and 4's (860) 870-6750 x 5 emorse@tolland.k12.ct.us or Joan Mancini, Preschool Enrichment (860)870-6750 x 6. If after speaking directly to the teacher the concern is not resolved, please contact the FRC Coordinator Laurel Leibowitz at 860-870-6750 ext. 30215 or lleibowitz@tolland.k12.ct.us . If a concern still remains you may contact the Birch Grove Primary School Principal Thomas Swanson at 860-870-6750.

This procedure works for compliments as well!