

**PLAINFIELD'S
EARLY CHILDHOOD CENTER
and
FAMILY RESOURCE CENTER**



**PRESCHOOL HANDBOOK
2009 - 2010**

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ATTACHMENTS

Annual Notification of Rights & Family Education Rights & Privacy Act
Asbestos Notification
Bullying Policy
Bus Policy
“Why is My Child’s School Nut-Free?”
Pediculosis Policy
Policy GBI Staff Gifts and Solicitations
Integrated Pest Management Notification
Teacher Qualifications (NCLB)
ECC/FRC Floor Plan
Calendar
*Internet Contract
*Parent Acknowledgement of student handbook
*Volunteer Letter with Disclosure and consent form
*Volunteer Registration
*(Please sign and return)

BASIC INFORMATION

ELIGIBILITY

Children must be 4 years of age and reside in the Town of Plainfield, which includes the villages of Plainfield, Moosup, Central Village, and Wauregan. A child under the age of 4 may enroll if he or she turns 4 by January 1st of that year.

ATTENDANCE

- The parent/guardian needs to phone the school at 564-6400 before 10:00AM to report their child's absence with the reason. A designated person will call parents/guardians that have not phoned the school reporting the student's absence with a reason.
- Your child is to bring a note explaining the absence. A full explanation is necessary, especially information about communicable diseases, i.e. chicken pox, measles, etc., in order to alert other parents and staff members.
- If your child arrives at school late, after 9:00 for the AM session or 12:45 for the PM session, please bring him/her to the office before going to the classroom. In this way, the recording of an absence may be removed.

ARRIVAL

The school day begins promptly at 9:00 AM and 12:45 PM. The busses arrive at 8:50 AM for the morning session and 12:40 PM for the afternoon session. Parents transporting their children should arrive no earlier than 8:50 AM for the morning session and 12:40 PM for the afternoon session. The school is not adequately staffed for supervision before those times.

If you bring your child to school, you must park in the parking adjacent to Butterworth Street. **You must walk your child into the ECC building, unless there is a staff member outside with the buses.** Do not drop off children outside alone.

PARKING IS NO LONGER PERMITTED AT THE REAR OF THE SCHOOL.

BILLING/PAYMENT

- Billing will be mailed to your home on a monthly basis by the first of each month, **one month in advance**. (Example: October's invoice is due September 1st.)
- Payment will be due in full by the tenth of the month.
- If tuition is not received by the tenth of the month, a \$5.00 late fee will be applied to your balance.
- If tuition is not received by the fifteenth of the month, your child will not be able
- All checks will be made out to the "Plainfield Public Schools".
- Payment may be mailed or delivered in person.
- Written receipts will be given out as payments are received. If for any reason you need a record of fees paid, you should save your receipts and cancelled checks. We cannot provide any other documentation of money paid to the program.

CLOTHING AND OTHER BELONGINGS

Clothing and footwear should be appropriate and safe for the daily indoor/outdoor activities of the student. Open toed sandals, high heels, shoes with wheels in the heel, and flip flops are not appropriate for school wear. Please make sure your child comes with appropriate clothing for the weather. We will be going outside each day unless it rains or is bitter cold.

- Toys from home should remain at home.
- A change of clothes may be left in your child's backpack in case of an accident.
- Please label all clothing and belongings.

CONFIDENTIALITY/MANDATED REPORTING

Conversations and incidents that involve a family or child are to be held in the strictest of confidence between the staff and those involved in the situation.

The State of Connecticut requires that any and all suspected cases of child abuse be reported to the State Department of Children and Families. Therefore, we are obligated by law to report such occurrences.

DISCIPLINE POLICY

Our policy states that we utilize positive reinforcement and redirection whenever possible. Time out is only used in extreme circumstances when the child needs to be removed from the group.

Occasional outbursts are to be expected, but if consistent undesirable behavior continues, it is likely that the preschool program may not be a suitable placement for your child. Conferences with the parents will be held to consider possible solutions. The preschool program reserves the right to dismiss children who are unable to adapt to the program.

DISMISSAL

If it becomes necessary to remove your child from school during school hours, and you have not sent in a note, you must come to the office. You will have to sign out your child in the logbook. If you are not familiar to the office personnel, you will be asked to show identification. Only those listed on the student's information sheet will be allowed to remove him/her from school. We respectfully request that you make medical appointments for your child outside of school hours whenever possible.

You must park in the parking adjacent to Butterworth Street.

PARKING IS NO LONGER PERMITTED AT THE REAR OF THE SCHOOL.

FEES/CONTRACTS

The tuition rates for the preschool program are based upon a ten-month school calendar year and paid in ten monthly installments. The following schedules are being offered:

- **Two days a week (Tuesday & Thursday) or (Wednesday & Friday)
Charge: \$90 per month times ten months =\$900 per year**
- **Four days a week (Tuesday thru Friday)
Charge: \$180 per month times ten months =\$1800 per year**

There are both morning and afternoon sessions, and the classes run for approximately three hours a day. Transportation is provided, but will follow the kindergarten busing schedule.

A tuition contract must be signed by all parents/guardians.

GIFTS TO TEACHERS

We strongly discourage gifts being given to the teachers and staff.

- Due to financial implications, the students could be placed in an embarrassing position with his or her peers resulting in either isolation from others, or to avoid this, purchasing a gift which he or she cannot afford.

- Teachers and staff do not expect gifts.

See attached copy of Policy GBI, Staff Gifts and Solicitations.

HEALTH SERVICES

Our school nurse is on site during school hours to care for children who are injured or become ill. The school health officer's rulings on communicable diseases, which warrant exclusion, are as follows:

Chicken Pox/Varicella	Out of school usually until all lesions have disappeared
Measles/Rubeola	Out of school until rash disappears
German Measles/Rubella	Out of school one week
Whooping Cough/Pertussis	Out of school usually three weeks
Scarlet Fever/Scarlatina	Out of school until physician permits student to return
Head Lice/Pediculosis	Excluded from school until condition is cleared up. School nurse will advise parents of the appropriate therapy at the time of the exclusion. (Material is available at the local pharmacy.) Parents may be alerted to this problem by child's persistent scratching of the head.
Vomiting	Out of school 24 hours from last episode
Pink Eye/Conjunctivitis	Out of school 24 hours from first application of antibiotic
Fever	Out of school 24 hours fever-free

HOLIDAY CELEBRATIONS

There is much fun and enthusiasm in the celebration of holidays. As adults we too enjoy sharing the excitement of the activities that are associated with these special days. However, we must be careful to recognize that children view holiday activities differently than adults, and that some families do not celebrate or practice any holidays.

As a public school we must be respectful of the beliefs and practices of all students. We therefore must change some of the traditional activities that have been associated with holiday celebrations in the classrooms. Please understand that changes in the practices of any holiday celebrations will be in keeping with the rights of all students.

ILLNESS

Please do not send your child to school feeling ill, as they will be promptly sent home. This includes (but is not limited to) children with fevers or a contagious disease. If a child becomes ill during the day, he or she will be kept apart (but supervised) from the other children until picked up. The program reserves the right to decide if a child is too unhealthy to remain on site.

MAKE-UPS

Preschool afternoon classes will not be made up when we have scheduled early dismissal or when we dismiss due to weather conditions. Preschool morning classes will not attend or make-up classes when a delayed opening is called.

MEDICATION

If your child requires medication (prescription and/or over the counter) during program hours, an Authorization for Administration of Medication form must be filled out and signed by a parent and a physician. All medications must be given to the school nurse by the parent/guardian. Medications will be kept in a locked cabinet, and must be properly labeled. Under no circumstances should a child transport or be in possession of medication.

NUT FREE SCHOOL

In our commitment to the well being of all Early Childhood Center students we are a "**Nut Free School.**" This means that we do not allow any food to be brought into the school that contains any peanut/nut related products. This policy is in effect because some of our students have severe allergies to nuts and nut products.

Guidelines for a Nut Free Classroom

- Bringing food into classrooms for celebrations is discouraged.
- Only specific foods requested by the teacher for special activities will be allowed.
- Any residue from peanut/nuts must be cleaned from hands, toys, books, clothing, school bags, etc. before entering the building.
- As all children share classrooms, books, materials, and equipment, this guideline must apply to everyone in our school.

PARENT PARTICIPATION

The success of the preschool program depends heavily on parent participation. Please check the newsletters and your child's backpack for information for all events. If you have information for us that will help your child to have a successful day, please share it with us. Research shows clearly that children are more likely to succeed in school and learning when their families actively support them. When family members read with their children, talk with their teachers, participate in school activities and volunteer at school, they give children a tremendous advantage. You are an important partner in this journey of learning. We welcome your ideas and suggestions. If you have any talents or skills to share, we would be happy to invite you into our classroom. Let us know if you would like to join us or to help with an activity or project. We have an open door policy where you may visit at any time.

We encourage all families to volunteer in their children's classrooms. In the attachments, a volunteer form has been included. We hope you will consider filling this information form out and returning it to your child's teacher.

"READ TO YOUR CHILD DAY"

Here at the ECC we encourage parents and grandparents to visit our school and celebrate your child's special day by reading his or her favorite book. This is a gift that will last a lifetime and will be enjoyed by all the students in your child's class. All you need to do is notify the teacher that you are coming in to read on the day of your choice.

PARENT CONFERENCES

We hold parent-teacher conferences twice during the school year. (See school calendar for dates.) During this time, we discuss your child's progress and how they are adjusting to the program. Conferences may also be held upon request from the parents or Early Childhood staff.

PETS/VISITING ANIMALS

All requests to bring animals or pets (mammals, birds, reptiles/amphibians, etc.) to school must be addressed to the Principal in advance. The Principal reserves the right to permit or deny the presence of animals in the classroom or on school grounds. The Principal will take into consideration any student and/or teachers with allergies before making the decision. No domesticated animals, such as dogs or

cats, will be allowed in school **without proper proof of current rabies vaccination**. No wild animals (raccoons, skunks, bats, etc.) will be allowed in the school unless under the control of an individual trained in the care and management of the animals (i.e. veterinarian, zookeeper, animal control officer).

PROGRAM SCHEDULE

The preschool program follows the Plainfield Public Schools calendar with respect to holidays and vacations. Please refer to the school calendar for specifics.

RESOURCES – Family Resource Center

All Playgroup Programs are part of the Family Resource Center. The center provides many different services for families and adults. Monthly FRC newsletters are provided for each family with information on the services. There are also flyers on parent workshops and/or meetings. If you need any further information, please call 564-6411.

SNACK BREAK – The ECC is remaining a peanut/nut-free school

A short break, (up to 10 minutes) will be scheduled daily. A beverage may be brought from home, or milk can be purchased at school. Milk will be sold by the week at the cost of \$.50 per day. If you feel that something more substantial is necessary, you may send your child with a small snack. We suggest a healthy snack of fruit or vegetables. Any snack that contains nuts, nut products or nut oils will not be allowed to be opened. It will be returned home. Please note that we will not be able to provide warming or cooling of anything brought from home.

WEATHER

The program follows the Plainfield Public School schedule in regards to snow delays or closings. Morning announcements will be made no later than 6:30 AM. Listen to WINY or WILI radio stations or watch WVIT channel 30 (4), WTIC channel 3, or WTNH channel 8 for information on delays, early dismissals, or closings. If the school is closed, our program will be closed. **If the school has a delayed opening, there will be no morning preschool classes. If there is an early dismissal, there will be no afternoon preschool classes.**

WHEN NO ONE IS HOME

In the event that no one is home to receive a child off the school bus, every effort will be made to contact the parent/guardian. The following steps will be taken:

- AM students will be returned to the ECC to await pick-up.

- PM students will be brought to the daycare program at the Recreation Department Child Care Center on Route 12 and will remain there until 6:00pm. There will be a fee for this service, which will include an hourly rate and an emergency daycare fee.

See attached bus policy.

WITHDRAWAL FROM THE PROGRAM

We require a one-week notice when withdrawing your child from the program. We will extend the same courtesy to you in case of dismissal.