



Preschool Program

Handbook



Creating a Positive Foundation for Early Learners

PRESCHOOL

WELCOME:

Welcome to the Waterford Public Schools' Preschool Program! Thank you for choosing us for your child's preschool. Home-to-school communication is a key focus of our preschool program. It is our hope that this handbook will give insight into our enriching program and answer many of the questions that parents/guardians may have. We look forward to an exciting year with your child!

PROGRAM INTRODUCTION:

The main focus of the Waterford Public Schools' Preschool Program is to prepare your child for kindergarten and beyond. To fully support your child's growth and development, our program is in alignment with Connecticut's Early Learning and Development Standards (CT ELDS) and our curriculum is developed into high interest theme units. We offer a quality, nurturing, and productive learning environment that provides opportunities for your child to learn and play with peers in a variety of different ways. We offer a comprehensive approach to learning and



development including access to Occupational Therapy, Physical Therapy, and Speech and Language Services according to a student's individualized education program. Students will participate in developmentally appropriate activities that will build independence and enhance socialization, language and readiness skills as well as gross and fine motor development. Preschool students participate in weekly specialized instruction in the areas of **physical education, art, and music**. Each preschool classroom is inclusive of both a balance of three- and four-year olds and a balance of general education students and students with individualized education programs. Our program will provide a seamless transition to kindergarten at one of our three elementary schools.

ENROLLMENT:

The Early Learning Centers are located at Great Neck Elementary School, Oswegatchie Elementary School, and Quaker Hill Elementary School and are open to all Waterford three- and four-year-old special education students and a limited number of general education students selected through a third party lottery system.

SPECIAL EDUCATION STUDENTS:

Students with an Individualized Education Program (IEP) will be accepted into the program based on the needs outlined in the IEP. All Special Education students will be eligible to start the program one day before their third birthday. Our program has been created to provide developmentally appropriate activities that enhance special education students' identified needs. Based on a student's IEP, our staff work collaboratively to design and deliver a comprehensive approach to learning for your child.

PEER MODELING:

The Waterford Public Schools' Preschool Program is open to a limited number of peer role models, chosen through a third party lottery system. General Education students are an essential part of the integrated preschool program, providing



an environment that nourishes socialization and creative play with peers. Peer role models must be age 3 or 4 by September 1 of the school year to be eligible for the program.

PROGRAM SCHEDULE:

- ◆ **Full Day Preschool Program** ◆ **Two Hour Delay**
8:25 AM - 3:10 PM 10:25 AM - 3:10 PM
- ◆ **Regularly Scheduled Half Days/Early Dismissals**
8:25 AM - 12:25 PM

ATTENDANCE:



Good attendance is a valuable asset to your child's learning. It is very important for children to attend the preschool program regularly to engage them in a consistent daily routine that will enhance the socialization, language and readiness skills that the program offers. Positive attendance habits in preschool will reinforce the importance of school throughout your child's educational experience and has a direct correlation to attendance patterns in future years.

BEFORE AND AFTER SCHOOL CARE:

Before School Child Care is available during the school year from 7:30 AM – 8:25 AM. Registration is required and forms are available in the offices of Great Neck Elementary School, Oswegatchie Elementary School, and Quaker Hill Elementary School. If there is a delayed opening, child care will begin at 9:30 AM. Payment for this program is expected at the time of service, and checks should be made payable to Waterford Public Schools. Students may be excluded when/if payments are delinquent.

After School Care Programs are provided at Great Neck Elementary School, Oswegatchie Elementary School, and Quaker Hill Elementary School through Carelot Children's Center. After school care is available until 6:00 PM. Please contact Carelot at 860-447-4049 Ext. 7167 for After School registration information.

TRANSPORTATION:

All students will be provided bus transportation by the Waterford Public Schools. Parents will be notified of their child's bus information, pick-up and drop-off time prior to the start of school. Please contact the bus manager at 860-443-2244 if you have questions regarding your child's bus or bussing procedures.



BUS COMPANY - 860-443-2244

SCHOOL CANCELLATIONS/WEATHER RELATED DELAYS AND DISMISSALS:

On occasion, schools may be cancelled, delayed for opening, or dismissed early due to emergencies or inclement weather. The Waterford Public Schools' Preschool Program will follow the same guidelines as all of the Waterford Public Schools for these cancellations. Parents/guardians should check TV and radio stations as well as the district website at www.waterfordschools.org for weather related closures.

Waterford Public Schools also uses the School Messenger system to notify parents/guardians of school related emergencies or cancellations. During student registration, parents/guardians designate appropriate phone numbers and emails for this notification system. If contact information changes, please notify the school office immediately to ensure that current emergency contact information is on file.

HEALTH INFORMATION:

MEDICAL POLICIES:

School personnel are under mandate to handle medications in a very specific manner in compliance with Board of Education policy as follows:

The Waterford Board of Education requires a physician's written order and parent or guardian's authorization for a nurse to administer medicinal preparations exclusive of hallucinogens or narcotics, or in the absence of the nurse, the principal or teacher to administer oral medications. This law requires the cooperation of parents, educators and others associated with the school. We ask parents not to send any medications to school with a child. Board of Education policy requires a written "Authorization for the Administration of Medicines" form signed by both the physician/dentist and parent or guardian granting permission to school personnel to administer medications to children. This form must also be completed for a child whose parents request the administration of prescription and/or over-the-counter medications.

INJURY OR ILLNESS:

In case of injury, a child will be cared for temporarily by the school health personnel or member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Please remember, an emergency telephone number where parents can be reached and the name and telephone number of student's family doctor must be on file at the school.



In case of illness, the student will be sent to the school health room. At that time, the school health personnel will determine whether the student can remain in school. Parents will be notified and are expected to pick up their child as soon as possible following the determination that the child should go home. Children who are ill will not be sent home on the bus to safeguard the child and to prevent the spread of infection. It is recommended that you keep your child home if you suspect that he/she is contagious. Some of the symptoms that may mean an illness is contagious are: unexplained rash; repeated vomiting and/or diarrhea within the past 24 hours; mucus, pus, or thick crusting from the eye; sore throat, especially if accompanied by fever or swollen neck glands; and unusual fatigue, confusion or irritability.

Children sent to school are expected to participate in all school activities unless excused by a physician.

IMMUNIZATIONS:

The Waterford Board of Education requires that all children attending school in the Waterford Public Schools be properly immunized against various diseases. Before a child enters school, proof of immunization must be presented to school health personnel.

CLOTHING AND PERSONAL BELONGINGS:

Students are encouraged to dress in comfortable clothing appropriate to the school situation. Weather permitting, students will have the opportunity to participate in outdoor playtime, so please be sure your child is properly dressed for the weather, including coats, hats, mittens, and boots for the colder weather. All children should have an extra set of clothes, labeled, to be kept at school for emergencies. Please check your child's backpack daily in case a change of clothes needs to be replenished. Please also note that preschool does have a rest time and students are offered the opportunity to rest and/or nap on a cot. Please send in a crib sheet, blanket and small pillow to make this a comfortable experience for your child. Items used for rest time will be sent home on Friday to be washed and expected to be returned in a child's backpack for the next day of school.

Please label all items that children bring to school. This includes backpacks, lunch boxes, and personal care items. The preschool program will provide many hands-on activities and learning toys for children. If possible, we ask that children do not bring toys or other items from home that may be a distraction during the preschool day.



NUTRITION:

Students may purchase a variety of nutritious meals for both breakfast and lunch. Our School Breakfast Program is available to all students every weekday morning. You do not need to register your child in advance. Hot meals are served at lunch each day. Lunches include sandwiches, salad plates, and a selection of a la carte foods during lunchtime in the school cafeteria. The main meal featured on the school lunch menu follows the National School Lunch Program meal pattern, offering at least eight ounces of milk, a serving of meat or



protein alternate, bread or carbohydrate alternate (eight per week), plus either two vegetables or fruits, or one vegetable and one fruit. Milk, water, juices, fruit, and other healthy snacks are also available separately. This allows students to make healthy food choices to meet their energy requirements. For both breakfast and lunch, the Waterford Public Schools use an online service called **MySchoolBucks** - www.myschoolbucks.com. This program offers families the convenience and information needed to manage their child's meal account. It provides an easy-to-use, efficient way to make payments quickly and securely anytime using a simple Internet connection. With MySchoolBucks, any family can create a free, secure account to check current account balances and monitor the items your child purchases in the cafeteria. Parents can sign up to receive email notifications when the account reaches a low balance. You can either send money with your child to school to be added to the account, or you can make a prepayment in his/her meal account using a check, credit or debit card at www.myschoolbucks.com. ***Please note that there is a small program fee, per transaction, to make a prepayment electronically.*** Any questions about the automated online system can be directed to the **Waterford Food Service Department at 860-444-5862.**

FOOD SERVICE DEPARTMENT - 860-444-5862

BEHAVIOR POLICY:

The Waterford Public Schools’ Preschool Program follows the behavior guidelines outlined by the district elementary schools. In accordance with our elementary schools’ philosophy, disciplinary practices shall be guided by the principles of fairness and concern for each student. Firmness, fairness, and consistency, tempered by the use of learning experiences and consequences, guided by differences in each individual situation shall be the principles which underlie disciplinary procedures. In all instances, the health, welfare and safety of all children shall be paramount. All children shall be treated with kindness and compassion in an effort to preserve individual dignity.



Program Highlights

- ◆ Integrated program that encompasses Special Education students and Peer Role Models in a nurturing learning environment where cooperative and creative play is encouraged.
- ◆ Direct instruction that enhances appropriate readiness skills.
- ◆ Staff who are responsive to student's needs and work collaboratively to educate the whole child.
- ◆ Curriculum that adheres to the Connecticut Early Learning and Development Standards (CT ELDS).
- ◆ Developmentally appropriate activities that assist in cultivating gross and fine motor skills.

- ◆ **Full Day
Preschool
Program
Transportation
Provided
Before and After
Care Available**



Staff

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| <ul style="list-style-type: none"> ♦ <u>Early Childhood Liaison</u> ♦ <u>Special Education/</u>
<u>Autism Teachers</u> ♦ <u>Board Certified Behavior</u>
<u>Analysts</u> | <ul style="list-style-type: none"> ♦ <u>Speech/Language</u>
<u>Pathologist</u> ♦ <u>School Psychologist</u> ♦ <u>Physical/Occupational</u>
<u>Therapists</u> ♦ <u>School Social Worker</u> |
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CONTACT INFORMATION:

Gina M. Wygonik ~ 860-444-5802
Director of Special Services

D.J. Camillucci ~ 860-442-2593
Early Childhood Liaison

<p><u>Great Neck</u> <u>Elementary</u> 860-442-2593</p>	<p><u>Oswegatchie</u> <u>Elementary</u> 860-442-2593</p>	<p><u>Quaker Hill</u> <u>Elementary</u> 860-442-2593</p>
<p><u>Billie</u> <u>Shea</u> Principal</p>	<p><u>Joseph</u> <u>Macrino</u> Principal</p>	<p><u>Christopher</u> <u>Discordia</u> Principal</p>
<p><u>Margaret</u> <u>Goldschneider</u> Nurse</p>	<p><u>Jayne</u> <u>Hill</u> Nurse</p>	<p><u>Sonia</u> <u>Stevens</u> Nurse</p>
<p><u>Pam</u> <u>Tuneski</u> Secretary</p>	<p><u>Kathy</u> <u>Kerwin</u> Secretary</p>	<p><u>Alyssa</u> <u>Fratoni</u> Secretary</p>



Locations: The Early Learning Centers

**Great Neck
Elementary School
165 Great Neck Road
Waterford, CT 06385
Phone: 860-442-2593**

**Oswegatchie
Elementary School
470 Boston Post Road
Waterford, CT 06385
Phone: 860-442-4331**

**Quaker Hill
Elementary School
285 Bloomingdale Road
Quaker Hill, CT 06375
Phone: 860-442-1095**



All policies of the Waterford Public Schools can be found at
https://www.waterfordschools.org/board_members/district_policies/policies