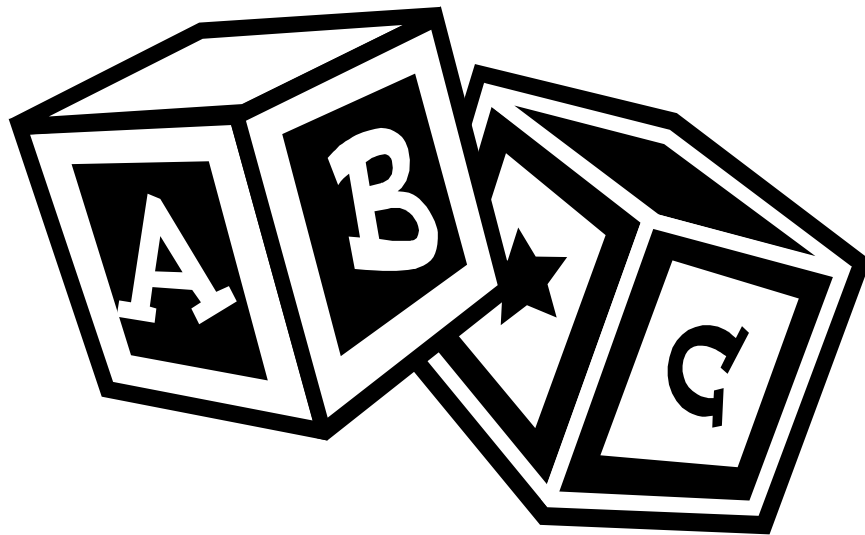


Harry Lee Cole School

Integrated Preschool

2011 - 2012

PARENT HANDBOOK



Harry Lee Cole School Integrated Preschool was accredited by the
National Academy of Early Childhood Programs in 2002

Welcome to the Harry Lee Cole Integrated Preschool!

We hope you will find this Handbook helpful as you begin your preschool year. We have tried to address all of the questions you may have, but we encourage you to contact us at any time with any questions or concerns. We look forward to getting to know your child and his/her family!

What is an integrated preschool?

An integrated preschool is designed to serve students age three to four and includes up to 33% of children with mild to moderate disabilities. Special education services, which are typically integrated into the curriculum, may include speech and language therapy, occupational therapy, and/or physical therapy. Research shows that integrated programs benefit both typically developing children as well as children who exhibit special needs. For example, children with speech and language weaknesses begin to model the language of students whose language is intact. Many children also show improved social interactions. Another benefit is that children learn to accept each other and celebrate individual differences.

Philosophy

The Cole School Integrated preschool program provides a warm and supportive atmosphere in which young children can learn creatively about themselves, each other and the outside world. By encouraging social and emotional growth, the programs form the necessary foundations for your child's future formal education. Our program seeks to:

- Develop a child's self-esteem, while preserving class unity, through developmentally appropriate activities where each child will succeed
- Encourage children to think, reason and experiment
- Encourage children to develop language skills, social skills and physical development skills
- Encourage and demonstrate sound health, safety and nutritional practices.
- Encourage creative expression and an appreciation for the arts.
- Foster each child's sense of personal responsibility and positive self-respect.
- Balance structured activities designed for fun and learning with free time for children to make choices and explore new possibilities.
- Emphasize cooperation by helping children resolve their own conflicts within safe limits.
- Treat children with respect, understanding and positive humor.
- Encourage communication between school and home in order to be mutually supportive.
- Encourage respect of cultural, family and economic diversity and the individual differences of children and adults.
- Encourage ongoing professional development for teachers.

The Harry Lee Cole Integrated Preschool was accredited by the National Academy of Early Childhood Programs (NAEYC) in 2002.

ACCREDITATION

Cole School Integrated Preschool Program is currently in its fifteenth year as part of the Boxford Public Schools. A NAEYC (National Association for the Education of Young Children) accreditation process was completed in November, 2001 and we received accreditation in 2002. The year-long accreditation process is a rigorous self-study of the preschool which requires staff, parent and professional input to create a productive and positive learning environment. Some criteria that was reviewed included the physical environment, curriculum, health/safety policies and interactions among staff, students and parents.

ADMISSIONS

The Cole School Integrated Preschool accepts three and four year old children of Boxford residents and offers two, three and five day programs. Children must be three years old on or before September 1st of their preschool enrollment year. Children who will turn five years of age on or before September 1st are eligible to enroll in the Cole School kindergarten program.

Each year, an Open House is held and applications are available to new students at this time. The Open House is announced in the local papers, on the local cable channel and signs are posted in community buildings. Immediately following the registration deadline, a public lottery is held. The lottery process establishes a fair method of assigning students a number that will establish the order of consideration for placement into our preschool classes.

Placement consideration is made based on the lottery number, student learning needs identified through special education, space availability, gender balance, the age range within the class and input from the teachers. Lunch Buddies placements are made in March before school starts, September 1st and November 1st. Our goal and responsibility is to create a socially, academically and emotionally balanced preschool experience for all of the children.

Acceptance letters are sent out within two weeks of the lottery.

In March, an Open House is held for the families in each class. During this Open House, families will receive additional information on the program, its operations, policies and procedures, payment information, etc. and you may sign up for Lunch Buddies. Your September tuition is due at this time in order to hold your child's placement. Should you unenroll your child for any reason other than a family relocation out of town, you will forfeit this first tuition payment.

Over the summer, families will receive information that details the opening of school in September, a school calendar and any other relevant information. A parent-child orientation will be held during the first week of school.

ATTENDANCE

If your child will be absent, please call the Preschool: 978-887-2856 and leave a voice mail for the teachers at extensions 103 and 104. If your child arrives late to school or needs to be dismissed early, please stop in to the Main Office to sign in as a visitor. You may then come down to the Preschool.

BACKPACKS

Each child should have a backpack with their name clearly LABELED on it. Please check the backpack daily for school notices.

BIRTHDAYS

The children will celebrate birthdays in class with their peers. Due to the many food allergies, we cannot have any food items in the classrooms. Each teacher will send a note home in September dealing with their special celebrations. Summer birthdays will be celebrated in June. When hosting a birthday party, please mail the invitations to the children to ensure their arrival.

CHILD ABUSE/NEGLECT REPORTING

Any instance of suspected child abuse or neglect will be reported to the Program Coordinator and Principal. All faculty in the Cole School Integrated Preschool are mandated reporters of suspected child abuse.

Any child showing the following warning signs will be carefully documented and observations recorded:

- 1) Unexplained bruises, welts, burns, sores, lacerations or broken bones;
- 2) Frightened of parents, afraid to go home;
- 3) Inadequate clothing, dirt, malnutrition;
- 4) Child shows excessive withdrawal, fear, anxiety or aggressive, destructive behavior;
- 5) Inappropriate adult or infantile behavior;
- 6) Has difficulty walking, sitting, pain, itching in genital area, discharge;
- 7) Precocious sex play, unusual knowledge of sexual matters, sexually acting out with dolls
- 8) Compulsive masturbation.

Documentation of observations must include but not be limited to: date, time of day, circumstances (free play, rest) or activity child was involved in and any conversation that may have taken place between child and adult or child and other children.

The Program Coordinator or Principal will contact the area office of the Department of Social Services: 3 Ferry Street, Bradford, MA 01835, (978) 469-8800, and file a written report within 48 hours. Depending on the circumstances, a conference will be called with both parents to notify them of a report being filed with the Department of Social Services.

In the event that allegations of abuse/neglect are filed against a staff member, the staff member will be suspended from work pending the outcome of the investigation by Department of Social Services.

CLOTHING

School clothes should be comfortable and rugged. Please do not put undue pressure on your child to keep school clothes clean. We use a variety of hands-on materials (paint/glue) that may stay on clothes and smocks are provided for students during these times. Please leave a change of clothes for your child at school in a LABELED Ziploc bag to use if needed. We go outside for recess in the winter months and children will need a hat, mittens, snowsuit and boots.

COMMUNICATION

Effective communication between school and families is very important to us. Each week, via email, you will receive the weekly school-wide newsletter, "*The Cole Connection*." Monthly, your child's teacher will email families a monthly newsletter outlining important dates, events and current themes. We often include suggested fine and gross motor activities that can be used at home to increase your child's hand-eye coordination, finger dexterity and large and small muscle dexterity. (Hard copies will be available for families who prefer to receive information that way.)

We also have a communication system in place called "Connect Ed" that allows us to simultaneously contact families via phones and email with important school information. You will be asked to supply the contact information for this system at the September orientation session and we ask that you keep us informed of any changes to the phone numbers and/or email addresses we have on file.

If you are going to be late in picking up your child, please call the school immediately. The teachers have a brief lunch break, staff meetings and professional development activities so they are not available to wait with children. Your child will be waiting for you in the Main Office.

Please keep us informed of any changes in your family*, the health of your child, all contact information and anything else that may affect your child's preschool day. All information is kept confidential at all times.

*If a restraining order has been established disallowing contact with your child, we must be notified immediately. Please contact our Main office with this information.

CONFERENCES AND EVALUATIONS

Written evaluations are done twice per year in early December and June. The original evaluation is given to the parents and a copy is kept by the school to be placed in the child's permanent record file. Parents are required to meet with the teachers in December to discuss their child's evaluation. Parent conferences may be scheduled on an as needed basis if the parent and/or teacher deems it necessary.

CURRICULUM

Cole School's curriculum encourages children to be actively involved in the learning process. The curriculum allows for a variety of learning styles and provides developmentally appropriate learning materials. Young children learn through active manipulation of the environment, through concrete experiences, and communicating with adults and peers. Activities are provided to enhance fine and gross motor skills, choice time areas, (dramatic play, sand and water tables, blocks, manipulatives, music, math, art, science, library, puppets and listening center) and hands on, self-directed and teacher-directed learning areas. Cole School uses developmentally appropriate materials and equipment which represents a variety of racial, cultural, linguistic and age attributes. Each class will have gym and library time and outside play time. The preschool has a separate playground from the upper grades.

CURRICULUM, Con't.

Also included in the curriculum is a literacy program entitled, "The Letter People" which is designed for Pre-kindergarten reading readiness skills. (See Literacy Program) Cole School's curriculum is based on the Massachusetts State Frameworks from the Department of Elementary and Secondary Education and the guiding principles set forth by the National Association for the Education of Young Children.

DAILY SCHEDULE

Each class sets up a schedule to best meet the needs of their class. The daily schedules are flexible and may be modified to benefit all of the children. Classroom schedules are posted on bulletin boards in each classroom. Sample schedules are at the back of this Handbook.

Three Year Old Schedule: 8:45 – 11:30 am

Drop off time: 8:40 – 8:45 am

Both morning drop off and pick up take place on the side of Cole School, which is the bus lane off of Main Street, at the site of the Little Red Schoolhouse. There are no busses at Cole School at these times, so this lane is safely available for preschool drop off and pick up.

Parents are asked to drive up to the side of the building, pulling as far forward as space allows and preschool staff will assist the children in getting out of the car. If you prefer to walk your child into the building, we ask that you drive to and park in the parking lot in front of the school on Middleton Road and walk into the building. Please stop in the Main Office to sign in as a Visitor and you may then walk your child to his/her classroom.

Late arrivals: if you arrive after 8:45 am, please **do not** park on the side of the building. For everyone's safety, the doors are locked at this time and **staff cannot leave the classrooms to open the doors**. Please park in the front lot of the school, ring the doorbell and sign in at the Main Office to bring your child down to his/her classroom.

At dismissal time, parents are asked to be in line for dismissal **no later than 11:30 am**. Please wait in your car along the sidewalk and your child will be brought to your car and assisted in. Please do not get out of your car, as this is a fire lane.

Four Year Old Morning Session: 9:00 – 1:00 pm

Drop off time: 8:50 – 9:00 am

Both morning drop off and afternoon pick up take place on the side of Cole School, which is the bus lane off of Main Street, at the site of the Little Red Schoolhouse. There are no busses at Cole School at these times, so this lane is safely available for preschool drop off and pick up.

Parents are asked to drive up to the side of the building, pulling as far forward as space allows and preschool staff will assist the children in getting out of the car. If you prefer to walk your child into the building, we ask that you drive to and park in the parking lot in front of the school on Middleton Road and walk into the building. Please stop in the Main Office to sign in as a Visitor and you may then walk your child to his/her classroom.

Late arrivals: if you arrive after 9:00 am, please **do not** park on the side of the building. For everyone's safety, the doors are locked at this time and **staff cannot leave the classrooms to open the doors**. Please park in the front lot of the school, ring the doorbell and sign in at the Main Office to bring your child down to his/her classroom.

Four Year Old Morning Session, Con't.

At dismissal time, parents are asked to be in line for dismissal **no later than 1:00 pm**. Please wait in your car along the sidewalk and your child will be brought to your car and assisted in. Please do not get out of your car, as this is a fire lane.

Four Year Old Afternoon Schedule:12:15 – 3:00 pm Drop off time: 12:10 - 12:15 pm

Student drop off takes place on the side of Cole School, which is the bus lane off of Main Street, at the site of the Little Red Schoolhouse. There are no busses at Cole School at these times, so this lane is safely available for preschool drop off.

Parents are asked to drive up to the side of the building, pulling as far forward as space allows and preschool staff will assist the children in getting out of the car. If you prefer to walk your child into the building, we ask that you drive to and park in the parking lot in front of the school on Middleton Road and walk into the building. Please stop in the Main Office to sign in as a Visitor and you may then walk your child to his/her classroom.

Late arrivals: if you arrive after 12:15 pm, please **do not** park on the side of the building. For everyone's safety, the doors are locked at this time and **staff cannot leave the classrooms to open the doors**. Please park in the front lot of the school, ring the doorbell and sign in at the Main Office to bring your child down to his/her classroom.

For dismissal at 3:00 pm, students are brought upstairs to the front foyer of the building (Middleton Road entrance). Please be in line for dismissal **no later than 3:00 pm**. Parents are asked to drive up to the front of the building, pulling as far forward as space allows and preschool staff will assist the children in getting into the car. Please wait in your car along the sidewalk and your child will be brought to your car and assisted in. Please do not get out of your car, as this is a fire lane.

DISCIPLINE POLICY

Discipline and guidance are consistent and based on an understanding of the individual needs and development of a child. Discipline is directed to the goal of maximizing the growth of the children and protecting the group and individuals within it. The staff uses a positive approach to discipline with kind and easy to understand explanations. Redirection to new areas has proven successful in handling most conflicts. Children are praised and encouraged to express themselves verbally with other children. Children are assisted by the teachers in settling disputes in a positive way that protects the dignity of the child.

FIELD TRIPS

All field trips are approved by the school principal and follow the guidelines of the Cole School Field Trip Policy. Parents will be notified in advance and a signed permission slip and any fee may be required. The preschool has in-house field trips that feature speakers, animals and thematic topics.

HEALTH

Absences due to illness: The following guidelines are intended to give parents some understanding as to when their child may be ready to return to school after an illness:

- Temperature is normal for 24 hours* and child has not vomited for 24 hours.
- Three days has elapsed since the onset of a cold (child may return if they have no temperature, sore throat or severe cough).
- Child is ready to participate in all activities, including gym and outdoor play.
- Isolation periods of communicable diseases are: chicken pox = one week from onset of eruptions, strep infections = a child who is awaiting laboratory results for a strep infection should not return to school until a negative culture is confirmed **OR** the following isolation period is completed: One week without drug therapy (penicillin or the like) or 24 hours of antibiotic therapy, provided therapy is continued for ten days.
- Children who have contracted head lice should be nit free and checked in through the Health Office **before** returning to the classroom. Parents will be notified of cases in the classroom and we strongly encourage parents to notify the school nurse if they find head lice on their child.

*Child must be completely "fever free" for 24 hours.

If a child must take medication at school, a physician shall provide written orders and the parent shall provide a written request. Medications must be brought to school by an adult in a container labeled by the pharmacist or the physician and will be stored in a locked cabinet in the Health Room. **All medication, whether prescription or over-the-counter, must be held and administered by the school nurse.**

Communicable diseases: No child or staff member will be allowed to attend school if they have a diagnosed communicable disease, during the time it is communicable. Parents will be notified in writing when any communicable disease such as measles, chicken pox, strep, salmonella, etc. has been introduced into a preschool classroom.

Food Allergies: Parents of students with food allergies should **notify the school nurse** with a detailed description of the specific foods and symptoms of a reaction. Depending on the allergy, and physician's documentation, an Individual Health Care Plan may be developed to accommodate the child's needs throughout the school day. In some cases of life-threatening allergies, parents in individual classrooms may not be permitted to send in certain foods. In such cases, classroom teachers will notify parents by letter of foods that are not permitted.

Parents of allergic students should provide the necessary medications and physician orders for their administration. These should be directed to the Health Office. Students are never permitted to transport medications on their own.

Health Services: Harry Lee Cole School is served by a full-time school nurse who is available during the school day. The nurses administer vision tests to all students annually and make referrals in cases of deficiency. They also schedule clinics, maintain health records and administer first aid to injured or ill children.

Health Services, Con't.

Mildly ill children will be provided a quiet rest area in the preschool and the parent will be called. If warranted, an ill child will be evaluated by the nurse and dismissed through the Health Office. In case of an accident or illness, after first aid is administered, the parent is notified and further care is given if necessary. Each classroom has a first aid kit and manual. All staff are certified every two years in CPR.

Immunizations: All children must have a current immunization record on file with Cole School on or before August 15. Exemptions will be made in instances where such health practices are against the religious beliefs of the family.

Physical examinations: A documented physical examination, no more than one year old, must also be submitted to the school on or before August 15th or before the child may begin our program. If relevant in subsequent years of attendance, please provide us with an updated documented physical exam. All staff are required to have physical examinations within one year prior to employment, and every year thereafter.

INTERACTION AMONG FACULTY AND CHILDREN

Interactions among children and staff provide opportunities to develop an understanding of self and others and are characterized by warmth personal respect, individuality, positive support and responsiveness. Faculty facilitate interactions among children to provide opportunities for development of language, social skills and intellectual growth. The staff use positive techniques of guidance, modeling, redirection, positive reinforcement and encouragement. Consistent, developmentally appropriate, clear rules and structure are important for young children to thrive.

Therapists will be involved in our program depending on the needs of our students. Children who are on an IEP (Individualized Educational Plan) receive needed services in our classrooms. Therapists are inclusive in our classes and the use of peer modeling is successful for all children.

LUNCH BUDDIES PROGRAM

Lunch Buddies is an extended day program offered as part of our preschool day, but is NOT a drop in program. Lunch Buddies is offered each weekday. Children are to provide their own lunch and drink, *no peanut butter, please*. The 2011-2012 hourly rate is \$8.50. Lunch Buddies enrollment request forms for the 2011-2012 school year will be distributed to all enrolled families during our spring open houses.

By the end of April, you will receive your Lunch Buddies assignment. A fee schedule will be provided when school starts in September. Your Lunch Buddies monthly payment is to be paid by the first of the month and no refunds will be made for absences of any kind. Changes to your session(s) can only be made September 1st and/or November 1st and must be made in writing.

NON-DISCRIMINATION POLICY

The Cole School Integrated Preschool program does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, national origin, political beliefs, sexual orientation, marital status of parents or disabilities.

PARENT INVOLVEMENT

Parent involvement gives children an important sense of continuity between home and school. The preschool welcomes parents to participate by helping with special activities, sharing interests and talents, cultural traditions and teacher-initiated programs. Volunteering begins in mid-October so the children are able to adjust to their new surroundings successfully.

Each classroom and family will participate in a teacher-directed program that involves sharing and volunteering. Younger children may explore "Nursery Rhymes" while older children will participate in "Student of the Day" sharing time.

In order to volunteer, parents **must** have a C.O.R.I. (Criminal Offender Record check) form on file with the school system. To complete this paperwork, you must bring a photo i.d. and stop in our Main Office. Once it is complete, your C.O.R.I. is good for two years. We will also ask you to sign a Confidentiality Statement as you begin volunteering. We welcome visitors, but to minimize any disruption to the class, we ask that you set up a convenient time with your child's teacher prior to coming in. All volunteers and/or visitors **must** stop in the Main Office when entering the school, sign in and wear a Volunteer or Visitor badge.

On occasion, Cole School and/or our Parent Teacher Organization (PTO) will offer parent workshops and meetings on different childhood/parent issues. We encourage parents to take advantage of these informative workshops to further the positive communication between home, family and school. Information on these programs will be printed in the weekly "Cole Connection."

PAYMENTS

Tuition

The tuition stated in our brochure is an **annual** tuition which is then divided into five payments for our September to June program. These five payments are **not** related to how many days your child attends school that month and full payment is expected by the dates below:

- | | | | |
|--------------|-------------------|--------------|-----------------|
| Payment #1 - | March 31, 2011 | Payment #4 - | January 1, 2012 |
| Payment #2 - | September 1, 2011 | Payment #5 - | March 1, 2012 |
| Payment #3 - | November 1, 2011 | | |

We encourage parents to schedule these payments online with your financial institution to insure prompt and accurate payment. Payments received after the 10th of the month are considered late. We are happy to work with you if a different payment schedule is necessary.

RED	\$1720.00 per year	\$344.00 per payment
YELLOW	\$2580.00 per year	\$516.00 per payment
BLUE	\$4680.00 per year	\$936.00 per payment
GREEN	\$2580.00 per year	\$516.00 per payment
ORANGE	\$3240.00 per year	\$648.00 per payment

Tuition, Con't.

Families with more than one student enrolled in the preschool will receive a 10% discount on the second (and third) annual tuitions.

Lunch Buddies

You will receive a fee schedule for the year based on what days/times you requested before school starts in September. This schedule reflects all school holidays and vacations. Your Lunch Buddies monthly payment is to be paid by the first of the month and no refunds will be made for absences of any kind. We encourage parents to schedule these payments online with your financial institution to insure prompt and accurate payment. Payments received after the 10th of the month are considered late. **We request a separate check for this payment.**

All checks should be made payable to the Town of Boxford and can be dropped off in the gray drop box marked "Tuition" on the wall in the Main Office or mailed to us at 26 Middleton Road, Boxford, MA 01921.

PRESCHOOL SCREENING

We offer developmental screening for children of Boxford residents in January and/or if parents express concerns about children who are between the ages of three and five. Please contact a staff member if you would like more information.

SAFETY DRILLS

Fire drills are conducted in conjunction with the Boxford Fire Department periodically throughout the year. In an emergency, the children learn how to evacuate the building in a short time. Typically, it takes less than ninety seconds to evacuate all children and personnel from the building. Students are expected to follow adult directions at all times during the drills. Students learn to walk quietly and in an orderly manner as they exit the building. Students are allowed to return to the building when the "all clear" signal is given by the Fire Department.

Detailed evacuation plans are posted in each classroom. Each staff member has a specific duty and is responsible for determining that the number of children in attendance is equal to the number of children safely evacuated. Attendance sheets remain with the classes at all times.

Periodically we practice a safety drill that requires the students to remain in their classrooms with their teachers. This type of drill is widely referred to as a lockdown drill and is conducted in conjunction with the Boxford Police Department.

SCHOOL CALENDAR

All families will receive a Preschool Calendar for the school year. Please record important dates, "no school days," etc. on your family's calendar.

SCHOOL CANCELLATIONS

In the event of stormy weather, a joint decision will be made as to closing the elementary schools and Masconomet Regional Schools for the day or to have a delayed opening. The no school or delayed opening announcement will be broadcast over the major local television and radio

SCHOOL CANCELLATIONS, Con't.

networks and a Connect Ed message will be sent to all families. In the event of a one hour delay, our morning preschool session will begin at 9:45 am (3 year olds) and 10 am (4 year olds). In the event of a two hour delay, the 3 year old morning session will be cancelled and the 4 year old morning class will begin at 11:00 am. The Lunch Buddies program will begin at 11 am (instead of 10:30 am) and the afternoon sessions will begin at their regular time.

During stormy or extremely cold weather, parents are urged to exercise their own judgement in sending their child to school. If school is cancelled, all conferences, parent meetings, etc. will also be cancelled and you will be notified when they are rescheduled.

SNACK

Each parent will be asked to donate snacks for a two week period, once during the school year. We have a list of suggested items that are peanut-free and child-friendly. You will receive a note from your child's teacher when it is your turn to donate snacks. If this is a financial strain for your family or you are unable to participate, please let the Preschool Coordinator know and we will make alternative arrangements.

Our data shows that three and four year olds will benefit from sitting cooperatively at a table, counting snack portions, pouring juice, and using good table manners and age-appropriate language to converse with peers during snack time.

IMPORTANT: If your child has any allergies, these should be noted on the initial health forms and you should let your child's teacher know immediately. No peanut butter products will be used in our Preschool or Lunch Buddies program.

SPECIAL EDUCATION REFERRALS

If a staff member or parent is concerned about the progress and/or performance of a student, a recommendation may be made that the student be evaluated by a special education teacher to determine if there are any special needs issues which need to be addressed. Teachers will explain their concerns to parents before a referral is made.

TERMINATION POLICY

We require two weeks written notice if your child will be withdrawing from the program. If a student withdraws after the first of the month, that month's tuition is non-refundable.

TOYS, BLANKETS, PACIFIERS

While we are aware that some children need the security of their personal belongings, we ask that you leave these items in the car or at home so they will not be misplaced at school. During sharing times, which are set up and announced by the teacher, children are welcome to bring these special items in. When something special is sent to school, please make sure that it is labeled and fits in the child's backpack. Please do not send, at any time, any aggressive toys.

STUDENT RECORDS

Individual student records are established and maintained for each student, in accordance with Massachusetts Student Records Regulations. The child's participation in a public school integrated preschool program is noted in their permanent record.

TRANSITION TO KINDERGARTEN

To insure a smooth, comfortable transition to Cole School kindergarten, preschool students who will be attending kindergarten the next fall will be able to observe the kindergarten sessions, visit specialist areas such as art, music, gym, library and the technology lab. Students will have a chance to eat in our cafeteria in either May or June to familiarize them with that setting as well.

TRANSPORTATION

All preschool students must be transported to and from school by their parents or their designee. Transportation is provided only to those children whose Individual Education Plan (IEP) requires special transport.

SAMPLE DAILY PROGRAM SCHEDULES

Morning Session for Three Year Olds

8:45 – 9:00 am	Arrival/Free time
9:00 – 9:20 am	Free play/Table activities
9:20 – 9:25 am	Clean up
9:25 –10:00 am	Circle Time/Projects
10:00-10:10 am	Bathroom
10:10-10:40 am	Snack/Books/Clean up
10:40–11:00 am	Music/Story
11:00–11:25 am	Prepare for Recess/Recess
11:30 am	Dismissal

Afternoon Session for Four Year Olds

12:10–12:15 pm	Drop off
12:15–12:35 pm	Circle/Calendar
12:35–12:55 pm	Learning Centers
12:55– 1:20 pm	Movement/Music
1:20 – 1:30 pm	Bathroom
1:30 – 1:50 pm	Snack/Books
1:50 – 2:00 pm	Free choice
2:00 – 2:15 pm	Story
2:15 – 2:30 pm	Science/Themes
2:30 - 3:00 pm	Recess and Dismissal

Lunch Buddies

10:30 am	Arrival (on the side of the school)
10:40-11:30 am	Thematic units
11:30 am	Bathroom/begin lunch
11:30–12:30 pm	Lunch/Thematic table activities
12:10 pm	<i>Afternoon students dismissed to classroom</i>
12:30 pm	<i>Dismissal for morning students</i>
12:30–12:50 pm	Recess/Gross motor
12:50–1:25 pm	Stories/Circle/Songs/Thematic projects
1:30 pm	<i>Dismissal for all remaining morning students</i>

Morning Session for Four Year Olds

8:50 – 9:00 am	Arrival
9:00 – 9:20 am	Circle/Calendar
9:20 – 10:00 am	Learning Centers
10:00-10:20 am	Snack/Bathroom
10:20-10:40 am	Recess
10:40-11:20 am	Thematic Units
11:20-11:30 am	Bathroom
11:30-12:00 pm	Lunch/Quiet time
12:00-12:30 pm	Science/Music/Movement
12:30-12:50 pm	Story
12:50- 1:00 pm	Prepare for dismissal
1:00 pm	Dismissal

Cole Integrated Preschool Literacy Program

"The Letter People"



(® Abrams Learning Trends)

The preschool will be using a literacy program designed for pre-kindergarten reading readiness skills in addition to our preschool thematic curriculum. "The Letter People" is a structured approach to introduce letters and sounds, while adhering to the Massachusetts Department of Education Curriculum Frameworks.

This series involves using manipulatives, safe plastic Letter People that the children can play with, Big Books and trade books, letter cards and learning centers using sensory materials and hands-on objects. These will be used in the three and four year old programs and will be used throughout our curriculum. Learning centers will be set up with concentrations in math, music and core areas that are consistent with the themes and letters we will be teaching.

In using this series, three year old children will continue learning how to develop social skills and play skills while incorporating hands-on learning activities. Parent newsletters will accompany the thematic units so that parents know what the class is focusing on.

The four year old classes will have the same classroom schedules, although different teachers, and follow the same introductions of the alphabet. The emphasis will also be on letter-sound relationships with learning centers set up to enhance each letter. Parent notes will also go home with each unit.

The sequence of introducing each letter is based on the findings of speech therapists and reading specialists as to when children typically acquire speech sounds. The first letters we will learn are "N, n," "W, w," and "P, p." Both the three and four year old classes will learn the same letters and developmentally appropriate materials will be displayed and used for each group of students.

Cole School Integrated Preschool

Signature Pages

Please read the following information carefully, sign your name where appropriate and return these pages to your child’s teacher as soon as possible. Thank you!

CHILD’S NAME: (please print) _____

School/student photography

From time to time, the local media covers student activities and accomplishments. If we do not otherwise hear from you, we will consider that we have your permission for your child’s photograph, age, parent name and/or quotes from your child to be included in media coverage of the school.

School Yearbook

Parent volunteers assist us in assembling a Preschool - Grade Two Yearbook (which is available to buy each spring) by coming into classrooms to take candid pictures of the children and their activities. If we do not otherwise hear from you, we will consider that we have your permission for any candid pictures that may include your child to be included in our Yearbook.

Parent comments on photography:

Observation Release

I hereby give my permission to the Cole School Integrated Preschool program to allow my child _____ to take part in routine observations by area college students and other professionals. I understand if my child or class is to participate in any research or experimental projects, such projects will be described to me in advance and in detailed documentation for my written consent of participation.

Parent Name _____ Parent Signature _____

Date _____

Signature Pages, Con't.

Sharing of Information

I give my permission for the following information about my child/family to be distributed on a class list to "room parents" within the Cole School Integrated Preschool Program only: my child's name, birthday, parent/guardian name(s), address, phone number and email address.

Parent Name: _____ Parent Signature: _____

Date: _____

Handbook

We/I have received and will comply with the information provided in the Cole School Integrated Preschool Handbook.

Child's Name _____ Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Please return this signed form to your child's teacher after you have reviewed the Handbook.
Thank you!