

Preschool Parent Guide

COMPANION RESOURCE
TO THE
ELEMENTARY HANDBOOK

2014-2015



SHREWSBURY PUBLIC SCHOOLS PRESCHOOL PROGRAMS

2014-2015 School Year

**Parker Road
15 Parker Road
841-8646**

**Parker Road
2 Wesleyan Terrace
841-8646**

**Little Colonials
64 Holden Street
841-8835**

Dear Preschool Parents:

Welcome to the Shrewsbury Public School Preschool Programs!

The purpose of the Preschool Parent Handbook is to assist you with our school policies and procedures throughout the year. This is an abbreviated version of the Elementary School Handbook. You are also required to read the Elementary School Handbook (link to be inserted here when 2014-2015 edits are complete) and sign off in Power School that you have read it. All policies and procedures described in this handbook are part of the district wide school policies for the Town of Shrewsbury and pertain to teacher-child interactions, parental interactions, curriculum, health and safety, arrival and dismissal procedures, bullying prevention and intervention, and the physical use of the building. Please take the time to familiarize yourself with this document and the Elementary School Handbook.

Frequent communication between home and school is an important part of creating a positive first school experience for you and your child. All staff is available through email or the telephone as well as written communication sent to/from school in your child's backpack. We want you to feel welcome and part of school community.

Sincerely,

Lisa Robinson

Director of Preschool Programs

Debra Garcia

Director of Family and Consumer Sciences
Little Colonials Preschool

Mission Statement

We are teachers of young children within a diverse community. We encourage each child to question, to wonder, and to explore his or her environment. We foster growth by imparting to each child the ability to make responsible decisions. We recognize that every child has the ability to succeed. It is our mission to provide them with the tools with which success can be achieved.

Philosophy

Our program offers a balance of teacher-directed and child-directed activities. A flexible yet consistent schedule allows our teachers to meet the individual needs of each child. We recognize that all children grow and develop at various rates. Opportunities to develop social, physical, emotional, and cognitive skills are embedded in all preschool activities. We are dedicated to building self-esteem, encouraging problem solving, and developing creative opportunities that enhance the growth and development of each child. Process, but not perfection, is valued at our preschool. We understand that children learn through repeated experiences, socialization, play, and interactions with people and materials. We strive to take advantage of natural learning situations. We emphasize active hands on exploration and focus on helping children learn about themselves and the world around them through play and discovery.

Parent involvement is welcomed and encouraged. There are many opportunities for families to participate in the education of their child. We offer parent occupation days, field trips and class projects. Frequent communication, the sharing of talents and ideas, and the development of trust between staff and parents are key objectives in our efforts to establish a positive home-school relationship.

Program Descriptions

Parker Road Preschool at 15 Parker Road and 2 Wesleyan Terrace

The Parker Road Preschool offers 2 day morning, 3 day morning, 4 day morning, 5 day morning and 4 day afternoon preschool sessions. Morning sessions run 8:30-11:00 and afternoon sessions run 12:00-2:30. Most of our preschool classrooms are mixed-age and include 3, 4, and 5 year olds. Three of our classes include children who are all four years old by August 31st and therefore eligible to attend Kindergarten the following school year. Class size is typically 15 students with one certified teacher and 1-2 classroom assistants. Each class includes students with and without disabilities. Students with disabilities attend preschool according to special education regulations and their Individual Education Plan. The Parker Road Preschool also houses the Educational Learning Center and a full day preschool program for children with disabilities who require more specialized instruction than can be provided solely in the integrated sessions.

Little Colonials Preschool at Shrewsbury High School

The Little Colonials Preschool is a component of the Child Development Program at Shrewsbury High School. The High School setting provides enrichment opportunities for the preschool children by offering an extended community of high school students and staff members. The Little Colonials Preschool offers a 3-day morning session from 8:15-10:45 and a 3-day afternoon session from 11:40 – 2:10. These times may change from year to year. Each classroom is mixed-age and includes 3, 4, and 5 year olds. Class size is limited to 15 students with one certified teacher and 1 classroom assistant.

Email communications are sent frequently from Parker Rd to all preschool families on the district listserv. This information applies to students that are enrolled in Parker Rd **only**. Our programs are building based and offer a schedule of events that are unique to each program. Please be aware of this and remember to keep your attention to Little Colonials' communications if your child is enrolled at the high school site. We will communicate directly with you via email and weekly written notices for everything you need to know for Little Colonials. Please email us directly if you have any questions.

Enrollment

Children are enrolled in our preschool programs through a lottery system. Parents complete an online application in November and are invited to provide preferences for sessions. We also have a wait list and use this to fill in openings throughout the summer and school year – an online application is available year round.

Preschool Sessions – Parker Road

Preschool 2

3 years old by August 31st

Tuesday & Thursday 8:30-11:00

This is a 2-day per week program suggested for children who are coming to school for the first time and turn 3 years old between June 1st and August 31st. The curriculum emphasizes social development and learning “how to be a learner” through play and exploration in a structured environment. Curriculum is based on the Massachusetts Guidelines for Preschool Learning Experiences.

Preschool 3

3 years old by August 31st

Monday, Wednesday, Friday 8:30-11:00

This is a 3-day per week program. Children play and explore individually and together in small and whole groups to practice social skills and learn preschool and/or pre-kindergarten concepts. The program provides each child with instruction that is developmentally appropriate and based on the Massachusetts Guidelines for Preschool Learning Experiences, Curriculum Frameworks, and State Common Core Standards.

Preschool 4

3 years old by August 31st

Monday-Thursday 12:00-2:30

This is a 4-day per week program. The curriculum is presented across four consecutive days—building on prior knowledge from day-to-day. Children play and explore individually and together in small and whole groups to practice social skills and learn preschool and/or pre-kindergarten concepts. The program provides each child with instruction that is developmentally appropriate and based on the Massachusetts Guidelines for Preschool Learning Experiences, Curriculum Frameworks, and State Common Core Standards.

Preschool 5

3 years old by August 31st

Monday-Friday 8:30-11:00

This is a 5-day per week program. The curriculum is presented across five consecutive days—building on prior knowledge from day-to-day. Children play and explore individually and together in small and whole groups to practice social skills and learn preschool and/or pre-kindergarten concepts. The program provides each child with instruction that is developmentally appropriate and based on the Massachusetts Guidelines for Preschool Learning Experiences, Curriculum Frameworks, and State Common Core Standards.

Pre-Kindergarten

4 years old by August 31st

Monday-Friday 8:30-11:00

This is a 5-day per week program. The curriculum is presented across five consecutive days—building on prior knowledge from day-to-day. Children play and explore individually and together in small and whole groups to practice social skills and learn pre-kindergarten concepts. The program provides each child with instruction that is developmentally appropriate and based on the Massachusetts Curriculum Frameworks and State Common Core Standards.

Little Colonials

FAMILY & CONSUMER SCIENCE PRESCHOOL PROGRAM at Shrewsbury High School

3 years old by March 1st

Tuesday, Wednesday and Thursday

Morning Session 8:15 AM - 10:45 AM

Afternoon Session 11:40 AM - 2:10 PM

This is a 3-day per week program. The curriculum is presented across three consecutive days, building on prior knowledge from day-to-day. Children play and explore individually and together in small and whole groups to practice social skills and learn preschool and pre-kindergarten concepts. The program provides each child with instruction that is developmentally appropriate and based on the Massachusetts Guidelines for Preschool Learning Experiences, Curriculum Frameworks, and State Common Core Standards.

The preschool classroom serves as the laboratory practicum experience for the high school students who are enrolled in the Child Development classes of the Family and Consumer

Science Department of Shrewsbury High School. The high school student's study the theories of how young children learn and gain practical experience assisting in the preschool on a weekly basis.

Preschool Screening

The purpose of our preschool screening is twofold. First, it is required under Massachusetts Law for all children entering public preschool and kindergarten to determine if a child might have a disability. Second, it provides our preschool staff with an opportunity to meet you and your child and to capture some quick information about your child's general knowledge, communication/language development, play skills, and social/emotional development. Results of screening do not impact enrollment and are kept confidential. Parents are only contacted when a screening indicates a concern regarding development.

Tuition

Tuition for the 2014-2015 Preschool program is payable in nine monthly installments as follows:

2 day program: \$210.77 per month
3 day program: \$274.00 per month
4 day program: \$330.22 per month
5 day program: \$404.11 per month

A 10% discount will be given for the second sibling attending in the same school year.

Payment Policy: Payments are due on the first of the month, September through May. Late fees of \$5.00 per week will be charged for each week payments are not received after the 15th of the month.

Payment Booklet: Tuition payment booklets will be provided for each student. Each month you are required to drop off your payment with the corresponding payment slip to the **Parker Road Preschool Office**, or you may mail it to **15 Parker Road, Shrewsbury, MA 01545**. Please **DO NOT** send the payment in your child's backpack. We cannot be responsible for lost checks sent in backpacks.

For students attending our Wesleyan Terrace location, you will be required to mail your payment with the corresponding payment slip to the **Parker Road Preschool Office at 15 Parker Road, Shrewsbury, MA 01545**.

For students attending our Little Colonials Program: Tuition checks must be mailed to school or delivered to Mrs. Sena. There is a depository box for tuition checks located on the counter just inside the classroom. Parents can feel free to place their tuition checks in the box at any time.

Forms of Payment: We do not accept credit card payments. If you use your bank's online bill paying service, please instruct the bank to mail a check to us at the above address. **We cannot accept cash in payment of tuition. Payments must be made either by check or money order.**

Tuition Assistance: If payment of tuition poses a financial hardship, you may be eligible for reduced tuition. Please contact the Parker Road Preschool office at (508) 841-8646 for an application for reduced tuition. Applications for the 2014-2015 school year will be available on May 1, 2014. Parents

who meet income requirements may be eligible for reduced tuition payments. Please see the Massachusetts Department of Early Childhood and Care website for income guidelines:

<http://www.eec.state.ma.us/docs1/regs-policies/20130117-financial-assistance-policy-guide.pdf>

<http://www.mass.gov/edu/docs/eec/2013/20130627-eeec-income-eligibility-table.pdf>

<http://www.mass.gov/edu/docs/eec/2013/20130627-eeec-parent-copayment-table.pdf>

Withdrawal

Notification of withdrawal from either preschool program must be submitted ***in writing*** to Lisa Robinson and Barbara Bourassa **four weeks prior to the withdrawal date**. If your family takes an extended vacation and you wish to secure your child's placement in the program, you are still responsible for tuition payment during this vacation period.

In the event of withdrawal without four weeks written notification, you will be responsible for payment of the subsequent month's tuition.

Change of Address or Name

Notify the Student Registrar immediately when there is any change of parent's, guardian's, or student's name or address. In the event of a change of address you must provide a signed purchase and sale agreement and or a utility bill.

Change of phone number(s) or email address(s) in Power School. If you need help please contact the school secretary at 508-841-8646.

Arrival & Dismissal

15 Parker Road & 2 Wesleyan Terrace

Looping Line

Both the Parker Road Preschool and Parker Road Preschool at Wesleyan Terrace use a Looping Line System for child drop off and pick up. Please follow the procedures below.

The Top 10 Looping Line Expectations

1. Use the Looping Line for Arrival and Dismissal – it is not okay to park your car and bring your child into school or pick your child up from school to avoid the Looping Line
2. Drive slowly (15 mph) around the back of the buildings and use your signal/directional when entering and exiting the parking lots
3. Put your phone away – it can wait
4. Keep your child/children secured in his/her car seat until it is your turn unload and secure your child/children in his/her car set at dismissal
5. Have your child walk and carry his/her belongings to and from school – we are working toward independence – please do not carry your child 😊

6. Say a quick and routine good-bye - give your child a kiss and/or hug say I love you, have fun, and I will see you later and say a quick hello at dismissal and walk to your car
7. Let staff help your child to separate at arrival or dismissal
8. Ask for help if you need it – we have many staff greeting and escorting children to and from school
9. Make an appointment with your child's teacher or other personnel – there isn't time for a conference at arrival or dismissal
10. Be on time for Arrival and Dismissal (see more details below)

Looping Line at 15 Parker: Enter the parking lot adjacent to the playground. The first ten cars, in the designated parking spaces (marked by white lines on the pavement), turn off the cars ignition, unload and walk child/children to the main entrance adjacent to the field to meet a staff member. The first group of cars departs and the next groups proceed in the same manner as described above.

Looping Line at 2 Wesleyan Terrace: Enter Wesleyan Terrace on the right side of the building (adjacent to the Post Office). The first 6-8 cars (from the front of the driveway to the end of the building turn off the cars ignition, unload and walk the child/children to the main entrances to meet an adult. The first group of cars departs and the next groups proceed in the same manner. BE AWARE OF THE BUS – passing a bus with flashing lights and a stop sign can equal a \$250 fine.

Arrival Time: 8:15-8:30 and 11:45-12:00. Parents should remain in their cars until faculty open the doors at 8:15-8:30 or 11:45-12:00 for arrival. If you arrive after 8:30 or 12:00 you will need to park and escort your child to the office at 15 Parker or to the appropriate door at Wesleyan Terrace.

Dismissal: 11:00-11:10 and 2:30-2:40. Parents should remain in their cars until faculty open doors. Children attending ELC in the a.m. or p.m. are dismissed with their peers from the integrated classrooms. Walkers will be picked up in the lobby – a staff member will get your child for you.

Little Colonials Preschool at the Shrewsbury High School

Arrival : AM Session 8:15 PM Session 10:45

Please bring your child directly to the classroom for each session, and be sure that teachers know you have arrived. Children may not be dropped off before the designated time as teachers have other scheduled commitments outside of the classroom.

You may park in the front of the building next to the curb and enter the building in the front of the school. Show your visitor pass to the senior greeter. Each family will be issued two passes to be given to the family member and/or friend that will be bringing your child to preschool.

Please remember how empowering it is for your child to walk into school independently. Holding his or her hand and walking with them, helps to build their confidence. Carrying them into the classroom does not provide them with this important daily opportunity. .

Please be aware that the high school is in session when you are bringing your child to preschool. It is important to support your child's effort to walk in the hallways and maintain a reserved manner while waiting to enter the preschool room. If you anticipate that this will be difficult for your child, you may want to plan on arriving to school at or within 5 minutes of the session starting to avoid having to wait in the hallway with your child. Doors will open promptly at the session start time.

Dismissal

AM Session 10:45am: Follow the road that runs past the athletic fields. It is a one-way road and will lead you to the side entrance past the playground. We will meet you at the side entrance with your child. Please park your car and meet us at the side door.

PM Session 2:10pm: Park in the front of the building and we will welcome you into the classroom at the end of the session to pick up your child. Be sure to sign the dismissal clipboard. It will be located on the counter just inside the classroom. Anyone picking up your child will need to sign the clipboard each day for our dismissal record keeping.

Separation Anxiety

The most effective way to support your child during separation is to work with the classroom teacher. Let her know if the behavior is typical or new and share strategies that have worked for you in the past. If your child attends Little Colonials or if you have been asked to walk your child into school at Parker Road, a good rule of thumb is to stay only for a few minutes, to say "see you soon" and then allow the teachers to take and comfort your child. It can be difficult to leave when your child is upset but this will help with your child's adjustment to a new experience. Typically, children are happily playing within a short period of time. Teachers can call you or you can call the school just to be sure your child has settled in to routine and school environment.

Authorization for Release of Your Child

If you need to have your child released to another adult beside yourself, you will need to provide written permission. Persons other than the parents will be asked for identification. If you will be arranging for a consistent caregiver to pick up your child throughout the year, written permission is required just one time before this arrangement is to be started. We will keep this authorization on file.

School Cancellations & Delays

When school is cancelled or delayed you will receive an automated phone call through the Black Board Connect System. Information is also posted on the school district's website, announced on television (channels 4, 5, 7 & 8) and radio stations (WTAG-AM, 580; WBZ-AM, 1030; WSRS-FM, 96.1).

In the event of a **ONE-HOUR DELAY** half-day morning preschool will begin one hour later than the usual start time. Dismissal time remains the same.

15 Parker & Wesleyan: 9:30-11:00

Little Colonials: 9:15-10:45

Beal: 10:05-11:40

In the event of a **TWO-HOUR DELAY** all half-day morning preschool sessions are canceled. Students attending **FULL DAY PRESCHOOL** will begin two hours later than the usual start time. Students attending **AFTERNOON PRESCHOOL** will attend preschool following the regular afternoon schedule.

MIDDAY CANCELTION of Kindergarten sessions due to inclement weather applies to Preschool as well.

Snack Program

Snack time is an important activity in the Preschool Program. Teachers use this time to model and talk with the children about healthy eating habits and good table manners. The Parker Road Preschool, Parker Road Preschool at Wesleyan Terrace, Beal Preschool, and Little Colonials offer a nutritious snack program. Due to food allergies, all food items for snack time in the preschool classroom must be offered only through the Food Service Department. Food items from home are prohibited. This insures that all ingredients have been screened and approved for distribution and consumption by all students. If your child needs a special diet or has food allergies and accommodations need to be made for snack you must contact the school nurse.

Birthday Celebration

Birthdays will be celebrated on or near the child's actual birth date. Due to food allergies, we cannot allow food to be sent in for celebration. Ways in which we enjoy celebrating birthdays include making the child a special birthday crown and singing happy birthday with classmates. In order to avoid hurt feelings, we cannot distribute birthday party invitations at school. A permission slip for release of contact information will be given out so that a student directory can be made available to you.

Food Policy

With the growing number of multiple food allergies, the Shrewsbury Public School system has adopted a strict policy in sending food items in to the school. Food items brought into the preschool for any type of school-sponsored events or for use in curriculum-based activities must be cleared with the Preschool Director, school Principal, and/or School Nurse at least one week prior to the scheduled event.

Personal Belongings and Attire

Each child will need to bring a spare set of clothes, packaged in a plastic bag to be stored at school for Little Colonials and in his/her backpack for Parker Road and/or Parker Road at Wesleyan Terrace. Please include a pair of underwear, a shirt, a pair of pants, and socks. Please label the bag in which you store your child's clothes and initial tags on the clothes. For your child's safety, please do not send your child with a necklace or garment with drawstrings.

Your child will be digging, painting, exploring textures, gluing, pouring, etc. Please dress your child in clothes appropriate for these activities. Although we use smocks we get very messy! We cannot be responsible, nor will we replace clothes that have been soiled during your child's play and learning experience here. Please be sure that your child has secure footwear. Avoid shoes that are slip-ons and flip-flops. All shoes need to have straps for safety.

Every child will need a backpack, which should be brought to school each day. The backpack should be large enough to hold the child's "work" from school each day, plus clothing. Backpacks that zipper tend to be the easiest for preschoolers to manage.

Outside Play

Outdoor play is an integral component of the preschool program. Children will play outside daily, weather permitting. It is extremely important to send your child to school dressed in appropriate outerwear (jacket, boots, mittens, snow pants, etc) and to apply sun block to your child before their arrival to preschool.

Toys from Home

Generally, toys from home interfere with children's ability to share; therefore, we ask that all toys be left at home.

Shrewsbury Public Schools has a policy prohibiting weapons and toys that resemble weapons on school property. If a child brings a weapon or a toy that resembles a weapon to preschool, parents will be called to take the child home for the rest of the session.

Toileting

Children still learning to use the toilet will be encouraged to do so in a supportive and positive manner. Training will be done in conjunction with parents in a manner that is consistent with the child's physical and emotional abilities. All children will be allowed to use the toilet.

Children who are learning to be self-sufficient in the bathroom will have an easier time if they wear clothing that they can pull on and off themselves.

Discipline and Anti-Bullying Policy

The Preschool programs provide a safe and nurturing environment for all children to learn. Clear routines and expectations, teamwork and logical consequences are strategies used to create a positive and respectful school environment. If a disciplinary issue persists or is of concern, you will be notified and the issue discussed through phone call or parent conference.

The Department of Elementary and Secondary Education requires all school districts to have A Bullying Prevention Policy. The complete policy is available on the district's website. The information provided below is required to be in our Preschool Handbook.

- 1.) The preschool uses the Second Step Curriculum to prevent bullying, incidental teaching, and developmentally appropriate lessons, prepared by teachers, about friendship and friendly behavior.
- 2.) The Shrewsbury Public Schools holds a core value of "respect and responsibility" and, as such, is committed to the continuous improvement of learning environments. In order to achieve these aspirations, the Shrewsbury Public Schools is committed to providing school environments where students are not subject to bullying and cyberbullying and the effects of such actions. Acts of bullying and cyberbullying are prohibited:

(i) on school grounds; on property immediately adjacent to school grounds; at a school sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology, including use of the school district's network for World Wide Web/Internet/intranet access; use of a personal electronic device when present at the locations cited above; or use of an electronic device owned, leased or used by the school district, and

(ii) at a location, activity, function or program that is not school-related, or through the use of technology, including through the World Wide Web/Internet or use of an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school. Retaliation against a person who reports bullying, or who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying, also

prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

3.) If you suspect an incident of bullying there are three options for reporting incidents:

Reporting Option #1:

The Shrewsbury Public School administration strongly encourages anyone who sees or hears of a suspected bullying incident to report the incident to a school administrator personally.

Reporting Option #2:

If for whatever reason, an individual does not wish to discuss a suspected incident in person, [this link](#) will provide you access to a reporting form that can be filled out by the reporter, printed and given to the respective school administrator(s). If you are not sure of the school the student(s) attend, the form can be delivered to the School Department Office in Town Hall.

Reporting Option #3:

If a student, parent, or community member does not feel comfortable utilizing options #1 and #2 and would prefer to file a report anonymously, he or she can access [this link](#) to access and then [electronically submit a suspected bullying report form](#).

The submitted form will be sent to district and school administrators to be investigated.

Reaching the classroom teacher

Please feel free to contact your child's teacher via email or telephone. Teachers check their email and voicemail before and after each classroom session. A listing of staff contact information is included in the parent handbook. Teachers can also be reached by calling the main office when immediate attention is needed

Parker Road Preschool:	(508) 841-8646
Parker Road Preschool at Wesleyan Terrace:	(508) 841-8646
Little Colonials Preschool:	(508) 841-8300 ext 3070

Parent-Teacher Conferences

Parents or teachers may request a conference at any time during the year. If you wish to initiate a conference, you may do so by calling the classroom teacher or by sending a note in your child's backpack. This school year Parent-Teacher Conferences are scheduled for Tuesday, November 4, 2014 (no preschool on this day).

When Parents Have a Concern

The school welcomes the opportunity to assist you and your child in having a successful experience in our programs. Should your family have a school concern or problem, the school must be notified. Contacting the right person and discussing your concerns can solve most problems. Generally the best place to begin to solve an issue is with the source, most often by contacting the classroom teacher. In the event that you are not satisfied with the solution or are unable to resolve an issue you should then contact the program director.

Visiting the school

Parents are welcome visitors to the preschool program. Please call the school in advance to schedule your visit; otherwise we could have a room full of adults! A teacher, program coordinator or Director must accompany parents wishing to observe their child's classroom during their visit.

Volunteering

Volunteering in the Shrewsbury Public Schools is a time-honored tradition. School volunteers are always in demand and perform a variety of functions such as participating in the classroom, presenting special projects, working in the main office, and preparing materials for teachers and students. Interested parents will receive volunteer orientation and training at the beginning of the year.

PTO at the Parker Road Preschool

Each elementary school has an active parent organization, complete with monthly meetings and a slate of officers and sub-committees. These organizations provide the school with educational, social and fund raising activities. Getting involved is a good way to be of service to your school and ultimately to your child.

The Parker Road Preschool has a wonderful school program that is due in large part to the commitment of dedicated parents who volunteer their time to the PTO. The PTO Executive Committee meets monthly and General Meeting for all parents is scheduled bi-monthly. The PTO strives to enrich the students' preschool experience through special school events, classroom volunteers, and purchasing school materials. The PTO also focuses on enriching the parents' school experience through parent workshops and gatherings throughout the school year.

Your child's records

All information contained in each child's file is strictly confidential, and will not be given to other parties without parental consent. The child's records will be on file in the school where he or she attends. If you wish to review your child's records please schedule an appointment with the program director.

Child Health & Safety

Immunization Records

In accordance with the laws of the state of Massachusetts, no child will be admitted to school without proof of full immunizations. You must have this information available before the first day of school. Please note that as of 1999, all children entering Preschool must be immunized against chicken pox or be able to demonstrate proof of history of the illness from their health care provider.

Physical Exam Record

We must receive record of a physical examination completed within the past year for each child entering preschool. Because of the limits placed by some insurers, we extended the deadline for this to the end of the calendar year. After that time, we are required to exclude the child until this information is provided.

Medication Policy

The Town of Shrewsbury has a firm policy that prohibits preschool students from carrying any medication on the school bus or in their backpacks. This policy is strictly enforced to ensure the safety of all the children. If your child needs to take medication during the school day, the following procedures must be followed:

1. All medications (including over the counter medications) must be brought to school in a labeled pharmacy bottle. When the prescription is being filled, ask the pharmacist to divide the medication into two bottles. The pharmacist will comply if you explain that one is for the school nurse. It is expected that the parent will bring this medication to the school nurse.
2. If your child's pediatrician prescribes medications to be administered on a daily basis during school hours, the doctor must fill out a Medication Consent Form. Once the form is completed the school nurse will be able to dispense the medication during school hours. Please bring the consent form with the medication to the nurse's office. Please call the nurse in advance so that she will expect you.
3. Clear and accurate information exchange between the nurse and parents regarding the times/dosage for home and school dispensation of medication is very important. This will ensure safe dispensation of the medication.

Illness and attendance at school

Children who are in need of medical attention will be escorted to the school nurse. All visits to the school nurse are recorded and dated. The nurse's office contains adequate First Aid supplies, which are readily available.

Good attendance at school is always encouraged; however, a sick child should stay home. The decision to keep your child at home is sometimes a difficult one. If your child has had a high temperature, has vomited, or has had diarrhea the night before/or the morning of Preschool, they should stay home to recover. Children, who have a temperature over 100 degrees, have vomited or have diarrhea at school, will be dismissed. Children with strep throat or conjunctivitis (pink eye) must be on antibiotics for twenty-four (24) hours before they may return to school.

If your child has had a medical emergency during the night or during the weekend, they will need a note from their physician in order to return to school.

Absent from School

In the event that your child is going to be absent from school, parents are required to call to report the absence before the start of the session. Parents of Parker Road Preschool, Parker

Road Preschool at Wesleyan and Beal should call the main line: Parker Road (508) 841-8646. Beal (508) 841-8860. Parents of Little Colonials should call the classroom at (508) 841-8300 x3070 or email the teacher.

When calling, please give the child's name, the teacher's name, the session he/she attends and a reason for the absence. All absences must be reported to the Department of Education.

In the event that your child is injured or seriously ill and will be absent for an extended length of time, please contact the school nurse. The school nurse will assist parents in communicating the illness and their child's needs to the child's teacher.

Vacations

It is the expectation of the school department that all students will be in attendance for all scheduled school days unless the child is ill or there is an unexpected emergency. If a family chooses to go on vacation during the school year, homework will not be provided ahead of time. A folder of class work will be saved for the student to complete when he/she returns to school. Extended vacations have a detrimental effect on a child's educational program and negatively impact the environment for the other students in the class. Parents must discuss any possible extended absences with the school principal. Any student who is absent for vacation purposes will be marked with an unexcused absence for the first fifteen (15) days absent. On day sixteen (16), the student will become inactive and the parent must re-register the student at the school department offices at the Town Hall before the student may begin attending school again. Proof of residency will be required at that time. If the student has been out of the country for thirty (30) days or more, students will be asked to submit the results of a TB test six (6) to eight (8) weeks after their return.

Tardiness

If you are late arriving with your child, please use the front entrance to bring your child into school. Check in at the front office. A staff member will bring your child to his/her classroom.

Little Colonials: Please email the teacher if you anticipate that your child will be tardy to school. (smonica@shrewsbury.k12.ma.us)

Early Dismissal

If a child need to be dismissed before his/her session ends, written or telephone contact should be made to notify your child's teacher. Parents must check in at the front office before a child can be dismissed.

Medical Emergencies at School

In the event of a serious medical concern the student will be transported to the home, doctor, clinic, or hospital as required using the parent's automobile, an ambulance, or requested police assistance.

Abuse & Neglect

Staff who suspects abuse or neglect of a child will immediately report it to the Director of Preschool Programs.

The Director of Preschool Programs will investigate the situation and will immediately notify the Department of Social Services if needed.

If a 51a report has been filed alleging abuse/neglect of a child while in the care of the preschool, the Director of Preschool Programs will notify the Department of Social Services. The preschool will cooperate in any investigation.

Emergency Evacuation

Centers will be evacuated according to already established evacuation procedures. Program Directors will carry cellular phones, emergency cards, and medical bag. Fire drills and safety drills (lockdown) are held periodically throughout the school year.

Child Restraint Systems

Parents are responsible for being sure that the appropriate child restraint is installed in their car(s). Children will not be placed in a car without the appropriate child restraint. Massachusetts state law requires that all children under age 8 and less than 57 inches tall be properly fastened and secured in a federally approved car set or booster seat, according to the manufacturer's instruction. Children who are least 8 years old or taller than 57 inches should use a vehicle seatbelt. It is the parent's ultimate responsibility to make sure your child is properly secured.

Parker Road Preschool & Parker Road Preschool at Wesleyan Terrace cannot release a child to you unless you are able to properly protect them in a car seat in your car.

Safety Policy

Centers follow a written and agreed upon Safety Policy regarding all visitors. This policy states:

- Students are supervised at all times.
- Students are only allowed in the hallways with adult supervision.
- All Visitors MUST enter from the Front Door
- Back doors will be locked at all times with the exception of student arrival and student dismissal
- All Visitors must sign in using the "Visitor's book" at the front desk.
- All Visitors must wear a visitor's badge (this includes parent volunteers, parents waiting in speech therapy waiting area, parents on site for observations or meetings).
- A school staff member will escort visitors to their destination.
- Visitors are not allowed past the front desk without a staff escort.

Parking

Parker Road Preschool

Parking for the Parker Road Preschool can be found in our front and side lot. We share the facility with the Shrewsbury Electric Light and Cable Company and Special Education Department. Please be aware of reserved parking spots for those agencies.

Parker Road Preschool at Wesleyan Terrace

Parking for Parker Road Preschool at Wesleyan Terrace is limited. There is a small parking lot in the front of the building. We share the facility with other businesses. Please be aware of reserved parking spots for those businesses. Do not park at the Post Office.

PRESCHOOL STAFF CONTACT INFORMATION

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