

Washington Central Supervisory Union

Pre-Kindergarten Programs

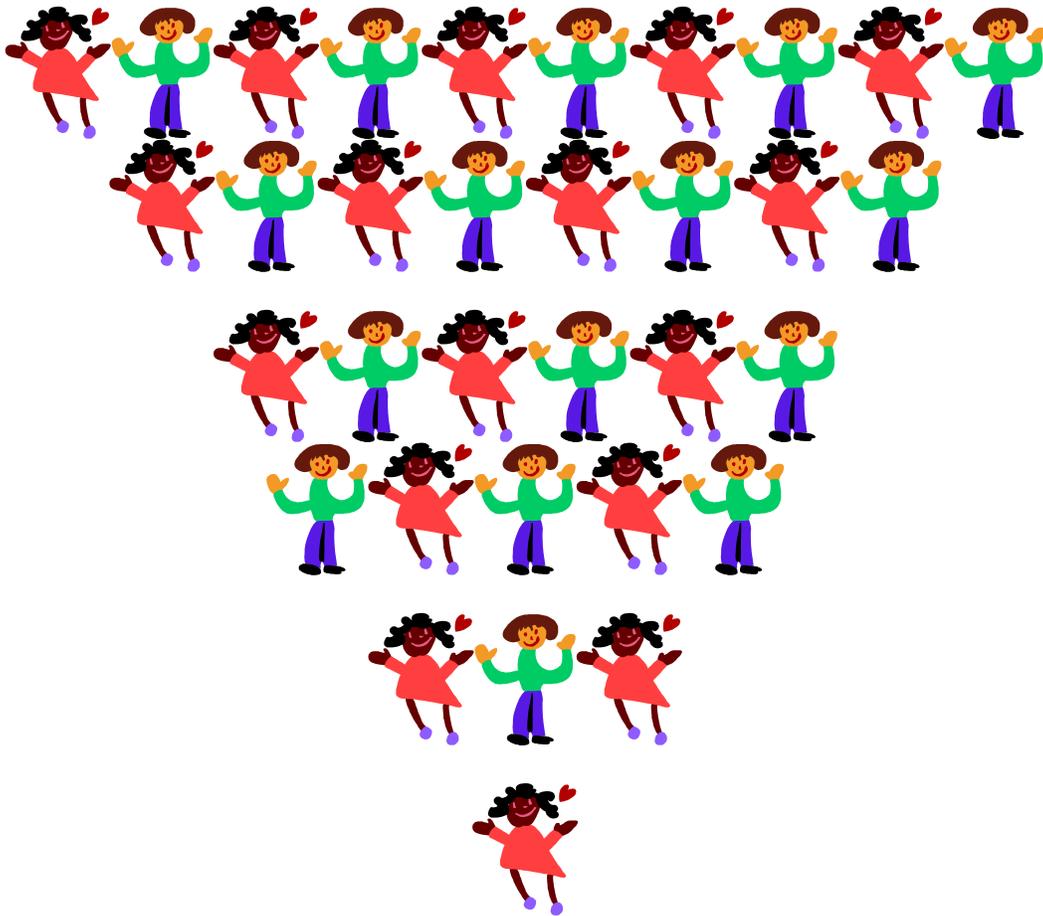
Berlin

East Montpelier

Calais

Worcester

Middlesex



Pre-Kindergarten Addendum to Your School's
Family Handbook

Welcome to Pre-Kindergarten!

Welcome to the Washington Central Supervisory Union and your local elementary school. Our pre-kindergarten programs are part of the local elementary schools which serve students in grades Pre-K through 6. We are looking forward to working and playing with your child in the classroom and having your family involved in our learning activities.

Our Program Philosophy

Washington Central Supervisory Union (WCSU) believes that a high quality early childhood setting provides a safe and nurturing environment to promote a young child's mastery of skills in the areas of social/emotional, physical, language and cognitive development. Individual differences are anticipated and planned for within an inclusive classroom setting. Through meaningful opportunities for children to reach their highest potential, children become active members of a caring community of learners. Our early childhood programs foster family involvement and supports developing relationships between children, families; childhood peers, and school personnel.

About Our Programs

The WCSU pre-kindergartens serve children ages three to five who live in the towns of Berlin, Calais, East Montpelier, Middlesex and Worcester. Our main objective is to provide a positive atmosphere to promote the social, physical, intellectual, and emotional growth of your child. **We believe children learn by doing.** The process of learning is of prime importance to us and we believe children learn through play. The pre-kindergarten offers an environment for children to learn and grow through active exploration and interaction with adults, peers, and materials. It offers a variety of learning areas that include: dramatic play, blocks, science, early literacy and language, early math, art, music and motor activities. Children work individually, in small groups. Teachers facilitate children's involvement through encouragement and positive modeling. Teachers match and respect each child's developing abilities and recognizes each child as an individual by supporting their overall development. Teachers are currently licensed in Early Childhood Education by the State of Vermont. Other staff members meet the requirements of highly qualified paraeducators.

All of our pre-kindergarten programs are accredited by the National Association for the Education of Young Children (NAEYC). This accreditation is recognized nationally as an indicator of the highest quality Early Childhood programs. Achieving and maintaining the accreditation means that our programs meet rigorous standards and are engaged in the process of continuous improvement.

The WCSU pre-kindergarten curriculum is based on NAEYC's Curriculum Standards for Developmentally Appropriate Practices (2003) for teaching and learning in each of the following areas: social, emotional, physical, and cognitive development. In addition, the *Vermont Early Learning Standards* (2005), a companion guide to the *Vermont Framework of Standards and Learning Opportunities*, provide more specific guidance for teachers related to the content and skills that become the base of experiences for children in a wide variety of curriculum areas.

Inclusion through Essential Early Education (EEE)

WCSU pre-kindergartens are inclusive educational environments. The Essential Early Education Program serves young children with special needs in each of the WCSU towns. Children must demonstrate a significant delay in one or more areas of development such as small and large muscle development, social and emotional development, speech and language, self-help or adaptive skills, or cognitive skills. When children are identified as having special needs, a team that includes parents, the EEE teacher, the classroom teacher, an administrator, and special services providers meets to plan for the child's education and create an individual educational plan (IEP).

Extra Support

Children who may need extra support in the pre-kindergarten program to better prepare them for kindergarten may work with the EEE/Early Support teacher. The EEE/Early Support teacher works with children, often in small groups, to expand on developmental skills, such as gross motor, fine motor, self help, concepts, and speech and language skills on an as-needed basis. The EEE/Early Support teacher also consults with the classroom teacher to provide suggestions on how to help all children be successful in the classroom.

The EEE/Early Support teachers can also help families in accessing outside resources, such as Head Start, child care, and medical, dental, or mental health providers.

Contacting Teachers and the Principal

We value our interaction with parents and believe that through open communication, we will best be able to meet the needs of your child(ren). Please feel free to contact us either in person before or after class time, by phone, through email, or through a note. We will get back to you as soon as possible.

Pre-Kindergarten Hours and Calendar

Pre-kindergarten programs operate on the WCSU school calendar.

If WCSU is closed due to inclement weather or other reasons, the pre-kindergarten is also closed. If there is a delayed opening, the pre-kindergartens will be closed in the morning. Please listen to the local radio

stations or check the local Vermont television stations for cancellations. Please note that in the case of bad weather resulting in an early school closure, you will be notified by the school.

Absences / Arrivals and Dismissals

Please call the school if your child will be late or absent. If you know in advance that your child will be absent, please send a note to school. If we receive no notice from you, we will contact you to insure that your child is in your care. When your child returns after an absence, please send a note stating the reason for the absence, if this information has not been communicated previously.

If your child comes to school late, he/she must sign in at the front office (or be signed in by a parent/guardian). Students should check in with the cafeteria or school office if they need to sign up for lunch/snack, as outlined in the Family Handbook.

Arrival and Dismissal in Pre-Kindergarten

Upon arrival and pick-up, please sign your child in and out on the daily attendance chart. The sign-in/sign-out chart will be located by the classroom door. Please request assistance from the pre-k staff for further clarification.

Parents who bring their children to the pre-k room should help them with their outerwear.

A parent must notify the teacher in writing, if possible, if someone other than a parent is picking up your child. A child will not be released until the teacher or principal receives verification from the parent.

Should your child ride the bus home (if applicable), it is the policy of the bus company that a pre-k child must be met by an authorized adult. If there is no adult present when the bus arrives at the stop, the pre-k student will be returned to the school.

Separation or Saying "Goodbye"

Many children find it hard at first to say goodbye to their parents when coming to school. We encourage you to spend at least part of a morning visiting the pre-kindergarten with your child before you bring him/her to stay alone. Try to act confident yourself. If you seem anxious and unsure about leaving your child at school, your child will pick up on those feelings and start to wonder if there is something to be worried about. We have also found that careful discussion of school with children at home relieves their anxiety about beginning school. It is helpful to tell them how often they will attend pre-k, how long they will be there, and when you will be back to get them.

Plan on staying for 5-10 minutes the first couple of days looking around the room and playing with your child. A longer or shorter amount of time may make separation harder. We do ask that you say goodbye to your child when you are leaving, even though this may produce a fresh flood of tears and protests. In our experience, 'sneaking out' while children are engaged in play may lead to greater separation anxiety on the child's part. WE also ask that when you say goodbye you follow through and leave, so that your child develops a sense of predictability. Separation can be hard for children, but a regular routine and honesty of the parents' part make it easier.

Remember than many teachers are parents and have been through this themselves. Rarely have we seen a child cry for a long time. Rest assured that by the time you get to your car, your child will be busy and happy. If your child is having an especially hard time, please be assured that we will call you at home or at work.

Schedule of the Day

Each day provides time for play, projects, a circle time, snack, and outdoor play (weather permitting). Generally, the sequence of the scheduled activities is followed consistently; however, it may change due to weather, activity level of the group, special projects, and availability of other programs in the building.

Classroom Cubbies

Each child is provided with a cubby and a hook for keeping outdoor clothing, extra clothes, finished artwork, and other treasures. **Please send in a complete change of clothing (including socks and underwear).** A shoebox labeled with your child's name is a good idea. And extra sweater or a t-shirt may come in hand for our fickle Vermont weather.

Clothing

Please remember that our pre-kindergarteners love to get messy! As such, play clothes are recommended. Children should come dressed for their day in clothing that does not hamper their free activity. We spend part of almost every day outside, so please supply your child with outerwear appropriate to the season and the weather – sweater, coat, raincoat, snow pants, snow boots, mud boots, hat, mittens, etc. **Please label all items!** We often have a number of children with the same boots, sneakers, etc.

We also encourage children to bring backpacks to school daily. It is helpful if the backpack is large enough to contain snow clothes, art work, and parent notes. The backpacks with wheels work well for three-and four-year olds.

Snack

Each elementary school has its own procedure for snack. Your child's pre-kindergarten teacher will provide more information about snack time at your school.

Universally, we feel that good nutrition is crucial to every child's well-being. We encourage simple nutritious snacks including: fresh fruit, cheese, pretzels, crackers, non-sweetened cereal, dried fruit, yogurt, muffins, bagels or apple sauce.

In accordance with NAEYC criteria 5.B.02, "Foods that come from home for sharing among the children must either be whole fruits, or commercially prepared packaged foods in factory-sealed containers".

Some of our students have severe food allergies. Should there be a child with food allergies in your child's classroom, you will be informed as necessary.

Toys

Books and materials that relate to topics that are being explored are generally welcome, as are items such as fall leaves, seashells, found treasures or mementos from a trip. Some children may have a need to bring a security blanket or a stuffed toy especially in the fall when the school routine is new. In general though, toys should be left at home.

We discourage children from playing with weapons. In no instance may children bring toy guns or other weapons to school.

Illness

In group setting such as ours, infections spread rapidly. For that reason we urge parents to observe the following guidelines if your child seems sick and you're trying to decide whether to send him/her to school on a particular day. If your child has had any of the following symptoms in the past 24 hours, please do not send him/her to school:

1. fever
2. conjunctivitis (pinkeye)
3. unexplained rash
4. diarrhea
5. vomiting
6. severe cold (Please remember that if your child has a thick colored discharge from his/her nose, it is considered an infection and he/she should not be at school.
7. contagious or infectious diseases such as: bronchitis, strep throat, measles (red or German), chicken pox, mumps, roseola, etc.
8. infestations, such as lice or scabies

A child must be on medication for any of the above illnesses if deemed necessary for at least 24 hours and/or be medically improved before returning to school.

If your child develops a fever or other symptoms during school hours, your child may be brought to the school nurse. If necessary, we will call to ask that you take your child home.

Immunizations

In compliance with Vermont child care regulations, we require that parents provide evidence of their child's immunizations at the time of registration, according to the Vermont immunization schedule unless exempted for medical, religious, or moral reasons. These immunization records are updated annually and monitored by our school nurses.

Holidays

Our pre-kindergarten programs respect diversity of all kinds. We also believe in the importance of traditions. Holidays are special times when families celebrate and pass on traditions to children. We will plan and create celebrations at various intervals during the year with the children. We enjoy celebrating children's birthdays and learning about other holidays that may be special to individual families.

We recognize that customs and traditions among pre-k families are diverse; therefore, we do not sponsor or endorse any particular set of holiday practices. In addition, we do not emphasize the religious aspects of traditional holidays.

Please talk to the staff about any concerns you may have about classroom celebrations and holidays.

Discipline

The pre-kindergarten program is designed to foster a safe, fair, nurturing environment in which children learn to express their feelings, communicate clearly, and develop creative solutions to conflict. Learning to deal with conflict fairly and to treat each other with kindness is part of the natural growth process of children. The purpose of discipline is to guide and encourage, which is a learning process.

We encourage self-discipline and ask the children to respect themselves, others, and school property. We model, role-play, and teach the children alternative methods of solving a problem. The teacher may take the child aside to calm down and prepare to return to the group.

Teachers will communicate regularly with parents about their own child's progress in these areas. They cannot speak specifically about the behavior of other children.

Parent Participation

Parents are always welcome and encouraged to visit school and participate in their child's daily activities. Some ways that parents can be involved include:

- visiting class, possibly to share a story, a musical instrument or to do an activity related to a project
- driving for field trips
- sending messages to children in their mailboxes

In addition, parents participate by:

- keeping informed by reading newsletters and taking note of our documentation panels and notices on the parent communication board
- sharing their understanding, joy and frustrations regarding their child's development
- contributing ideas, questions or resources
- completing the annual NAEYC parent survey

Watch for our weekly newsletter to come home with lots of information about classroom activities, great ideas for home, fingerplays, recipes, and other information.

Parent-teacher conferences will be held in the fall and again in the spring. In addition, we encourage parents to speak with their child's teacher regularly during drop-off and pick-up times. We ask parents to inform us of any unusual conditions that we should be aware of in order to help us interact with and support your child (i.e. parent away, emotional upset, sleepless night, etc.) during the school day.

Student Records and Confidentiality

The WCSU pre-kindergartens follow the federal legislation known as FERPA (Federal Education Rights and Privacy Act). In addition, each of our schools has adopted a policy related to parents' rights regarding confidentiality.

In general, this means that parents and legal guardians of children have the right to review their child's records and request copies of specific documents. If you have concerns about any documents in your child's file, you may request to have them removed or provide a written explanation to accompany the documents.

In terms of confidentiality, the school will not share specific information about your child with outside agencies or providers without your specific written permission. Within the school, information will be shared with other educators on a "need to know" basis.

More information about these matters is contained in your school's Family Handbook.

Responsibilities for Child Welfare and Safety

It is the responsibility of the WCSU Early Childhood Education program to inform you of the Vermont statutory requirements on child abuse and neglect.

The Agency of Human Services, Department for Children and Families, Child Development Division, Licensing Regulations require all staff, as mandated reporters, to report any suspected instances of abuse or neglect to the appropriate state agency.

Smoke Free Environments

All WCSU schools are smoke free environments in accordance with Vermont Statutes. Smoking is not allowed on school grounds at any of our schools.

Field Trips

A field trip is a hands-on addition to the educational experience. We try to take trips to supplement our learning themes at school. Notices will go home in advance of field trips. Volunteers will be needed to help chaperone the trips. If transportation is used, all children must be in the proper child restraint system for their age/weight. No child is permitted in the front seat with functional air bags. Drivers on the trip will need a valid driver's license and the vehicle shall be registered and insured according to state law.

Concerns and Complaints

We want to hear from you if you have a concern or complaint that you believe we should address. WCSU school policies ask that you first address your concern to the employee involved. If your concern is not adequately resolved through this process, please take your concern to the school's principal. If your concern is not adequately addressed at this level, please contact WCSU Superintendent, Robbe Brook, at 802-229-0553.

Additional Pre-kindergarten Information

WCSU and each of our elementary schools have websites with information for parents regarding school programs and policies. You can access our websites using the following addresses:

<http://www.wcsuonline.org/>
<http://berlinschool.org/>
<http://www.calaisschool.org/>
<http://www.dotyschool.org/>
<http://emontpelierschool.org/>
<http://www.rumney.org/>

In addition, you can find general information regarding Vermont child care regulations and NAEYC Accreditation at the following websites:

Vermont Licensing Regulations

<http://www.state.vt.us.srs.childcare.license.htm>

Information regarding NAEYC Accreditation

<http://www.naeyc.org/families/>

Finally, the **Child Care Consumer Concern Line** telephone number is 1-800-540-7942.