



Preschool Parent Handbook 2023-2024



Welcome to Preschool

(860) 870-6750 x 5

Program

Welcome to the Tolland Family Resource Center Preschool. We are excited to have you. The preschool staff for this year includes:

Three-Year-Old Preschool: Group Leader: Mrs. Ellen Morse

Paraprofessionals: Mrs. Cecilia Klember, Mrs. Jennifer Mahoney

Four-Year-Old Preschool: Group Leader: Mrs. Ellen Morse

Paraprofessionals: Mrs. Jennifer Mahoney, Mrs. Cecilia Klember

Preschool Plus: Group Leader: Mrs. Beth Fiddler

Paraprofessional: Mrs. Melissa Fargo

The Family Resource Center Program Coordinator: Carol Hiller

The FRC Preschool strives to enhance children's skills in the areas of language, cognition, social/emotional development, and motor development. Activities are planned to increase school readiness skills through developmentally appropriate activities. In addition, the FRC collaborates with families to enhance their children's growth and development.

The FRC Preschool programs are based on the *Creative Curriculum for Preschool* and the *Connecticut State Department of Education Preschool Framework and the Connecticut Early Learning and Developmental Standards (CT ELDS)*.

The preschool classes participate in an internationally recognized music program called *Music Together*. *Music Together* is a research based, developmentally appropriate music curriculum based on the recognition that all children are musical. Each week the children are visited by Miss Rebecca who leads them in beautiful and playful music. Your child will receive a *Music Together* book, a downloadable music collection and the MT app so that you can join in the fun at home.

Parent Involvement

Parents have many opportunities to be involved. After the children's initial adjustment period is over, parents can sign up to be a helper for a day in the classroom. Parents are requested to chaperone/attend all out of school field trips. Parents may also send in special items for class activities, read class books at home and talk with their child about their day.

Parents are required to complete the Tolland Board of Education Volunteer Form. We love having families involved. You are welcome to join us in the classroom, to share your talents with us and enjoy seeing your child in action! You must complete this volunteer form before visiting the classroom or attending field trips.

The approval is for 3 years. If you were approved last year, you are all set.

If you have not been approved, please: Log on to www.tolland.k12.ct.us Click District Offices in the yellow banner Click Superintendent in the drop-down menu Click Superintendent Willett's Page on the left menu Click Submit when finished. You will be notified within seven working days of the status of your application (approval or denial

Calendar

We operate according to the Tolland Public Schools calendar. Please see the attached FRC Preschool calendar for scheduled closings.

Three-Year-Old Preschool runs on Tuesdays and Thursdays from 9:00am – 11:30am.

Four-Year-Old Preschool runs on Mondays, Wednesdays* and Fridays from 12:00pm – 3:00pm. * On scheduled Early Release Days, we will have no school.

There will be no 4-year-old preschool on the following days when Tolland Public has an Early Release Day. 9/20, 10/18, 11/15, 12/13, 12/22, 2/7, 3/8, 3/20, 4/24, 5/15

Preschool Plus runs on the days parents have selected from 9:00am -1:30pm. On the following Early Release Days, **9/20, 10/18, 11/15, 12/13, 2/7, 3/7, 3/8, 3/20, 4/24, 5/15** Preschool Plus will dismiss at 12: 00pm.

Weather

- If Tolland Public Schools are cancelled due to weather, the Family Resource Center Preschool is also cancelled.
- If Tolland Public Schools have a delayed opening due to weather, morning Preschool 3's will be closed. Four-Year-Old Preschool will start at 12:00 pm as usual.
- Preschool Plus will start at 11:00 am if there is a delay due to weather and will close at its regular time, 1:30 pm.
- If Tolland Public Schools have an early dismissal, afternoon Four-Year-Old Preschool will be cancelled. Preschool Plus will not have lunch and dismiss at 12:00 pm.
- 2 snow days are built into the calendar. Any additional days will be made up from 6/5-6/9.

Health form

Each child must have a health form on file before the first day of school. The form may be completed from any physical exam done in the past 12 months from the first day of school. All students need to show proof of the Flu Vaccine, by **12/31/23**.

Arrival and Dismissal

Preschool Plus

Please arrive no earlier than 8:50am. A teacher will greet you at your vehicle and will remain at that entrance until 9:05am. If you arrive after 9:05am, please ring the buzzer at the FRC entrance. At the end of the day (1:30pm), pick your child up at the FRC entrance. Please, park in Birch Grove's parent pick up/drop off circle.

3's

Please arrive no earlier than 8:55am. A teacher will greet you at your vehicle and will remain at that entrance until 9:05am. If you arrive after 9:05am, please ring the buzzer at the FRC entrance. At the end of the day (11:30am), a teacher will bring your child to your car. Please use the driveway in front of the school for pick up time only. Please use the parent drop off and pick up circle for drop off.

4's

Please arrive no earlier than 11:55am. A teacher will greet you at the FRC entrance and will remain at that entrance until 12:05pm. If you arrive after 12:05pm, please ring the doorbell at the FRC entrance. At the end of the day (3:00pm), a teacher will bring your child to your car. Please, use the driveway in front of the school for pick up time only. Please use the parent drop off and pick up circle for drop off.

Drop-off and Pick-up

Stay in the right lane, enter the circle, pull all the way to the curb and form a line. The staff will come to your car to get your child or bring your child to you. If you need to get out of your car, please stand beside your vehicle. Our goal is to get or return all the children within 5 minutes. Please place the yellow tag in your window to identify you as an FRC pick up/drop off.

All individuals designated for pick up must have an identification. Please be prepared to show a photo ID upon pick up.

There will be a late pick-up fee of \$1.00 per minute assessed to parents picking up late.

Clothing

Please dress your child in comfortable play clothes. We use many different materials at school. We do use smocks for messy play, but often paint or food will get on clothes. Please have children wear clothes that can get messy.

Sneakers or non-slip shoes are best for Preschool. Crocs, flip flops, and "fancy shoes" are frustrating for children as they often fall off or make it hard to run and climb on the playground.

During warm weather, the air conditioning is on, and the preschool room may be chilly. Please send them in with a sweater or sweatshirt. We go outside on most days. Please

be sure your child has appropriate outdoor clothing for the weather. **Label** all items as we often have more than one child with the same kind of clothing. This includes mittens and hats.

Just to be prepared we ask that you send in a change of clothes for your child in a labeled zip lock bag to be left at school.

Belongings from home

It is hard to share toys from home! Please do not send in toys or other items from home (other than items for sharing/show and tell time). Your child may bring in a transitional object, (blanket or other lovey) if needed during the first weeks of Preschool. Children will be encouraged to keep these items in their cubby. We do not allow guns or violent toys of any kind.

Snack

Please send in a healthy snack and drink with your child each day. Something small and easy enough for them to open. Peanut butter and nut products are allowed in the FRC Preschools. We have children with food allergies in the program, so please remind children not to share lunches or touch other children while eating. Staff members will be with the children during lunch and snack time and will monitor food safety.

Preschool Plus Lunch

Preschool Plus children can purchase the public-school lunch or bring a lunch from home.

Allergies

Modifications are made for all children with allergies. Please let us know **BEFORE** the first day of school about any allergies, including food allergies, medications, or environmental allergies. Please notify us of any changes during the year.

Behavior

We encourage responsible behaviors. Effective discipline is guidance that helps the children to learn self-control and cooperation. We use distraction, encouragement, environmental control, choices, consistency, reflective listening, I-messages, (for example: "I like how you are helping me clean up the blocks") problem solving, structure, and time-out for effective discipline methods in the classroom. We teach independence and problem-solving techniques as soon as possible.

Occasionally, a child will experience significant difficulty with appropriate behavior at Preschool. In that situation, a problem-solving meeting will be held with the FRC Coordinator, the classroom teacher, and the parents. Under rare circumstances, if a child's behaviors continue to infringe on the safety of himself or others, the FRC reserves the right to have the child leave the program. Parents will be given two weeks' notice.

Birthdays

Each classroom teacher has their own unique tradition for making birthdays special. It might be a birthday crown, a special song, or a classroom-created card. Children may bring in a non-food treat to share with classmates if they wish. Due to the prevalence of allergies, we ask that parents do not send in food.

Medication

All medication should be scheduled around school hours. If medication must be given during school hours, a medication administration permission form must be filled out and signed by both the parent and a physician. All medication must be in the original container and properly labeled with the child's name. Medications must be handed to a staff person and may not be left in the child's backpack.

Absences

It is best to keep your child at home when he or she is not feeling well. A child that is not feeling well will not feel comfortable in school and will not benefit from the activities. It is a school policy that children must stay home for at least 24 hours after he or she has had a fever or vomited. If your child is experiencing any 2 of the following symptoms: fever over 100.5, sore throat, shortness of breath/difficulty breathing, vomiting, headache, fatigue, new loss of taste or smell, cough, congestion or runny nose, nausea, diarrhea, muscle pain or chills, it is recommended that follow up with your child's provider or complete COVID test.

Please call the Family Resource Center at 870-6750 X5 or email your teacher at least 30 minutes before class when your child will be absent.

Communication

Classroom teachers share information with parents through newsletters, e-mails, and phone calls. Teachers will set up a scheduled phone conversation in the fall. Conferences in person will be held in the spring.

It is difficult to give specific feedback on a particular child during pick up time. If you would like to speak in more depth with your child's teacher, please do not hesitate to call or e-mail to set up a time. Communication between parents and teachers is important to us. We want to hear from you.

Mrs. Morse: emorse@tolland.k12.ct.us

Mrs. Fiddler: bfiddler@tolland.k12.ct.us

Field Trips-

To be determined

Bathroom

We encourage children to be toilet trained before entering preschool. If your child wears diapers, we will change them as needed. **Please** alert your teacher if your child is not

trained, of toileting behaviors and what toileting assistance is needed. This is very helpful in their adjustment to preschool independence. Please supply extra underpants or diapers and a change of clothes if needed. We will provide wipes. **Learning to use the bathroom independently is an important developmental skill. When appropriate, teachers and parents will work together to help the child be successful in learning to use the toilet.**

How to share a concern or celebration

If you have a concern about something in your child's program or a celebration to share, the first step would be to discuss it with your child's classroom teacher, Ellen Morse, Preschool 3's and 4's (860) 870-6750 x 5, emorse@tolland.k12.ct.us or Beth Fiddler, Preschool Plus (860) 870-6750 x 5, bfiddler@tolland.k12.ct.us. If after speaking directly to the teacher the concern is not resolved, please contact the FRC Coordinator Carol Hiller at 860-870-6750 X 5 or chiller@tolland.k12.ct.us. If a concern remains, contact the Birch Grove Primary School Principal Thomas Swanson at 860-870-6750.

This procedure works for compliments as well!