



**CONSOLIDATED
SCHOOL DISTRICT
— OF —
NEW BRITAIN**

**Preschool Family Handbook
2017-2018**

Dear Students, Families and Guardians,

Welcome to the 2017-2018 School year with the Consolidated School District of New Britain! I am honored to serve and work side by side with all of our families and staff to make our school district one of distinction. The work of educating children is not easy work and, as such, requires a full time commitment from all of us to raise students who can:

- Embrace a challenge - this means never giving up, but constantly persevering in order to get better with each and every step. This is GRIT
- Keep on going EVEN when things get difficult. This is PERSEVERANCE.
- Learn from corrective feedback and criticism. This is REFLECTION.
- Learn from and find inspiration from the success of peers. This is an ATTITUDE OF GRATITUDE.

Our vision of developing the whole child includes a collective effort of explicitly teaching our students what successful students and adults do. We want to teach those aspects of character and habits of mind that will enable all of our students to compete academically and socially and be successful in this global world.

I know this is what you would like for your children as well. So together we must commit to building relationships with each other so that we can go about the business of raising successful students.

Our Core Values and Responsibilities outline our teaching and learning expectations on a daily basis for all staff, all students and all families. Please take the time to read, ask questions and partner with us to teach your children what the path to success looks like. Our school doors are always open. Your involvement in your child's education both in school and at home, will inspire a generation of young adults who can lead with integrity and help bring resolution to the many issues our world faces today.

In Partnership,
Nancy Sarra
Superintendent of Schools
Consolidated School District of New Britain
"The Best at Getting Better"

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CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN PRESCHOOL PROGRAMS

**Donnah Swaby
District Coordinator of Special Education
272 Main Street
Tel: (860) 827-2236 Fax: (860) 827-2236**

**DiLoreto Magnet School
Alejandro Ortiz, Principal
Johanna Robles, Assistant Principal
732 Slater Road
New Britain, CT 06053
Tel: (860) 223-2885 / Fax: (860) 832-5685**

**Gaffney Elementary School
Anita Fazio, Principal
Jodi Lucarelli, Assistant Principal
322 Slater Road
New Britain, CT 06053
Tel: (860) 225-6247/Fax: (860)225-1128**

**Lincoln Elementary School
Lisa Torres, Principal
Orlando Ruiz, Assistant Principal
145 Steele St
New Britain, CT 06052
Tel: (860) 225-2564/Fax: (860)225-1638**

**Roosevelt Early Learning Center
Terry Turcotte, Principal
Maureen Leitao, Assistant to the Principal
40 Goodwin Street
Tel: (860) 827-2017 Fax: (860) 259-3220**

INTRODUCTION

The Board of Education preschool programs provide the opportunities for children to grow, learn, discover, create and enjoy themselves in a quality environment. The staff encourages and supports whole child development as our youngest students move towards independence and self-reliance. The positive development of a child's self image is of prime importance in planning our program.

To ensure a quality preschool program, all of our sites are accredited under the National Association for the Education of Young Children (NAEYC). NAEYC strives to raise the quality of education for young children from 3-5. Accreditation systems are a major part of NAEYC efforts to improve early childhood education; they allow programs to provide the best learning experiences for young children and their educators by meeting national standards of quality. This ongoing accreditation process is coupled with the School Readiness yearly review. For more information you can go to www.naeyc.org and www.ct.gov/oec

The CSDNB preschool program serves children 3-5 years of age and the program runs from September through June for 180 school days based on the district calendar. Staff maintains a ratio of no more than ten preschoolers to one adult or less, in an effort to meet the emotional, social, physical, and educational needs of each child. Daily activities include music, movement, art, language, discovery, block building and dramatic play. The children are guided through a world of creativity and self-discovery which are implemented in a safe, healthy, and stimulating indoor and outdoor environment. The district promotes inclusionary practices for children with disabilities and provide services within a integrated model.

The New Britain Board of Education is committed to assuring that all services and employment opportunities are performed and provided without discrimination based on sex, race, religion, national origin, sexual orientation, age, ancestry or physical or mental disability (from New Britain BOE Policy 11-6).

We have prepared this handbook to foster a better understanding between the program, you, and your child. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. **Please take the time to read this handbook thoroughly. Please complete the last page, remove from handbook and return it to your child's teacher. Thank you**

MISSION

To pursue excellence one student at a time

CSDNB - WE ARE THE BEST AT GETTING BETTER

The vision of the Consolidated School District of New Britain is to pursue excellence one student at a time. The mission of the Consolidated School District of New Britain is as follows: In partnership with family and community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education so our students will be prepared for, and positively contribute to, a profoundly different future.

OUR SERVICE EXCELLENCE STANDARDS ARE:

Integrity
Respect
Professionalism
Communication
Teamwork
Accountability

PROGRAM PHILOSOPHY

The Consolidated School District of New Britain Preschool Program is dedicated to providing a safe and nurturing environment for three-to-five year old children, utilizing developmentally and individually appropriate practices through which each child will experience success. As reflected in program design, curriculum, and our interactions with children and families, we embrace, understand and appreciate diverse cultures, backgrounds, and abilities. We believe that a preschool experience which is engaging, active, rich in language and literacy, and responsive to individual needs is critical to the child's academic, social, emotional and physical development.

We believe that children are best served through collaboration among an interdisciplinary team, which consists of parents, teachers, paraprofessionals and support staff, with related services rendered within the classroom when required. We recognize that intra/interagency collaboration ensures smooth transitions between programs for children and their families.

GOALS

The goals of the Consolidated School District of New Britain Preschool programs are:

1. To facilitate social emotional development by enhancement of self-esteem
2. To promote a positive attitude towards life and cooperative behavior towards others
3. To develop cognitive abilities through learning and problem-solving skills; expanding logical thinking skills; acquiring and understanding of the immediate world, developing executive functioning skills within developmentally Appropriately Play activities.
4. To expand communication verbally, beginning reading and writing skills.
5. To develop physical abilities by enhancing gross and fine motor skills; learning experiences that uses all the senses.
6. To support families' efforts to provide a safe, healthy, nurturing home environment that promotes their children's development.
7. To monitor program quality through NAEYC

CURRICULUM

All preschool classrooms utilize **Splash into Pre K** by Houghton Mifflin–Harcourt. **Splash into Pre-K** is a comprehensive and integrated early learning program designed to ensure success for today's 3 and 4 year old learners through the latest research and interactive learning philosophies. It is used in conjunction with the Preschool Performance Standards and Benchmarks along with the Early Learning Developmental Standards published by the Connecticut Office of Early Childhood, State Department of Education.

Staff have also been trained in Developmentally Appropriate Practices and are infused into the learning experience organizational plan

SCHOOL SCHEDULE

Please refer to the Preschool Calendar for a schedule of dates when school will be closed and for certain dates when we follow a half-day schedule.

PRESCHOOL POLICIES and PROCEDURES:

Program leaders actively seek to promote the enrollment of children from diverse, ethnic, and economic backgrounds by collaborating with community agencies, notifying parents within district of upcoming registration dates by posting flyers and using automated telephone calls. The Consolidated School District of New Britain is non-discriminatory in their ongoing efforts to provide quality education to all students.

ENROLLMENT REQUIREMENTS: School Readiness Program

- Children are eligible to enroll in preschool if they will be turning 3 or 4 years of age on or before January 1 of the coming school year.
- Children who are age-eligible to attend kindergarten may not be enrolled in preschool.
- A completed Registration Packet, (which includes, a census form, home language survey, completed TB form and preschool questionnaire)
- A completed state medical form (Ed191) with a current physical and up to date immunizations,
- You must also provide a copy of a Birth Certificate or Baptismal Record, child's social security card, proof of residency (electric, gas or light bill, lease or mortgage or lease which must be in the parent's name. If living with someone else, a letter from the person owning or renting the home and their proof of residency is acceptable.
- Every year you must provide proof that your child has had a flu shot before December 31st, or he/she will be excluded from the program until documentation is received.
- Emergency contact information including names, phone numbers, and relationship to students must be provided for any and all adults who are authorized to drop off and/or pick up your child.
- All paperwork must be completed before your child can participate in the program. Once forms are all accepted the secretary will schedule an appointment with you to review the handbook and the payment contract.
- Staff will assist children needing help with buttons, zippers, etc. as needed. If children are currently mastering toileting skills, are unable to perform self-care, or have other toileting needs, parents and staff will work together to develop a consistent plan.

FEE AND SUBSIDY- School Readiness Program ONLY

- All families enrolled in the CSDNB School Readiness program will be charged a weekly fee.
- Fees are per child not per family and shall be calculated in accordance with the State of Connecticut Legislature regulations. Family fees will be based upon the State School Readiness Sliding Fee Scale. The Consolidated School District of New Britain will utilize definitions as specified by Connecticut Legislation as to what is considered countable income and what constitutes a family.
- If your financial status changes, please contact Central Registration. Bills shall be mailed out to families on a monthly basis.
- All fees received from families are used to support the School Readiness programs.

PAYMENT

- Parents will be required to sign a payment contract prior to enrollment.
- Weekly fees will be charged on a monthly basis.
- Failure to pay past 30 days is subject to a \$10.00 late fee. Nonpayment of more than 60 days may prevent further participation in the program.
- Payments are required even when a child is ill, absent, or on vacation other than the official school vacations as indicated on the CDSNB school calendar. No refunds will be provided.
- The first non-refundable deposit of one month's tuition payment is collected at the time of contract signing.
- Payments will be accepted using My School Bucks online or a money order may be sent to:

CSDNB, Attention Finance Department
272 Main Street,
New Britain, CT 06050.

LATE PICK UP POLICY

- Children are to be picked up by an authorized adult. You must notify the teacher if your child will be picked up late in an emergency situation.
- Late Pickups of students from the classroom or if the child is returned on the bus will be assessed a fee of \$15.00 for every 15 minutes.
- After 15 minutes past closing time, the emergency names you provided will be contacted and asked to pick up your child.
- If we have not established contact with an emergency contacts, after 30 minutes, the police will be contacted.

BUS STUDENTS

All Preschoolers students are eligible to receive transportation. A parent/authorized adult, 18 years of age or older, must be present when a child is boarding the bus and must be waiting at the bus stop when the child is brought home. If an adult is not present at the bus stop, the child will be returned to school and the late pick up policy (above) will be followed. Parents must notify the driver if another person is authorized to remove the child from the bus. Children will not be removed from the bus by unfamiliar/unauthorized persons. If your child is not going to be transported by the bus on a particular day, please remember to call the Board of Education at 860-827-2013.

DISCIPLINE

Positive behavioral support approaches are utilized to develop self and group regulatory skills. Teachers and staff monitor all aspects of behavior throughout the day, providing positive models, conflict resolution strategies, and creative problem solving techniques. Redirection, restating, and contingency models of positive behavior support are utilized.

ATTENDANCE

Attendance at school is important. Students need to be present in order to learn. You can help by making school a top priority. Please do not schedule appointments such as medical or dental (etc.) during school hours. Contact the school to report your child's absence, and send a note to the teacher explaining the absence when your child returns to school. If you do not have a telephone, please write the teacher a note for when your child returns. Calls are made to the home of each absent student in the morning to ensure that the parent knows the child is not at school.

Attendance is monitored on a daily basis. If a child is absent for 3 days, an attendance meeting is required with the parent. After 6 days, a meeting will be scheduled. After 10 days of unexcused absences, child may be withdrawn.

Excused/Unexcused Absences

An unreported absence is an unexcused absence. Absences are excused only for illness or certain family emergencies at the discretion of the principal. If your child has excessive unexcused absences, a referral to the School Based Attendance Committee (SBAC) may be completed. Parents will be expected to attend a meeting to discuss attendance concerns. The SBAC consists of the teacher, principal, school social worker, the district's attendance officer and a Department of Children and Families liaison worker.

HEALTH

Deciding when to keep a sick child at home from school is not always easy. It's important for children to attend school and for some parents staying home means missing work. When a child is truly sick, they need to stay home in the care of a responsible adult to get well and to prevent spreading illness to others. Listed below are some conditions where parents/guardians should keep the student home from school:

- Fever over 100 - student may return when their temperature has returned to normal for 24 hours without the use of fever reducing medications.
- Two or more episodes of vomiting - student may return when they have not vomited for 24 hours.

- Two or more episodes of diarrhea - student may return when they have gone 24 hours without further diarrhea.
- Persistent coughing, including coughing from asthma that is not resolved by using prescribed asthma medications.
- Severe pain - such as from an earache or toothache. The student should see a medical or dental provider immediately for treatment.
- Diagnosed communicable illness or condition - such as flu, chicken pox, scabies or whooping cough. The student may not return to school until cleared by their medical provider.
- Thick drainage coming from the eye and causing the eye lids to stick together. Student should see a medical provider for treatment.
- Severe sore throat - if the student is diagnosed with strep throat they may return after they begin antibiotic treatment.

Simple stuffy noses, coughs or minor allergy symptoms don't stop many children from enjoying and participating in school activities. If your child is congested or has a sore throat but is still active in the morning and able to get themselves ready, it's a good sign that they can handle the school day. Parents/guardians are required to provide written excuses for absences from school. Students who have been seen by a medical provider should provide a medical note showing that the student has been assessed by the medical provider and stating that the student is cleared to return to school.

Administration of Medication: In accordance with Connecticut State Statutes medication cannot be administered to a student unless the school has a written order from a licensed medical prescriber and the signed authorization of a parent or guardian. This includes both prescription and over the counter medications. Medication forms may be valid for up to one year. Students may not carry medications in school, including asthma inhalers and over the counter medications, unless the school has on file a valid medication order and signed parent/guardian permission to both administer the medication and to self-carry medication. State of Connecticut Statutes prohibit students of any age from carrying or self-administering any type of narcotic or controlled medications in school. Medications must be delivered to the school nurse by a responsible adult and must be in their original labeled pharmacy container or manufacturers packaging. The student name and dosing instructions on pharmacy containers must match the written medication order. By law, a school may have no more than a 90 days' supply of medication for a student. Students who have signed permission to self-carry medications must transport the medication to and from school each day, maintain it on or in the immediate vicinity of their person at all times and use it according to the prescribers instructions. As needed over the counter medications such as Tylenol, Motrin, medicated cough drops and allergy medications also require written medication authorization and signed parent/guardian permission. Medication administration forms are available from the school nurse or on-line at the school district website.

Illness and Injury Management: The school nurse assesses students who comes to the health room with a report of illness or injury. The school nurse will contact the

parent/guardian regarding any student who has symptoms of illness or injury that, in the professional judgment of the school nurse, needs to be observed at home or assessed by a medical provider. It is important that parents/guardians provide the school with working phone numbers and an up to date list with the names and contact phone numbers of those persons to whom the student may be released. Students may not be released to anyone under the age of 18.

School nurses may only dismiss students who they have seen, assessed and determined, in their professional judgment, to be too ill or injured to remain in school. Students must be in school for a minimum of 1/2 of the school day in order to be considered "present" for the school day.

EMERGENCIES

In case of a medical emergency, the school nurse or school administrator will contact 911 and the student will be transported to the nearest available emergency medical facility. In the case of a psychiatric and/or behavioral emergency, the school nurse, school administrator, school psychologist or school social worker may contact 911 or 211 - the Emergency Mobile Psychiatric Services - to obtain emergency care for the student.

The school nurse provides consultation and education for the Preschool staff and families regarding well-child care and any individualized medical issues that may impact students educationally.

After January 1st, preschool children who have not had the flu vaccine will be excluded from school until they receive it or provide documentation stating they are exempt.

OPEN DOOR

Parents and families play an important role in the education of children. We welcome your participation in your child's program. To ensure the safety of all students and staff, it is important that all visitors sign in at the school office as soon as they enter the school building. Please note that a driver's license or other official picture identification must be presented at the school office. Parents are encouraged to visit and volunteer in their child's classroom, however, we encourage you to make prior arrangements with the teacher for the optimal experience of all.

MEDIA

From time to time, photographs and videotapes are taken of special activities during the academic year as well as the summer school session, to highlight classrooms "in action" to demonstrate a particular aspect of a curriculum or the implementation of a special program. These photographs and videos are sometimes used in presentations to the Board of Education, teachers, parent groups or community groups. On occasion,

photographs of students are placed on the school's web site and/or given to the newspapers to illustrate events at the school. If, for any reason, you do not wish your child photographed or videotaped, please notify your child's school in writing at the start of the academic year

CONFIDENTIALITY

Under the CSDNB, our preschool program complies with the state and federal regulations regarding confidentiality and access to student records. Preschool staff must protect confidentiality by following the related district policy and federal mandates:

- Ensuring that all requests for information about a student from outside agencies or individuals are accompanied by signed permission of the parent/guardian on the District Release of Information form.
- Refraining from discussing children with family members other than the parent/guardian unless a Release of Information is signed by the parent/guardian.
- Only discussing students or families with other staff who are directly involved in the student's case or needed for consultation.

ACCESS TO STUDENT RECORDS (FERPA)

Parents have specific rights under the **Federal Family Educational Rights Privacy Act (FERPA)**, regarding student's records:

- The right to request, review, and inspect educational records
- The right to request a change in educational records if you believe these records are inaccurate or misleading
- The right to request a description of the School District's procedures for record inspection and how you may request a change of records
- The right to request a description of which School District personnel have access to records and under what circumstances this access is given
- The right to know that the School District will not release personally identifiable information in educational records without parent, guardian or student (18 years of age or older) consent except when mandated by law
- The right to know that you may file a complaint if you believe the School District has violated student record confidentiality

Should you require more information regarding school records, please contact the building principal.

SCHOOL CLOSING/DELAYED OPENING/EARLY DISMISSAL

In the event of school closings or early dismissal due to inclement weather, a call will be made using the automated calling system as soon as possible. Please be sure that your telephone numbers are up to date so that we can contact you in case of emergency. Please watch the TV stations (WFSB, NBC 30 or Fox 61) and log onto the district website at www.csdng.org for information on closings, early dismissals or the cancellation of after school activities. In the event of an early dismissal due to weather, please make sure your child is aware of any alternate arrangements for going home. If your child is to be dismissed early, please send a note to the teacher stating the time and who is to pick up the child. **ALL DISMISSALS ARE MADE FROM THE OFFICE.** Upon arriving at the school to pick up your child, please report directly to the office. You will be asked to identify yourself and sign a dismissal log before your child will be called to the office.

<p>PRE-K Hours: Gaffney/Lincoln/RELC</p> <p>EARLY DISMISSAL PRE-K HOURS FULL DAY 9:00 a.m. - 1:00 p.m. AM Pre-K 9:00 a.m. - 10:45 a.m. PM Pre-K 11:15 a.m. - 1:00 p.m.</p> <p><u>BAD WEATHER EARLY DISMISSAL</u> FULL DAY 9:00 a.m. - 12:00 Noon AM Pre-K 9:00 a.m. - 10:45 a.m. PM Pre-K No School Day</p>	<p>PRE-K Hours: DiLoreto School</p> <p>EARLY DISMISSAL PRE-K HOURS FULL DAY 8:30 a.m. - 12:30 p.m.</p> <p><u>BAD WEATHER EARLY DISMISSAL</u> FULL DAY 8:30 a.m. - 11:30 a.m.</p>
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CHANGE OF ADDRESS / TELEPHONE NUMBER

Parents are required to provide accurate information about current addresses and phone numbers, including emergency numbers. Many important messages are made throughout the year via the automated calling system which relies on current phone numbers. If your phone number changes, please notify the school office immediately. Failure to provide updated contact information prevents us from being able to contact you with vital information regarding your child/children. If your family moves during the school year, please notify the school office of your move in advance. You will need to provide a new proof of residency which can be accomplished through a signed lease, mortgage, recent and original utility bill such as gas or electric, or a property tax invoice issued by the City of New Britain

No child will be dismissed to anyone other than the parent or legal guardian without written permission from the responsible parent. The staff reserves the right to ask for identification for anyone picking up your child. Only an adult age 18 or older can pick up your child.

FIELD TRIPS

Students may leave the building to go on administration approved educational trips. Well before a scheduled field trip, teachers will send permission slips home with the students along with all relevant information about the trip. If you have time available in your schedule, you might wish to volunteer as a chaperone for the field trip. Please contact your child's teacher and let them know if you are interested in volunteering as a chaperone or if you have questions regarding the trip. No student will be allowed to take a field trip without a signed permission slip returned to the school by the deadline. If permission slips are not returned, your child will remain at school.

SNACKS, TREATS, AND MEALS

All students are eligible for the district wide school Breakfast, Lunch and Snack Program. The schools district's wellness policy promotes practices that support a learning environment that is conducive to healthy lifestyles. Snacks and beverages provided by the district in the school food service program meet the district's nutrition standards. Please let your child's teacher know if your child has any food allergies or dietary restrictions. We will accept food from home as a snack for the class on special occasions. Such snacks must be in factory sealed packaging and must be a healthy snack (no cupcakes, cookies, or other sweets). Please discuss your plans with the teacher to be sure the snack is approved.

Children younger than 4 years old should not bring to school any hard or smooth foods that can partially or completely block the windpipe such as: hot dogs, nuts and seeds, raisins, popcorn, chunks of meat or cheese, hard gooey or sticky candy, popcorn, hard pretzels, whole grapes, raw vegetables, peanut butter, cherries with pits, raw apples and pears, .

Each day in preschool we have snack time. During this time we work on eating skills, self-help skills, socialization skills, and language development. (You may choose to send in a nutritious snack with your child.)

BIRTHDAYS

Your child's birthday is a special day that we enjoy sharing in school unless parents object due to family beliefs. Your child's teacher will be sure to help your child feel special. Due to health concerns and accreditation requirements, we cannot celebrate birthdays with cupcakes or other food prepared by the family. We will accept food from home as a snack for the class on special occasions. Such snacks must be in factory sealed packaging and must be a healthy snack (no cupcakes, cookies, or other sweets). Please discuss your plans with the teacher to be sure the snack is approved.

FAMILY BELIEFS

We are committed to respecting the diverse religious and other beliefs of our preschool families. Please be sure to talk to your child's teacher early in the school year about activities, foods, or other areas where school practices might conflict with your family's beliefs. We will make every effort to modify your child's experiences. Our program philosophy celebrates diversity and we believe children should learn about others' beliefs and cultures while their own are shown respect.

PRESCHOOL PARENT ADVISORY BOARD

The Preschool Program has a parent advisory board that meets several times throughout the school year. All preschool parents are invited to come to every meeting. Before each meeting, parents will receive an invitation in their child's book bag and after each meeting, the meeting minutes will be sent home to every parent. The purpose of the advisory board is to develop partnerships between parents and their child's school. We value parental input about issues, concerns, and recommendations to enrich our program. Please contact Terry Turcotte, Preschool Readiness Coordinator at 860-827-2017

HOME/SCHOOL PARTNERSHIPS

Each teacher sends home weekly suggestions and materials for parents to use at home with children. Examples include book bags or activities relating to thematic units and topics the class is learning about.

Parents are encouraged to spend time in the classroom. We can learn from you! Come in to help us with projects and activities, to share your culture, to tell us about your job, or to read to a small group. Or just come in to see what we are doing. Another way for you to be involved is to send in materials for our activities that the teacher may request.

Numerous opportunities for parenting workshops and family events are offered each year. This includes curriculum nights held throughout the school year, Home-School events to foster teacher, student and parent relationships, positive discipline workshops, kindergarten transition activities, and various presentations sponsored by the Board of Education and Superintendent of Schools.

PARENT-TEACHER COMMUNICATION

If you have a concern or need to discuss a matter with your child's teacher, you may call the school and leave a message for the teacher during school hours. The teacher will return your call as soon as possible. (A daily note will be sent home in your child's backpack indicating highlights of your child's day. Also, you will receive newsletters on a regular basis that will include what is happening in the classroom) special activities that are planned, and activities that can be expanded upon at home. Special requests or reminders about classroom, school or program policies and activities may be included in the newsletters or sent home separately.

A computerized report card will be issued in November and June. Child Narratives are issued in January and April. Report cards must be signed by a parent/guardian and returned to your child's teacher so that the school staff will know that parents/guardians are aware of their student's performance.

For those students receiving special education services, parents are strongly encouraged to participate in the planning and placement team (PPT) meetings. These meetings provide an excellent opportunity for parents and teachers to communicate together regarding a child's program and progress in school.

Parent/teacher conferences will be held in November, April, and June. At these times, students' progress reports will be reviewed and parents will be given a copy. In addition, parents and teachers can request a conference anytime throughout the school year if the need arises. If a face to face conference is not possible because of outside commitments, a phone conference may be requested.

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For those students receiving special education services, parents are strongly encouraged to participate in the planning and placement team (PPT) meetings. These meetings provide an excellent opportunity for parents and teachers to communicate together regarding a child's program and progress in school.

RESPONSE TO INTERVENTION

When a child is having difficulties in school, the teacher will discuss concerns with the parent and he/she may also propose potential strategies to implement in the classroom in order for all students to be successful. These discussions occur during regularly scheduled grade level meetings. If a student's difficulties continue, a teacher can make a referral to the Response to Intervention Team. The RTI Process is a regular education initiative designed to assist classroom teachers in meeting the diverse needs of students. This process complies with federal and state laws requiring that schools explore alternative procedures and programs in regular education before referring a student to a planning and placement team, thus reducing inappropriate referrals to

special education. The preschool RTI Team consists of an administrator, teachers, parents, and pupil services consultants. The teams meet on an as needed basis to discuss referrals, develop action plans, and to monitor student progress.

COMMITMENT TO SERVE CHILDREN WITH SPECIAL NEEDS

The Consolidated School District of New Britain provides a special education and related services, including speech and language pathology, occupational and physical therapy within various preschool settings. We believe in early intervention and implement a variety of processes to this end. If it is suspected that a child may have a disability, a referral to special education can be made by a variety of caregivers. The referral is reviewed within a Planning and Placement Team meeting and the team decides whether to conduct an evaluation. Parental consent is required prior to conducting an evaluation. The PPT will convene to review evaluation results and determine if a child is eligible for services. Parents are integral to and involved throughout the entire process of referral, evaluation, eligibility determination and program development. Students with disabilities are educated with non-disabled peers to the greatest extent appropriate according to their IEP. If you believe that your child may need to be referred or if you have any questions with regard to this process contact Donnah Swaby, District Coordinator of Special Education, at 860-827-2236.

COMMUNITY COLLABORATION/SUPPORT SERVICES

The School Readiness Program actively collaborates with a number of outside community agencies including: The Community Health Center, Literacy volunteers of Central Connecticut, New Britain Adult Education Program, Opportunities Industrialization Center, Prudence Crandall; Center, WIC, Wheeler Clinic, dental, health and mental health agencies, social service agencies, New Britain Parks and Recreation Department, New Britain Public Library, Coalition for New Britain's Youth, and the other school readiness programs in New Britain.

The school nurse, school social worker; and school psychologist are available to support students and families and can confidentially assist families with referrals to community agencies. At times, outside agencies, for example the Community Health Center and the New Britain Health Department, will offer in-school services such as dental cleanings and lead testing with parental permission. The school nurse gives all preschool children an annual vision screening and sends written reminders to parents to ensure all children receive an annual well-child checkup. For any child with a possible hearing concern, an audiological screening is available upon request. At any time during the school year, parents are encouraged to contact the school social worker for support and guidance with community resources. Given the diversity of families in New Britain, every effort is made to match the individual cultural and linguistic needs of families with the appropriate agencies.

UNDERSTANDING AND ASSISTING YOUR CHILD'S DEVELOPMENT

The program staff identifies strengths and weaknesses about your child's development in a variety of ways:

- Conversations and conferences with parents and other caregivers
- Developmental Questionnaire completed by the parent with registration
- Health records
- Pre-assessment based upon the CT Early Learning Developmental Standards are administered by the classroom teacher during your child's first months in school and at a later time to monitor progress
- Daily observations of your child using the CT Preschool Assessment Framework and the Early Learning Developmental Standards which sets the expectations for all areas of development
- The child's responses to individualized interventions that may be developed to address a concern
- Formal evaluations administered as part of the special education process

You know your child in ways that staff do not. We encourage parents to share their understanding of their child with us. Let us know if you have concerns about your child's development and progress. We will keep you informed of any concerns that we might have, and we will ask for your input to help us better understand and plan for your child and your approval of any interventions we might want to provide.

STAFF DEVELOPMENT/EARLY DISMISSAL

Each staff member engages in professional development experiences that increase their awareness, knowledge, and practice in recognition and response to children's needs. Program leaders plan monthly professional learning opportunities that will advance their practice, thus ensuring the highest program standards of practice.

There is a day scheduled each month for professional development for staff, when the program will follow the early dismissal schedule. Professional development time is very important for the quality of our program. Our staff development plan begins in August of each school year to develop new teaching strategies and collaborating about individual student progress on these dates. In addition, there are three days with early dismissals in November and again in April in order to hold parent conferences. The Preschool Program Calendar distributed in August indicates all the early dismissal dates.

TRANSITION TO KINDERGARTEN

The New Britain Board of Education Preschool Program as well as community preschool providers are members of the Transition to Kindergarten Committee. It is our goal to provide a seamless transition from your child's preschool classroom to the kindergarten classroom in an elementary school. We work closely with the elementary schools and community preschool programs to support children and parents in the transition.

Report cards and child narratives are shared with kindergarten teachers prior to the child's entrance to kindergarten. Parents and children are invited to a Kindergarten Orientation at their elementary school before the start of Kindergarten. In addition, preschool and kindergarten staff collaborate to align standards, expectations, and to share understanding about individual children. Preschool and kindergarten teachers have opportunities to visit each other's classroom.

OTHER INFORMATION

Clothes: A complete change of clothing should be kept in your child's classroom for emergency changes. Please label your child's personal items, including jackets, hats, mittens and backpack.

Diapers, wipes: If your child is not yet toilet trained, please be sure to send in diapers, and wipes with your child each day.

Backpack: A backpack or bookbag is encouraged for each child in preschool for sending home correspondence, art projects, etc. Please put your child's name on his/her backpack.

Clothing/Shoes: Children do not have to follow the school uniform policy, however at DiLoreto School it is encouraged. Children should always wear safe shoes, that are closed toe and have backs on them.

NEW BRITAIN PRESCHOOL PROGRAMS COMPLAINT PROCEDURE

This procedure is for preschool programs which are funded through the School Readiness and Child Day Care grants under the administration of the New Britain Early Childhood Council.

If the School Readiness Program is also licensed under the authority of Connecticut General Statute's 19a-79-1a through 19a-79-12, you may also follow the Complaint procedure for a licensed child day care center.

Every effort will be made to resolve any situation of which we are made aware. Please seek to resolve any problem in a Preschool Program by:

- Discussing the problem with the classroom teacher.
- Discussing the problem with the District Coordinator of Preschool Programs. (tel:860-827-2017)
- Discussing the problem with the School Readiness Liaison. (tel:860-827-2242)

THE SAME PROCESS WORKS FOR COMPLIMENTS AS WELL!

**NEW BRITAIN BOARD OF EDUCATION
PRESCHOOL PROGRAMS**

Please acknowledge you have read and understand the contents of this Preschool Parent Handbook and the obligation to your child's program by signing below.

Please return the signed portion to your child's teacher.

I understand the contents and obligation as set forth in the Family Handbook for Preschool Programs.

My child has permission to be photographed, videotaped or interviewed for use by district sources and/or outside media for:

- The District Website
- Yearbooks
- School Newsletters
- Videos
- Booklets or programs
- Presentations
- Any other classroom, school, or District use

Child's Name: _____

Parent's or Guardian's Name _____

Signature **Date**