



Foxborough Public Schools

Project Early Preschool

Handbook

2016-2017



MABELLE M. BURRELL ELEMENTARY SCHOOL

Project Early Preschool
16 Morse Street
Foxborough, Massachusetts 02035
(508) 543-1605
Fax (508) 698-2196

Dear Parents/Guardians:

Welcome to Foxborough Public Schools, "Project Early Preschool Program". Project Early Preschool consists of two language based preschool classrooms offering two and a half hour sessions of integrated preschool experiences, two, three, and four days per week. Integrated programs bring children together as partners in learning at their own individual developmental level. A third classroom is designed for children with disabilities who present with higher levels of need and who require more intensive instruction. Integration is provided, for children in this classroom, with smaller number of peers as appropriate depending on the individual needs of each student.

Project Early Preschool uses the "Creative Curriculum" (aligned with Massachusetts Curriculum Standards) to enhance and maximize learning for all children. Highly qualified, experienced staff work together to promote growth in the social, emotional, physical, cognitive, and language development of young children. Experiences and activities are presented in an exciting, multi sensory and developmentally appropriate approach to learning. Project Early Preschool provides a safe, accepting, and nurturing environment. All children participate in a variety of small and large group activities where learning is facilitated and scaffolded by experienced classroom teachers, assistants, and therapists (OT, PT, Speech/Language) through play.

The Foxborough Public School district believes that working in partnerships with families is very important. We value your input, support, and participation in your child's educational experience. We encourage home/school information sharing. We are looking forward to an exciting and productive school year.

Again, WELCOME TO PROJECT EARLY PRESCHOOL!

Regards,

Dianna Parr
Prek Coordinator/Special Educator
Phone: 508-543-1605 ext. 128
Email: parrd@foxborough.k12.ma.us



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Program Descriptions

Project Early Integrated Preschool

Project Early Integrated Preschool is an integrated preschool program in the Foxborough Public School District. The program is designed to provide rich experiences that will promote a solid foundation of preschool skills for all children. Learning is maximized through developmentally appropriate, multi-sensory, hands on approach, to skill acquisition in language based classrooms.

AREAS of FOCUS include:

Social/Emotional Skills

Cognitive Skills

Language Skills

Motor Skills

Classroom Dynamics:

Project Early Preschool offers eight integrated preschool sessions (four half days, three half days, two half days, morning or afternoon sessions).

Each integrated classroom has a capacity of 16 children consisting of 8 children identified with a disability (determined by state eligibility guidelines and individual programs that are developed based on individual needs), and 8 children who are peer models (typically developing children/no known disabilities), chosen from a lottery each spring.

Each classroom has a highly qualified experienced staff consisting of a special education teacher and two classroom assistants.

Classroom Offerings:

- a rich curriculum that supports growth in physical, social-emotional, cognitive and language development
- progress monitoring through observation, informal assessment and data collection
- small/large group instruction
- highly structured routines and schedules accompanied by visual supports
- music & movement activities
- teacher designed games and materials to support a variety of learning styles and modalities
- concept development
- home/school communication and participation
- parent conferences
- in class support from speech/language therapist, occupational therapist/assistant, physical therapist

Project Early Sub separate Developmental Learning Program

The Developmental Learning Program is a self-contained preschool classroom within the Foxborough Public School District, that runs in conjunction with Project Early Integrated Preschool. The primary focus of this program is to develop the foundational skills necessary for children to be successful both at school and at home. The Developmental Learning Program provides a “jump start” for many students with higher level educational needs. Our goal is for all students to work toward participating successfully in Project Early Integrated Preschool. Learning is maximized with the use of the principles of ABA as it’s primary approach to learning, high staff to student ratio, as well as through opportunities for individual and small group instruction. The Creative Curriculum is adapted and used as appropriate to facilitate skill building in the areas of social/emotional development, physical development, cognitive development, and language development.

Classroom Dynamics:

The Developmental Learning Program offers flexible programming (1/2 day, full day, or a combination). The classroom has a maximum of 9 children with staffing patterns to support the individual needs of the students. The children's school schedules are highly individualized and based on level of need, related services (OT, PT, Sp/L), and supports increasing amount of integration as determined by the team. Reverse integration occurs weekly and provides the first opportunities to practice skills with typically developing peers, bridging the Developmental Learning Program with the integrated preschool classrooms.

Classroom offerings:

- curriculum that focuses on independence and the development of skills in the areas of communication, attention and behavior regulation, self-help, social/emotional, play, sensory motor, gross and fine motor/visual perceptual, and cognitive development
- individualized curriculum utilizing multiple opportunities for practice and repetition of skills to provide mastery and generalization
- concept development through real life opportunities and experiences to facilitate understanding of the world around us
- individualized behavior plans to increase positive social behaviors and interaction across environments
- progress is monitored through observation, informal assessment, and data collection
- individual/small group instruction
- highly structured and predictable schedule and routines
- clear, consistent expectations
- total communication approach to learning
- visual support/picture schedules/social stories
- learning through music and movement
- teacher designed materials and adapted books
- home/school communication and participation
- support from SPL, OT, PT, both in and out of the classroom setting
- principles of ABA including but not limited to discrete trial

Preschool Screening:

The Foxborough Public Schools offer free screening for 3 and 4 year old children who may have speech, language, motor, social-emotional, or cognitive learning challenges. Parents who have questions or concerns regarding any area of their child's development are encouraged to contact:

Dianna Parr
Preschool Coordinator/Special Educator
Burrell Elementary School
Phone: 508-543-1605 ext. 128
Email: parrd@foxborough.k12.ma.us

Preschool screenings are held monthly and by appointment only.

Special Education Related Service Providers

Cathy Mulcahy

Speech/Language Therapist

Email: mulcahyc@foxborough.k2.ma.us

Phone: 508-543-1605 ext. 144

Abby Lagerval

Occupational Therapist

Email:

lagerval@foxborough.k12.ma.us

Phone: 508-543-1605 ext. 121

Lisa MacDonnell

Physical Therapist

Email: macdonnell@foxborough.k12.ma.us

Phone: 508-+543-1605 ext. 121

Preschool Sessions

Morning Sessions 9:00 – 11:30 AM
(Mon/Wed/Fri or Tues/Thurs)

Afternoon Sessions 12:30 – 3:00 PM
(Mon/Wed/Fri or Tues/Thurs or Mon/Tues/Thurs/Fri)

Classroom Teacher Contact Information

Kathy Deely-Teacher

Pat Rouba, Courtney Stanton
(Educational Assistants)

Morning Sessions

Email: deelyk@foxborough.k12.ma.us

Phone: 508-543-1605 ext. 110

Elisabeth Beane-Teacher

Alyce Bazilchuk, Corrine Daniels
(Educational Assistants)

(AM & PM Sessions)

Email: beanee@foxborough.k12.ma.us

Phone: 508-543-1605 ext. 111

Dianna Parr-Teacher

Pat Rouba, Courtney Stanton
(Educational Assistants)

Email: parrd@foxborough.k12.ma.us

Phone: 508-543-1605 ext. 128 office

Stephanie Whitehouse-Teacher

Pam Aldrich, Janie Law
(Educational Assistants)

Email:

whitehouses@foxborough.k12.ma.us

Phone: 508-543-1605 ext. 112



Arrival and Departure



All preschoolers will enter/exit the Burrell School **side driveway**, located on Cocasset Street, across from Stockbridge Rd., at the flashing “school crossing” sign. Project Early Preschool uses a “LIVE” drop off and “LIVE” pick up procedure. Please enter the side driveway, move your vehicle slowly, in line, next to the barriers on the right hand side of the driveway. **Please keep children safe by remaining in your vehicle. Please do not walk your child through the drop off line or down the driveway.** Preschool staff will assist your child in entering/exiting your vehicle safely at the appropriate drop off/pick up location. Each preschool classroom has a designated colored cone where the children line up for arrival and departure. Please remember to place the colored sign (with your child’s name on it) on the dashboard of your vehicle. Always notify your child’s classroom teacher, in writing, when someone other than yourself (ie: neighbor, grandparent, babysitter, etc.) will be picking up your child from school. All vehicles are expected to have an appropriate car/booster seat for children riding in them. No child will be placed inside a car without proper safety seating. When exiting the Burrell School, please demonstrate extreme caution, drive slowly, and **do not pass any school bus in the driveway or road displaying a red stop sign!** If you do not want to participate in the “LIVE” drop off/pick up, you are welcome to park in the front parking lot of the Burrell School (16 Morse St.), and walk you child along the sidewalk to his/her colored classroom cone.



Red Cone.....Elisabeth Beane.....

Room 11



Yellow Cone.....Kathy Deely/Dianna Parr.....Room 10



Green Cone.....Stephanie Whitehouse.....Room

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To ensure the safety of all children and staff at school all outside doors are locked and secured throughout the school day. If you are late arriving to school or picking up from school, please proceed to the main entrance of the building, to drop off or pick up your child. Classroom staff will escort children in and out of the building during arrival and dismissal. Please arrive on time to provide a smooth transition both to and from school. Late arrival can make it difficult for children to enter the group once the classroom routine has begun. Early dismissals are sometimes unavoidable due to doctor appointments, dentist visits, etc. Please remember that continual early dismissals disrupt the classroom flow and activities. Our programs end at 11:30 and 3:00 each day. To ensure minimal disruptions and smooth transition for all, please be prompt on both arrival and departure.



Absences

It is important to report your child's absence from preschool. If your child will not be attending school on his/her regularly schedule day, please call the Burrell School at 508-543-1605. Please refer to the Prek-Exclusion from School Policy in the Health and Safety section of the handbook.



School Cancellation

In the event of severe weather, Project Early Preschool will be cancelled whenever the Foxborough Public Schools are canceled. Families will be notified of school closings via the Connect Ed. Telephone message by Superintendent Debbie Spinelli. School closings will also be announced by local news stations. In the event of a delayed opening, afternoon preschool sessions will be cancelled.



Transportation Services

All preschool students are expected to be transported by their family (walk, drive, etc.). Transportation via mini bus is available for children with identified special needs who are attending Project Early Preschool and are riding per their Individualized Educational Program. The Foxborough Public Schools provides appropriate booster/car seat or seatbelt as appropriate. Food and/or drink are not permitted to be consumed on school buses. Children are expected to be ready when the bus arrives. Parents/guardians must be home to receive a child getting off of a school bus. **If your child will not be accessing the school bus as per his/her usual schedule, please contact the transportation department at 508-543-1660 and the Burrell School at 508-543-1605.**



Tuition Payments

Tuition payments are due at the beginning of each month and bills are sent out from the Administration Offices at the Igo School. Monthly payments remain the same regardless of your child's attendance. The monthly rates are based on the 10 month school year and takes into consideration holidays, school vacation weeks, and professional development days. All billing questions should be directed to Pam McCauley, 508-543-1660. Families experiencing financial difficulties are urged to fill out a reduced tuition application and should contact Pam McCauley at the aforementioned number.

Rates for the 2016-2017 school year are as follows:

Two ½ day sessions per week: \$1300.00 per year

Three ½ day sessions per week: \$1800.00 per year

Four ½ day sessions per week: \$2300.00 per year

Please make all checks payable to Foxborough Public Schools and mail payments to:

Foxborough Public Schools

Attn: Pam McCauley
60 South Street
Foxboro, Ma. 02035



Home School Communication

Home/school communication is an essential component in the partnership between teachers and families. All teachers can be contacted via email, phone, or classroom communication folders. Please see the teacher contact page for your child's teacher's contact information. Communication folders will be provided to each family and will be used to share information in an ongoing manner. Folders should be carried to and from school each day via backpack. Individual parent/teacher conferences are held in November. Please contact your child's teacher as needed throughout the school year to discuss concerns, share information, and ask questions.



Show & Tell

Show & Tell is a popular activity and wonderful opportunity for children to bring a special belonging to school to share with friends and teachers. Children make connections, learn similarities and differences, develop language/communication skills, social skills, general knowledge and build confidence through this experience. Each classroom approaches show & tell a little differently. Please watch for information, regarding show & tell from your child's classroom teacher.



Friendship Book

The Friendship Book is a Burrell School Directory that contains class lists, phone numbers, addresses, and email addresses. It is a great resource for setting up play dates, birthday invitations, car pools, and to become familiar with your child's classmates and their families. Please complete the PTO

information sheet in your folder if you are interested in being listed in the Friendship Book.



Birthday/Holiday Celebrations

We welcome the opportunity to acknowledge each child's birthday by decorating/wearing a crown, carrying out "special jobs", singing "Happy Birthday", sharing a favorite book, etc. **Please do not send in any FOOD** items for birthday celebrations. Some of our children have life threatening allergies. "Holiday Celebrations" will incorporate seasonal/cultural aspects (Fall Harvest, Winter Light, etc.)



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Health and Safety

To help prevent serious illness and meet the federal standards, all children are required to have all the recommended inoculations. **Prior to your child's first day** of school, we must have a **current Massachusetts School Health Record for, completed by your child's pediatrician, a copy of your child's birth certificate, and a copy of their lead screening results.** No child will be allowed to start school without all of these required forms.

If your child becomes ill/hurt during the school day, the school nurse will assess your child and will call you. Please be sure all contact phone

numbers, including cell phone numbers, are current and accurate. At times, you may be asked to pick up your child and if you can't be reached, the nurse will call one of the people that you have designated on the emergency form.

EXCLUSION FROM SCHOOL POLICY

Parents are asked, through the School Handbook and health notices at the beginning of each school year, to keep a child home from school if they exhibit ANY of the following:

- Fever above 100 degrees, vomiting or diarrhea within the past 24 hours
- Contagious symptoms such as diarrhea, vomiting, frequent productive cough, nasal discharge, or red draining eyes
- Undiagnosed rash or skin eruption
- Head lice and/or nits
- Overall inability to productively participate in regular school activities

Daily Preschool Supplies

Appropriate Dress:

-Preschoolers should be dressed in **casual comfortable weather appropriate “play” clothes**. For the optimal participation in the preschool experience, children should wear sneakers and clothes that allow them to play and learn without the worry of getting dirty or making a mess.

Extra Clothes:

-Preschoolers should bring a complete set of clothing, to remain in their backpacks, daily in case of any unexpected accident (toileting, spills, falls, wet feet etc).

-Preschoolers should “dress for the weather”. Outdoor play is an important aspect of your child’s day. Please send your child with the weather appropriate gear (raincoats, boots, sweatshirts, jackets, snow pants/boots, mittens, hats, etc.)

-As you know, New England weather changes quickly. Please plan accordingly.

Backpack:

-Preschoolers need a backpack to carry to and from school each day. Please choose a size that can accommodate the extra clothes, show & tell items, home/school communication notebooks, art projects, and lunch box. In this case “bigger is better”.

PHOTO/VIDEO CONSENT

The Foxborough Public School District uses student names, student work, photographs, video, and/or audio of students for many purposes such as honor roll, attendance, awards, and other school-related events. These may be included in the school’s/district’s newsletter, yearbook, website, podcast, instructional videos, or other publications including social media produced or authorized by the school system.

At the beginning of each school year, parents will be asked to sign a permission form indicating whether or not their child/children may be videoed or photographed for the purposes described above.

INTERNET ACCEPTABLE USE POLICY

It is the goal of the Foxborough Public Schools to provide a world-class education to all students. The Internet is one of the many information resources available to students as part of that process. Through the Internet, students can access data from colleges and universities, scientific research facilities, government resources and many other informative sites throughout the world. While there is an enormous amount of useful and valuable information available, due to the global nature of the Internet and

the lack of effective control over its content, access brings with it the potential for misuse and abuse. The Foxborough Public Schools will make every reasonable effort to ensure the Internet is used responsibly and will take every reasonable step to control access to inappropriate material. The Foxborough Public Schools expect all students to use the Internet in an appropriate and responsible manner for educational purposes only.

Access to the Internet is a privilege offered to the students at the discretion of the administrators and staff at each school. While at school, students may only log on using the school account, and may not use personal or home accounts. The Foxborough Public School account is to be used for educational purposes only, including research for school projects and intellectual inquiry.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Age-appropriate training on online behavior/cyberbullying will be conducted annually through the district's technology skills curriculum and social skills curriculum. Students are expected to use the Internet in a responsible manner. Students are not to transmit, receive, submit, publish or otherwise access information deemed inappropriate, including, but not limited to, material that is defamatory, inaccurate, abusive, obscene, profane, racially or gender offensive, unethical, sexually oriented, or illegal.

Students may not use the school account to conduct private, commercial, personal or illegal business. No activity promoting a political or religious point of view will be permitted. Game playing is prohibited. Hacking [any attempt to gain prohibited access to or malicious attempt to harm or destroy data or to upload, download or otherwise create computer viruses] will not be tolerated.

Students are expected to conform to accepted social behavior in their use of the Internet ("netiquette"). Users shall refrain from plagiarizing the works of others obtained over the Internet and are to respect copyrighted material and to properly credit all works cited from Internet resources. Students

must immediately notify the system administrator if a security problem is discovered.

Inappropriate behavior on the part of any student while using a Foxborough Public School computer account may result in the loss of Internet access privileges. Under appropriate circumstances, law enforcement officials may be notified. The Foxborough Public School system, along with any other persons or organizations associated with the school Internet connectivity, will not be liable for the actions of anyone connecting to the Internet through the school. All users shall assume full liability, legal, financial or otherwise, for their actions while connected to the Internet. In addition, the Foxborough Public Schools takes no responsibility for any information or materials accessed or transferred from the Internet. Parents or guardians agree to accept financial responsibility for any damages or expenses incurred as a result of inappropriate or illegal student activity while using a Foxborough Public School provided computer account.

The Foxborough Public School system makes no guarantee, implied or otherwise, regarding the validity of information accessed on the Internet, nor does it guarantee protection against corruption of electronic files when information is downloaded. The Foxborough Public School system reserves the right to log network use, monitor files and file space, thus students should not expect their use to remain private. The Foxborough Public School system reserves the right to modify these guidelines at any time.

PARENT/GUARDIAN PERMISSION FORM
2016-2017

STUDENT(s) NAME: _____

HANDBOOK - ACKNOWLEDGEMENT OR RECEIPT AND UNDERSTANDING:
I have read the rules and expectations of the Project Early Preschool Handbook.

Parent/Guardian Signature

Print Name

Date

INTERNET USE:

After reading the Acceptable Use Policy, my child has permission to utilize the Internet for academic purposes.

Parent/Guardian Signature

MEDIA:

Photo/Video Consent

The Foxborough Public School District uses student names, student work, photographs, video, and/or audio of students for many purposes such as honor roll, attendance, awards, and other school-related events. These may be included in the school's/district's newsletter, yearbook, website, podcast, instructional videos, or other publications including social media produced or authorized by the school system.

Please indicate whether your child/children may be videoed or photographed for the purposes described above during the 2016-2017 school year.

___ YES ___ NO

Parent/Guardian Signature

