
Lisbon School Readiness

Lisbon Central School 2010-2011



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School Readiness Preschool & Care

An annual handbook for the parents and families of all children enrolled in Lisbon School Readiness Programs located at Lisbon Central School

Lisbon Central School Preschool

Lisbon School Readiness Child Care

Introduction

This handbook was prepared to help your child have a happy, successful experience in school. The early years of your child’s life are the most important. The intent of this program is to developmentally enable your child to achieve to the best of his or her abilities in the areas of speech and language, cognition and readiness, gross and fine motor skills, social skills, emotional development, and self-help skills. The preschool curriculum is based upon current research and emphasizes developmentally appropriate practices. The curriculum objectives align with the CT Preschool Frameworks & Assessment Standards. Children will be provided opportunities to develop and enhance skills independently and at their own developmental level. This process is facilitated through providing a variety of experiences in the classroom, which provide opportunities for such development. These experiences will be self-motivating, whenever possible, and will be positively encouraged and reinforced. Children learn best in a stimulating but orderly environment in which they can make choices and act on them. The activities they encounter will help lay the foundation for later learning experiences in kindergarten.

Parent Acknowledgement

PLEASE SIGN, DETACH, AND
 RETURN TO LISBON CENTRAL
 SCHOOL BY SEPTEMBER 12TH

My child, _____,
 has brought home the Preschool Handbook
 and I have read and agree with the policies.

 Parent’s Signature

Date: _____

Child: _____

I am interested in becoming a member of
 the School Readiness & Discovery
 Council. Please send me more information.

FERPA (Family Educational Rights & Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational record. They are:

- (1) The right to inspect and review the student's educational records within 45 days from the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official need to review an educational record is in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll (NOTE: FERPA requires a school district to make a reasonable attempt to notify the study of the records request unless it states in its annual notification that it intends to forward records on request).
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office	(202) 260-3887
U.S. Department of Education	FERPA@ED.Gov
400 Maryland Avenue, S.W.	PPRA@ED.Gov
Washington, D.C. 20202-5920	www.ed.gov/policy/gen/guid/fpco

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Personnel

The following personnel are available to assist you throughout the school year and can be reached at 376-2403 or via email (first initiallast-name@lisbonschool.com).

- Superintendent - Sally A. Keating
- School Readiness Coordinator - Theresa Hart
- Preschool Teachers - Rebecca Brown
- Claudia Conway
- Phyllis Sera
- Child Care Manager - Linda Beams
- Child Care Teachers - Courtney Kinmonth
- Sara Riley

Statement Regarding the Impact of Professional Development:

Lisbon School Readiness programs are committed to program and staff professional development. Quality improvements as a result of on-going professional development include accreditation through the National Association for the Education of Young Children, curricula improvements through commercial and teacher-created materials and their alignment with the Connecticut Preschool & Assessment Frameworks, and program development and physical space improvements through use of the Early Childhood Environmental Rating Scales-Revised (ECERS-R). Annual evaluations include staff professional development, program improvement, and quality indicators.

Sun Exposure

It is the policy of Lisbon School Readiness programs not to apply sun screen to children but families are encouraged and requested to apply sun screen to their children prior to attendance each day.

Sun Safety:

Please be aware of the dangers of sun exposure. Overexposure can result in skin cancer later in life. Sunburns can occur even on cloudy days and UV rays bounce off sand, snow, concrete, and water. The best protection is to wear clothing that is dark and tightly woven, wear wide-brimmed hats and sunglasses, and liberally apply sun-screen over all exposed areas. Keep in mind that the sun is the strongest between 10 am and 2 pm.

Our playground offers shaded areas to assist you in protecting your child from sun exposure and we limit outdoor activities to 30 minutes or less during peak sun hours.

Clothing & Shoes

Children's clothing should be comfortable and suitable for school activities such as playing on the floor, painting, movement activities, and playing outdoors.

Shoes should be supportive and suitable for outdoor play. Sandals with ankle straps are preferred and flip-flop styles are not permitted. Boots are encouraged for inclement &/or cold weather.

Please remember to dress your child for the weather, including dry, warm clothing & coat for cool and cold weather; light jackets for windy, cool days; cool, light-colored clothing when its hot &/or sticky; and accessories such as mittens, hats, ball caps, etc. as appropriate.

Please keep a complete change of clothes in your child's backpack. All items belonging to your child should be labeled with your child's name.

Please do not allow your child to bring toys to school. We can not be responsible if they are broken or lost.

Philosophy

The Lisbon School Readiness programs believe that early childhood learning is nurtured through respect, empathy, compassion, exploration, and community. Our staff recognize, respect, and appreciate the unique personality and learning style of young children. Our programs reflect current educational research and our community.

Lisbon School Readiness staff enthusiastically accepts the challenges of providing excellence in early childhood education and care to the children of Lisbon. Preparing our children with the skills necessary for later academic success is our prime objective.

The Connecticut Department of Education, Preschool Curriculum and Assessment Frameworks (PCF/PAF) are used as a foundation for student learning. Additional curricula materials are aligned to the standards and benchmarks of the Preschool Curriculum Frameworks and the Preschool Assessment Frameworks are the basis for planning, learning experiences, observation/documenting child progress, and implementing teaching strategies.

Lisbon School Readiness programs believe in on-going and continual program improvement. We use a number of quality indicators and instruments to collect information on these indicators, including family and staff surveys, accreditation processes, staff and program evaluations, and site monitoring. We engage in a reflective process to assess program quality and effectiveness and welcome parent involvement in the process. Current, on-going, quality measurements include National Association for the Education of Young Children (NAEYC) accreditation requiring an annual program update & report; CT State Department of Education, School Readiness quarterly site monitoring and annual evaluation; annual staff & family surveys, and other measures or instruments as deemed appropriate.

Session Schedules

The Lisbon Early Childhood program consists of two, daily sessions, Monday – Friday in three classrooms, preschool and/or childcare. Lisbon School Readiness operates in accordance to Lisbon Board of Education policies and the annual school schedule.

Preschool morning session commence at 8:30 am and end at 11:15 am; the afternoon session begin at 12:15 pm and end at 3:00 pm. If your child rides the bus, please be prompt at the bus stop. If other transportation is provided, **arrival time at school should be no earlier than 8:15 am for the morning session, and 12:15 pm for the afternoon session.** If a change is required in your child’s schedule, please inform us in writing. Bus changes are only permitted for permanent childcare purposes.

Childcare morning session commences at 8:00 am. There is a lunch break from 11:15 to 12:15 for children attending both preschool and childcare. The afternoon session is from 12:15 pm to 3:00 pm. Children attending the lunch period may purchase lunch through the school cafeteria or bring a lunch from home.

Lisbon School Readiness programs, as regulated by the Lisbon Board of Education and house in Lisbon Central School, participate in the Child and Adult Care Food Program (CACFP) and the National School Lunch Program (NSLP) and ensure that snacks and meals served meet CACFP nutritional guidelines.

Snacks & Food Restrictions

Preschool Program: Please send a healthy snack to school with your child each day. Your child may purchase milk or may bring a drink from home with their snack. The cost of milk is \$.20 per day. Milk money will be collected weekly, monthly or yearly. Money should be placed in an envelope labeled Milk Money and kept in your child’s communication folder. Free milk is available to qualified families.

Childcare Program: Please send a healthy snack to school with your child each day.

Peanut Free Snacks: Several students in our school have a severe peanut allergy. Strict avoidance of peanut products is the only way to prevent life-threatening allergic reactions. To reduce the risk of exposure, we request that you provide peanut free snacks for your child.

Restrictions: The following foods are considered choking hazards and staff are not permitted to provide them to students under the age of three-years old:

- hot dogs, whole or sliced into rounds/coins
MAY BE CUT INTO QUARTERS LENGTHWISE OR DICED
- whole grapes—MAY BE CUT INTO QUARTERS
- nuts
- popcorn
- raw peas
- hard pretzels
- spoonfuls of peanut butter (or other butters such as soy)
- raw carrots, chunks or sliced into rounds/coins
- meats larger than can be swallowed whole

Holidays/Parties

In order to respect the diverse backgrounds, traditions and individual differences of the children who attend our program,

THE CELEBRATION OF HOLIDAYS IS NOT OBSERVED DURING SCHOOL HOURS.

If you like, we will be happy to have your child share his / her birthday in school. Please contact us for information in advance.

Half-Day Schedule

Scheduled half-days occur throughout the school year. On scheduled half-days, children attending the morning session will be dismissed one hour earlier, at 10:15 am. Children attending the afternoon session will be picked up approximately one hour earlier than pick up time and dismissed at 1:00 pm.

Please consult the SCHOOL CALENDAR for scheduled half-days.

Please review Late-Opening/Early Closing policy for additional emergency closing and inclement weather related half-days.

Late Opening/Early Closing

In the event of a late opening of the school facility due to emergency or inclement weather, there will be no morning school readiness preschool. The school readiness care program will continue to provide care for am session students in accordance with the school schedule.

In the event that an early closing of the school facility due to emergency or inclement weather occurs, there will be no afternoon school readiness Preschool or care and children will be sent home on their regular bus or in accordance with emergency plans on file with the school.

All early closings will include notification through the Lisbon Central School's Ed-Connect emergency contact system as well as information on local television (ABC, CBS, & NBC) and radio (WICH & WCTY) stations. Accurate emergency numbers are important and your emergency plan should be reviewed with your child periodically.

Health & Wellness Services

Lisbon School Readiness programs operate under the regulation of Lisbon Board of Education and are housed in Lisbon Central School. As school-based programs, a School Nurse is on site from 8:15 am to 3:15 pm in accordance with the Lisbon Central School calendar. Health screenings are conducted annually, in accordance with District policy and State regulations.

All students are required to have up-to-date immunizations in order to enroll in Lisbon Central School.

Families needing assistance securing medical insurance; a medical home; ongoing well-child care; immunizations; and health, dental, vision, hearing, and/or nutritional screenings can contact the School Nurse or School Readiness Coordinator.

Families can also contact United Community & Family Services ((860) 889-2375) for additional assistance. This community-based organization provides income-based medical, health, behavior, and dental services to families and individuals as well as support services in obtaining access to care through their Access to Care Specialist.

Further information regarding local and regional services and programs is available in the Resource Guide for Residents of Lisbon, Connecticut, provided to families upon enrollment. Contact the School Readiness Coordinator if you need an additional copy.

Termination of Enrollment

Any fee account more than twenty (20) days late will result in termination of enrollment. A notice of termination including termination of enrollment date will be sent home on or about the twentieth of any month via regular mail, certified mail, and home/school communication. The Laidlaw bus coordinator will be notified of enrollment termination date.

Sign-in/Drop-off & Sign-out/Pick-up Procedures

If you choose to drop your child off, you must sign in at the main office.

If you choose to pick up your child at dismissal time or earlier, please be advised that a parent signature or the signature of an **authorized** person with picture identification is required at the main office.

Please note that we are required, for security reasons, to keep records of sign-ins and sign-outs.

Your assistance is greatly appreciated

Eligibility/Enrollment

Residency: Lisbon residency is required and families must provide proof of residency for enrollment.

Eligibility: Lisbon Preschool is provided to all aged eligible children of Lisbon residence and in accordance with all federal and state mandates.

Space &/or Budget: Lisbon School Readiness programs are non-compulsory education and care programs and dependent by local and other funding. The preschool and care programs operate under the regulation of the Board of Education and are subject to budgetary and/or other restrictions including class size, supervision ratios, accreditation/licensing regulations, slot/space availability, etc.

Non-discrimination: Eligible children are enrolled regardless of sex, race, ethnic background, handicap, or religion. Lisbon School Readiness programs are committed to an anti-bias curriculum and promote the enrollment of children from diverse racial, ethnic, and cultural backgrounds.

Age: Non-disabled children, aged four as of September 1 annually are provided space in our preschool program.

Non-disabled children, aged three as of September 1 annually are provided a space in our preschool program based upon space availability.

Note: Lisbon School Readiness Programs operate on a school-year schedule and do not offer open enrollment throughout the year.

Additional supports for families in transitioning their child into our preschool or kindergarten include family visits, transition planning, developmental screenings, consultation with school-based specialists, Section 504 and/or Planning & Placement Team (PPT) meetings,

Lisbon School Readiness programs annually provide parenting education and training through its Parent University program. Workshop topics include child development, mealtime, toilet training, nutrition, guiding behavior, and school readiness. Interested parents can contact the School Readiness Coordinator for more information.

Any family wishing further information or help with home to school transitioning of their child should contact the Lisbon School Readiness Coordinator at 376-2403.

Transition to Kindergarten

Lisbon School Readiness programs are regulated by the Lisbon Board of Education and all students are enrolled in Lisbon Central School. As regulated programs housed in the same building, our staff meet regularly with kindergarten staff and specialists to ensure that our program meets the school readiness needs of children. Preschool and/or Childcare staff meet with kindergarten teachers at least once annually to collaboratively review transitioning student status, create class lists, and plan for incoming student orientation.

Preschool/Childcare and kindergarten students and their families are invited to program/school orientation prior to the start of school. Orientation activities include family bus ride according to student schedule, meeting classroom teachers and staff, schedule review, curriculum review, finalization of enrollment documentation, classroom and building/grounds tour, and a review of important procedures, policies, regulations, expectations, and events.

All Preschool/Childcare students are enrolled in the Lisbon Central School. Student records are maintained in accordance with all Board of Education policies. Families of students newly enrolled in Lisbon Central School are requested to provide information regarding prior education and a release to Lisbon Central School to obtain prior school records in order to complete cumulative student records and formalize public school enrollment.

Home/School Communication

We believe that good communication between home and school is important in providing the best possible program for your child. This will be done through parent letters, the school newsletters, phone calls, emails, and/or written notes in your child's communication folder.

A communication folder will be provided for each child. This folder is used by parents/guardians and staff members to ensure ongoing communication. Please send this folder to school daily with your child. Notices and newsletters will also be sent via email.

Please keep us informed of any special events that might be happening at home that would be fun for your child to share. Our staff is dedicated to helping your child, and appreciate family communication so that we may assist your child in developing academically, socially, cognitively, physically, and emotionally. Please do not hesitate to communicate concerns regarding your child's development and/or current events so that we be prepared to help you and/or your child.

Please read all notices that come home. All important information will be sent home with your child. A parent newsletter (Lisbon Central News) is sent home monthly and notice contains information about school events.

Parent/Teacher Conferences: All families of preschool students are provided two (2) parent/teacher conferences pursuant to the Lisbon Central School calendar. Additional conferences may be arranged with your child's teacher.

Confidentiality of Student Records

Educational records will be kept for each student and will reflect the physical, emotional, social, and academic aspects of a student's development in the educational process.

The Family Educational Rights and Privacy Act of 1974 (the federal law known as the "Buckley Amendment") grants you the right to inspect your or your child's school records and to request corrections to any information in the records which is inaccurate, misleading, or a violation of the child's right to privacy or other right. The law also guarantees the confidentiality of school records.

Upon written request, schools will make an appointment for you to inspect and discuss your child's school records and will provide one free copy of each document in your or your child's school records.

For further information regarding your rights, please see FERPA section of this handbook.

Family Learning Activities

Lisbon School Readiness programs periodically send home interactive family activities that promote learning. The following are some ideas to help your child get excited about literacy and numeracy:

Literacy Activities:

1. Read to your child, having him/her point to each word as you read.
2. Have your child tell you the story by "reading the pictures".
3. Use stencils or magnetic letters to spell familiar words (name, cat, dog, bird, the, and, etc.)
4. Encourage writing using pencils, markers, and crayons.
5. Sing the alphabet when washing hands
6. Sing and say nursery rhymes with your child

Numeracy Activities:

1. Count items, pushing each into a bowl as counting
2. Match written numbers with small items (buttons, grapes, Legos, etc.)
3. Build block structures
4. Cook with your child, having him/her measure, estimate, & compare items, sizes, amounts, etc.
5. Explore with measuring cups, spoons, and containers in the tub
6. String beads in a simple pattern

Family Literacy

Local Libraries offering family literacy programs and events:

Canterbury Public Library
1 Municipal Drive, Canterbury, CT 06331 546-9022

Otis Library
261 Main Street, Norwich, CT 06360 889-2365

Preston Public Library
389 Route 2, Preston, CT 06365 886-1010

Slater Library
26 Main Street, Jewett City, CT 06351 376-0024

Voluntown Public Library
107 Main Street, Voluntown, CT 06384 376-0485

Lisbon School Readiness programs encourage interactive family literacy and encourage families to engage in a variety of literacy activities. Please look for activities such as Book Buddies and Alpha Tales in your child's communication folder. Additional activities, ideas, and resources are sent home regularly. Please contact your child's teacher if you would like further resources in developing your child's literacy or numeracy skills.

Further information regarding local and regional adult education/literacy programs and/or job training is available in the Resource Guide for Residents of Lisbon, Connecticut, provided to families upon enrollment. Contact the School Readiness Coordinator if you need an additional copy.

Visiting & Volunteering

Families are welcome to visit Lisbon School Readiness Programs but should not hinder or disrupt your child's educational and/or care program. Visitors will be asked to sign-in and/or complete a written permission slip. Advanced notice of visits are not required, but encouraged.

Student visitors, extended family and/or other guests are prohibited in Lisbon School Readiness programs.

Under rare circumstances, with permission of administrators, perspective students are permitted to attend programs.

Lisbon School Readiness programs welcome family volunteers. Volunteers must make advanced arrangements with classroom teachers with respect to special activities, schedules, materials, and adherence to curriculum, safety, cleaning/sanitation and/or other regulations.

Any person shall be considered loitering on school grounds when he/she remains in or about the school building or grounds without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be present. Staff members are alert to the possibility of unauthorized visitors and promptly report any concerns. For the safety of our children, loitering in or about school grounds is considered a Class C misdemeanor.

Parent Involvement, Education, & Outreach

Parent Involvement: Parent involvement is welcomed and encouraged in the preschool program. There are many ways in which parents can participate in their child's preschool education. Parents may choose to volunteer within the classroom, chaperone field trips, assist in collecting materials, or share a skill or hobby. We greatly appreciate all parental involvement.

Adult &/or Job Training: The Town of Lisbon participates in a regional Adult Education program through Norwich Public Schools. Norwich Adult Education provides Lisbon families with a variety of learning opportunities, including English as a Second Language, technology use, literacy, and G.E.D. programs.

Parenting Education: Lisbon School Readiness programs, through funding from the State of Connecticut and/or the William Gaspar Graustein Memorial Foundation provide a variety of parenting education opportunities each year. Additional parent education and/or training opportunities may be available. Lisbon School Readiness provides annual parent education opportunities through its Parent University program and interested families can contact the School Readiness Coordinator for more information.

Discovery-Lisbon/School Readiness Council:

Lisbon is recognized as a Graustein Memorial Fund Discovery community and receives School Readiness funding from the State. Lisbon School Readiness has a joint early childhood care and education council that meets regularly to assess, develop, and improve our early childhood and school readiness programs. Parent participation and involvement is of great importance to the on-going efforts in Lisbon regarding preschool and child care. All families are welcome and encouraged to participate in this advocacy and decision making council which provides on-going support for early childhood education and care in Lisbon.

Sliding Fee Option:

Enrolling families wishing to determine their childcare fee on the sliding fee schedule must complete an Income Verification process and provide requested income documentation. They will be afforded an opportunity to meet with the Manager of the Lisbon School Readiness Childcare and/or the School Readiness Coordinator in order to process the Income Verification and determine individual family contribution. Income verification will be completed prior to enrollment and is recalculated at least annually pursuant to School Readiness Sliding Fee requirements as provided by the Connecticut State Department of Education and Department of Social Services. Families seeking a sliding fee schedule are required to apply for Care4Kids childcare subsidy and submit all necessary document in order to receive a determination of subsidy. Families may apply for a sliding fee scale at any time throughout the school year should they experience a change in their financial circumstances.

Families seeking a sliding fee scale, payment deferral, and/or an alternative payment plan should contact the School Readiness Coordinator. Any hardship determinations, deferrals, or alternative plans will be made in accordance with Lisbon School Readiness Council policies.

For further assistance, information and/or to obtain a complete fee policy & schedule, please contact Theresa Hart at 376-2403.

Fees

Lisbon Central School Preschool and School Readiness Childcare are made possible through the Town of Lisbon and the Lisbon Public Schools. A daily parent fee of \$5.00 per day per child charged pursuant to School Readiness Council and Board of Education policies. The monies are collected by Lisbon Central School, payable to: The Town of Lisbon and must be made by check or money order.

Preschool Fees: 181 school days x \$5.00 per child per school day = \$905.00. This annual fee is applicable to any half-day session of Lisbon Central School-Preschool and is payable 10 monthly payments of \$90.50 per month commencing on August 1st annually.

Child Care: \$25 per B block/\$22 per C block per school day

This fee is applicable to any half-day childcare session of Lisbon School Readiness Childcare (formerly known as Lisbon School Age Child Care) and fees are payable in weekly installments based upon care schedule.

Delinquent Payments

If payment is not received by the 10th of any month, a reminder will be sent home via home/school communication folder/book. In the event that monthly payment is not received by the 14th of any month, enrollment termination will take effective immediately. Prompt payments are required in order to assure your child's space in the program.

Family involvement plays a key role in helping students succeed in school and in building a sense of pride in the school community. Lisbon School Readiness programs are committed to building strong partnerships among home, school, and community.

Here are some examples of activities that schools offer to engage families in student learning:

- individual parent-teacher conferences
- book buddy reading program
- policy making and/or school governance committees, councils, events
- opportunities to volunteer

Lisbon School Readiness programs are expected to:

- communicate with parents weekly
- schedule conferences at least twice per school year
- respond promptly to questions and requests from parents
- communicate with parents in the language spoken in the home
- inform parents in a "family-friendly" format about strategies to improve student achievement at school and at home

Outreach to families: The Discovery-Lisbon/School Readiness Council and Lisbon Central School are working hard to strengthen home/school partnerships. Our goals are to:

- Strengthen relationships between parents and teachers
- Build the capacity of parents to help their children and be school leaders
- Make schools more welcoming to families