

## **PHILOSOPHY**

The Green Meadow Preschool program is based on fundamental principles of how young children learn. Preschool staff believe that all children can be successful and learn best in a nurturing, predictable and safe environment. We recognize that children learn best when included and viewed individually with distinct abilities and needs.

In response to this philosophy, the program utilizes a developmental approach and provides experiences which promote curiosity and develop cognitive, language, social and motor skills. Through teacher facilitation, children are encouraged to actively explore their environment and acquire skills through a combination of play, small and large group activities, and direct instruction. Children are provided open-ended curriculum activities where they can experience success as they learn and develop at their own rate.

The program provides opportunities where children are encouraged to demonstrate cooperation, safety and responsibility towards themselves and others, and where each child is encouraged to develop a sense of community within the classroom, school and town.

## **GOALS**

The Green Meadow Preschool program's primary goal is that all children will develop a life long love for learning. In a safe and nurturing environment, experiences are provided so children will develop the skills to explore, interact and problem solve and develop the confidence to use these skills in and out of the classroom. To realize this goal, learning activities are based upon an individual children's abilities and interests within a structured, predictable environment.

The development of language skills is another major goal of the program. Children's language skills are developed by learning vocabulary, developing social language skills, interacting with peers and adults, and playing.

We also recognize that it is important for children to develop a sense of community. To achieve this goal, children are provided with opportunities to participate in group situations where sharing materials and information, taking turns and cooperating are encouraged.

An important element of a child's education is a strong connection between home and school. Our goal is to create a program that fosters the achievement of maximum growth for each child through a collaborative effort involving parents/guardians (hereinafter referred to as "parents) and school personnel.

## **CURRICULUM, INSTRUCTION, ASSESSMENT**

The Green Meadow Preschool Program follows the Massachusetts Department of Education Preschool Curriculum Guidelines. The thematic implementation of the curriculum utilizes a multi-sensory and hands on approach. Children are provided multiple opportunities to access the curriculum through play and socialization. Themes are derived from the Scott Foresman English Language Arts Program and the Scott Foresman Mathematics Program. Instruction is provided via small and large group instruction and individual direct instruction.

For assessment purposes we use Pearson's Work Sampling Program. This is an authentic performance based assessment tool that helps teachers to document children's skills, knowledge, behaviors and accomplishments across a variety of curriculum areas. This program guides teaching and learning and keeps track of each child's individual achievement. The children are observed during regular classroom activities and their progress is tracked using teacher observations and student work.

### **DAILY SCHEDULE**

The Green Meadow Preschool Program has half day sessions from 8:30 a.m. to 11:00 a.m. and 12:00 noon to 2:30 p.m. and full day sessions from 8:30 a.m. to 2:30 p.m. Monday thru Thursday. The daily schedule includes indoor and outdoor choice time, circle time, small/large group activities, snack, story, music and movement.

### **ARRIVAL AND DEPARTURE**

Children must always stay with their parents, as we want the children to be safe and not leave the school building on their own.

There will be space on the sign in/out sheet for messages concerning changes in pick-up or other important messages. Please note that anything written on the sign in/out sheet should also be given to the teacher either verbally or in the form of a note.

It is important that you bring your child to school on time. Arrival tardiness prevents your child from participating in all aspects of the day to the maximum and interrupts the learning time of other students. It is also important that you pick up your child on time. Children can become concerned when a parent is not there at the scheduled time. If you are delayed in picking up your child, please call the main office (978) 897-8246. A Green Meadow staff member will wait with your child until you arrive. More than four late pick-ups in a month will necessitate a meeting between parents and school administrators and may result in termination of enrollment.

Parents must park in the Crowe Park parking lot and walk their child to and from the school. Do not park in the staff parking lot or in front of the school building.

## **AM ARRIVAL AND DISMISSAL PROCEDURE**

### **Arrival**

Parents and students proceed to the cafeteria and wait for the teachers' arrival at 8:25. Students wait on the designated student bench according to classroom teacher and parents sit opposite the students.

### **Dismissal**

Parents wait outside the double doors at the far end of the kindergarten wing. Inside, children wait in line until parents have signed them out for dismissal. After signing out, parents will walk with their child out of the building. On inclement weather days, a teacher will open the doors and parents will wait inside for dismissal.

## **PM ARRIVAL AND DISMISSAL PROCEDURE**

### **Arrival**

Parents and students wait outside the double red front doors at 11:55. Two lines will form according to class. Parents will sign the children in with the teacher.

### **Dismissal**

Parents proceed to the cafeteria and wait on the teacher's designated bench in the cafeteria. Students sit on the opposite bench and wait for parents to sign them out. After signing out, parents will walk with their child out of the building.

## **SIGN-IN**

With the exception of the standard arrival and dismissal times, parents must always sign-in to the Green Meadow School office whenever they are entering the school. A visitor's badge will be given to you and you must sign-out when leaving.

## **POSITIVE BEHAVIORAL APPROACH**

The Green Meadow School strives to develop a learning community where high social and academic goals are attained. To assist in this goal the school uses an approach known as *The Responsive Classroom*. This approach is built around six central components that integrate teaching, learning and caring into the daily program. These components are set in the context of commonly shared values such as: honesty, fairness, and respect and are implemented through the development and strengthening of social skills, such as cooperation, assertion, responsibility, empathy and self control.

The Code of Conduct represents the vision, values and expectations for everyone in the Green Meadow School community. The four guiding principles are:

- |                   |                  |
|-------------------|------------------|
| I am responsible. | I am respectful. |
| I am considerate. | I am safe.       |

## **SNACK**

The Green Meadow Preschool Program provides snacks and drinks which will make a positive contribution to children's diets and health. In compliance with the district's wellness policy, only healthy snacks and drinks are permitted. Often our snacks center on the theme of the week, providing further integration of the curriculum. Parents are welcome to speak with their child's teacher about bringing in the snack for a particular day. Of course, please notify us if your child has any food allergies. During snack time children practice their skills in the areas of sharing, counting, pouring, and table manners. In addition, snack time provides children with a wonderful opportunity to develop their language skills.

## **CLOTHING**

The preschool program recommends:

- Clothing that allows the child to be independent when caring for his/her needs.
- Clothing appropriate for all weather conditions, as outdoor play is a part of each day.
- Snowsuits or other outerwear go on easily so the child can assume responsibility in dressing.
- Boots be large enough for the child to manage.
- Mittens be worn rather than gloves.

The preschool program requires:

- Children wear sneakers on gym day.
- Parents provide an extra labeled, complete set of clothing for their child that will remain in the classroom. Please check periodically that this extra set of clothing still fits your child and is appropriate for the weather conditions.

In preschool, children are involved in active learning activities and some of these activities can be a messy. Please do not send your children to school in their best clothing.

## **TOILETING**

The Green Meadow Preschool Program staff will supervise children in toileting and hand washing. If a child has a toileting accident, he/she will be treated with kindness and respect and given assistance changing his/her soiled clothing. Soiled clothing will be

double bagged in plastic bags and sent home to be washed. Please replace the extra clothing as soon as possible so that additional clothing is always available for your child.

Children do not need to be toilet trained to attend the program. If a child is not toilet trained, his/her parents are responsible for providing the program with diapers and wipes. Please regularly check with your child's classroom teacher on the supply of these items. If desired, staff members will work with parents/guardians in the implementation of toileting routines.

## **FAMILY CELEBRATIONS**

The preschool program does not have a holiday-based curriculum, but we try to make a connection between home and school by addressing important events. This gives the children a sense of pride and helps us to learn about each other and other cultures. One of the most important family celebrations for many families is the recognition of the child's birthday. In class we recognize the child's special day by singing *Happy Birthday* and presenting the child with either a birthday crown or necklace. Please contact us if you do not wish this to occur. Parents are welcome to send in a special, healthy snack on this day if they choose.

## **FIELD TRIPS**

Parents will be given advanced notice of a field trip. Parents must sign a permission slip for each field trip in order for their child to participate. If you do not want your child to attend the field trip, please notify the teacher that you will be keeping him/her home on that day. There will be no alternative arrangements made by the school for your child on that day.

## **HOLIDAYS AND VACATIONS**

The program follows the Maynard Public School's calendar and it is not in session on legal holidays, school vacation weeks nor on *Green Meadow* half days. Parents/guardians will be notified if there are any variations from the district calendar (see enclosed list of important dates and calendar).

## **VISITING/VOLUNTEERING**

Located in each of the preschool classrooms is a parent/guardian volunteer calendar. Parents/guardians are encouraged to become active participants in their child's education. Classroom volunteering can be very beneficial as it adds to parents' understanding of early childhood development. Often after visiting the classroom,

parents have a sense of how the program addresses the total development of their child's cognitive, physical, social, emotional and creative skills. Parents can help in the classroom in a variety of ways. Parents can share a special skill or activity, assist with paperwork, read a book at circle time and/or work with the children within the classroom. Confidentiality regarding the children is important and parent volunteers are expected to honor this request and must sign a confidentiality statement. If parents are unable to volunteer in the classroom, there are other ways to be involved. Please ask your child's teacher for more information.

If you are unable to volunteer for an entire session please feel free to make arrangements with your child's classroom teacher to come early for pick-up and spend time in your child's classroom.

A parent volunteer workshop will be held on September 12, 2007 at 8:35 a.m. and 12:05 p.m. All parents who want to volunteer in the classroom must attend and have not previously attended a workshop must attend. More information on this workshop will be provided early in the school year.

## **SPECIAL SCHOOL ACTIVITIES**

A number of special family events occur within the preschool program during the school year. Some of these events are program wide and are noted on the preschool calendar. Other events will be classroom specific. More information regarding these events will be provided as the event date nears.

## **PARENT COMMUNICATION**

Every Thursday, information from the Green Meadow School is sent home in your child's backpack. Please read the information in a timely fashion as dated material and school calendars are often enclosed. Each Monday, a classroom newsletter will be distributed indicating the exciting adventures your child will experience during the week. The newsletters help to facilitate a dialog between parents and children as to what the children are doing in school.

If you have any questions, comments and/or concerns to share please contact your child teacher. During the school day, teachers are busy instructing and will not be able to answer your phone calls. Please leave a message for the teacher in the office and the call will be returned as soon as possible. We also encourage parents to e-mail their child's teacher at any time. E-mail is a great way to increase the communication between home and school.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are held in December and May to discuss a child's progress and experiences in the program. Additional conferences are scheduled on an as needed basis. If you have any questions or concerns, please do not hesitate to schedule a conference with your child's teacher.

## **GRIEVANCE PROCEDURES**

The Green Meadow Preschool Staff strives to maintain open communication between parents. In the event a parent feels uncomfortable stating their concerns with the teachers, the parent should contact the Preschool Director, Jill Greene, at (978) 897-2138 or the Green Meadow School Principal, Bernadette McLaughlin, at (978) 897-8246.

## **MEDIA**

No child will have their picture or name appear in the media without written consent of the parent.

## **FUNDRAISING ACTIVITIES**

No child will participate in a fundraising activity without written consent of the parent.

## **ABSENCES**

When your child is going to be absent, please call the Green Meadow School Attendance Line at (978) 897-0310 to report this absence.

## **HEALTH AND ILLNESS**

The Green Meadow Preschool Program makes a strong effort to prevent the spread of illness by adhering to the following procedures:

- Instituting a consistent hand washing policy for children and adults.
- Airing out the classroom at the end of the day.
- Encouraging children to responsibly cover their mouths when sneezing and coughing.
- Disposing of tissues in the wastebasket.
- Cleaning toys/shelves at the end of each session.

The Green Meadow Preschool Program Health Policy states:

- Any child having a fever of 100° is required to leave school. We strongly suggest that you consult with your child's pediatrician as to the course of action you should take. A child may not return to class until he/she has been fever free for 24 hours.
- Any child who is vomiting is required to leave school. We strongly suggest that you consult with your child's pediatrician as to the course of action you should take. A child must be vomit free for 24 hours before returning to school.
- Any child who had two or more loose, watery stools is required to leave school. We strongly suggest that you consult with your child's pediatrician as to the course of action you should take. A child must be diarrhea free for 24 hours before returning to school.
- Any child who is prescribed an antibiotic by their pediatrician must be on the antibiotic for 24 hours before returning to school.
- If your child develops symptoms of a childhood disease/illness (i.e. chicken pox), an undetermined rash that covers a good portion of the body (i.e. hives) or open sores, we may require a doctor's note be submitted before the child returns to school.
- If your child is listless, lethargic, or noticeably upset and out of character, you will be informed and may be required to bring your child home.
- If your child has a profuse nasal discharge, your child must remain at home until the condition improves.
- If your child contracts conjunctivitis, he/she may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others.
- If your child contracts head lice, your child must stay at home until all evidence of lice and nits are absent from the head and body. The Green Meadow school nurse must examine your child before he/she is able to return to school.
- If your child is not well enough to go outside, then he/she must remain at home.
- If it becomes necessary to pick up your child due to illness, we appreciate your prompt response. We will reasonably expect you within one hour; otherwise, we may need to call the designated emergency number.

## **MEDICATION**

Medication can only be administered by the Green Meadow school nurse. The school nurse will administer medication only if:

- Written authorization from the parents is received indicating that the medication is for the specified child.

- Written order from the physician is received indicating the child's name, dosage, number of times per day, and number of days the medication is to be administered.

## **EMERGENCY PROCEDURES**

If a child is injured while at school, the following procedures will be followed:

- If emergency medical attention is necessary an ambulance will be called. A teacher or an administrator will accompany the child to the hospital.
- Poison control will be called if poisoning is suspected.
- After calling for medical assistance, we will contact the child's parent. If the parent is not reachable we will proceed to call the emergency contacts that have been provided.
- An accident report will be filed for all injuries that require medical attention.

## **ENROLLMENT PROCEDURES**

Parents wishing to enroll their child in the *Green Meadow Preschool Program* should:

- Call the Student Services Office (978) 897-2138 to schedule an appointment to visit the program and/or learn more about the program.
- Attend the Preschool Information Night held in January.

Parents should know that:

- Registrations are accepted at the conclusion of the Information Night and during the three weeks that follow that evening.
- Enrollment is on a first-come, first-served basis.
- Those who are currently in the program and/or have a sibling currently in the program are able to register their child before Information Night.
- Those who are currently in the program and/or have a sibling currently in the program are able to register for the full day program prior to Information Night.
- AM and PM requests and teacher preferences are considered provided the gender and ages of the children in the classes remain balanced.
- A wait list is maintained when program capacity is reached. (No deposit fees are necessary for those on the wait list.)
- There are spaces within the preschool that are reserved for children who have identified special needs.
- There are spaces within the preschool that are reserved for children who qualify for Community Partnership for Children Grant funding.

## REQUIRED RECORDS

All information in a student's file is strictly confidential. Written consent must be obtained from the parents to share this information with anyone. Each child's file must contain the following:

- Program enrollment form
- Emergency medical form
- Documentation of any injuries
- Progress reports
- Permission to release name, address, phone number
- Emergency contacts

Please let your child's teacher know of any change in information as soon as possible.

## TUITION

The tuition for the half day preschool classroom for the 2007-2008 school year is \$3,090.00. The tuition for the full day classroom is \$6,200.00. The yearly tuition is divided into ten equal payments, payable September to June. Families are billed and payments are due on the first of the month. All checks should be made payable to the Maynard Public Schools. Payments more than thirty days overdue will result in the child's termination from the preschool program. If you have questions or concerns about tuition payments, please call Kate Markowitz, Early Childhood Coordinator, at (978) 897-2138.

The preschool depends upon your tuition to provide a high quality program. We ask that you pay your tuition in a timely manner. If you need to make alternate payment arrangements please call Jeanne Ignachuck at 897-8251

Pending funding from the Massachusetts Department of Early Education and Care, some Community Partnership for Children (CPC) Grant subsidized tuitions are available. Eligibility for this program is determined by guidelines given by the Massachusetts Department of Early Education and Care. More information about the Community Partnership for Children Grant can be obtained by contacting Kate Markowitz at (978) 897-2138.

## EXTENDED ABSENCE

If a child is absent from school for an extended period of time and intends to return after the absence, tuition payments must continue to be made during the absence.

## **TERMINATION AND SUSPENSION**

In the unlikely event there is a determination that the Green Meadow Preschool Program is not an appropriate setting for a child, termination or suspension from the program may occur. This would not occur without written documentation. If parents choose to withdraw their child from the program, written notification of the child's last day must be submitted one month in advance.

## **INCLEMENT WEATHER**

Information regarding the closing of school due to inclement weather is as follows:

- Announcements on TV: Channels 4, 5 and 7, Maynard Cable TV station WAVM Channel 61
- Announcements on Radio: WBZ (1030 AM), WRKO (680 AM), Maynard radio station WAVM (91.7 FM).
- Closing of the afternoon preschool sessions will be announced by 11:00 a.m.
- For recorded information on Maynard School closings or delayed starts call (978) 897-5179.
- In no event should calls be made to the police or fire station to inquire about the closing of school.

## **EMERGENCY DISMISSAL OF SCHOOLS**

If, for any major emergency, it is decided to dismiss school early, the following plan will go into effect:

- The Superintendent of Schools shall use all available input before arriving at a decision to dismiss school early.
- Administrators at the Elementary and Secondary schools and the Director of Transportation shall be alerted about a dismissal. They will put into motion the details necessary for a dismissal.
- The Police Department will be alerted about the decision.
- Crossing Guards will be stationed at their usual crossings.
- The broadcasting stations will be contacted.
- The Middle and High School students will be dismissed as soon as possible.
- Depending on the circumstances, approximately 5 minutes after the High School dismissal, the release of Green Meadow students will begin.
- A call chain to notify parents of the dismissal will be initiated by a room parent. The Parent Teacher Organization will be contacting you for your daytime phone number and will provide information for this procedure.

## **GREEN MEADOW SCHOOL AND DISTRICT POLICIES**

Refer to the *Green Meadow Student Handbook* for relevant *Green Meadow* and *Maynard Public School* policies.

# GREEN MEADOW PRESCHOOL STAFF

## **Classroom Teachers:**

Rachelli Berkowicz  
Laura Marchand  
Lynne Mooradian

## **Assistants:**

Jessica Belaska  
Kathie Boisvert  
Diahann Brooks  
Julie Costello  
Nancy Haynes  
Joan Martell  
Marie Tucker

## **Support Professionals:**

Leslie Dowst, *Green Meadow Nurse*  
Jodi Grosnick, *Speech/Language Pathologist*  
Maureen McCarthy, *Occupational Therapist*  
Tracey Wiesner, *Physical Therapist*

## **Administration:**

Jill Greene, *Director of Student Services/Preschool Director*  
Kate Markowitz, *Early Childhood Coordinator*  
Carin Daddino, *Special Education Coordinator/Autism Specialist*  
Bernadette McLaughlin, *Green Meadow Principal*  
Barbara Bergner, *Green Meadow Assistant Principal*  
Kathy Sullivan, *Green Meadow Administrative Assistant*  
Joanne LoChiatto, *Green Meadow Administrative Assistant*  
Donna Murray, *Student Services Administrative Assistant*

**GREEN MEADOW PRESCHOOL  
IMPORTANT DATES  
2007 - 2008**

August 28 - Open House, Families Invited  
August 29 - First Day of Preschool

September 12 - Parent Volunteer Workshop  
September 20 - Field Trip to Honey Pot

November 15 - Fall Celebration, Families Invited  
November 21 - No Preschool, Professional Day

December 6 - No Preschool, Parent Conferences  
December 7 - Parent Conferences

January 17 - 2008/2009 Information Night  
January 22 - No Preschool, Professional Day  
January 31 - Winter Celebration, Families Invited

May 22 - No Preschool, Parent Conferences  
May 23 - Parent Conferences

June 9 - End-of-year Celebration, Families Invited  
June 10 - Last day of class (subject to weather cancellations during the year)

*Refer to the attached Maynard Public Schools calendar  
for district-wide holidays and vacations and Early Release Days.*  
**THERE IS NO PRESCHOOL ON GREEN MEADOW EARLY RELEASE DAYS.**