

LISBON CENTRAL SCHOOL

2021-2022

**LCS School Readiness
Preschool/School Age
Childcare
Family Handbook**



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

November 2021

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 Connecticut Early Learning and Development Standards (CT ELDS). Children will be provided opportunities to develop and enhance their 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.

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PERSONNEL

The following personnel are available to assist you through the school year and can be reached at (860) 376-2403 or via email:

Superintendent	Sally Keating	skeating@lisbonschool.org
Early Childhood Coordinator	Scott Trepanier	strepanier@lisbonschool.org
Preschool Teachers	Rebecca Overholt	roverholt@lisbonschool.org
Lisbon School Readiness Child Care Manager	Scott Trepanier	strepanier@lisbonschool.org
Lisbon School Readiness Child Care Teacher	Courtney Kinmonth	ckinmonth@lisbonschool.org

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 Office of Early Childhood, Connecticut Early Learning and Development Standards (CT ELDS), and program development and physical space improvements through our SR Readiness Council. Annual evaluations include staff professional development, program improvement, and quality indicators.

PHILOSOPHY

The Lisbon School Readiness programs believe that early childhood learning is nurtured through respect, empathy, compassion, exploration, and community. Our staff recognizes, respects, and appreciates 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 Office of Early Childhood and the Connecticut Early Learning and Development Standards (CT ELDS), are used as a foundation for student learning. Additional curricula materials that are aligned to the strands and learning progressions of the CT ELDS are the basis for planning, learning experiences, observation/documenting child's 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 OEC , 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: 8:15 a.m.-11:15 a.m.

Lunch break: 11:15 a.m.-12:15 p.m.

Preschool Afternoon: 12:15 p.m.-3:00 p.m.

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 8:00 a.m. for the morning session and 12:15 p.m. for the afternoon session.

Childcare morning session: 8:00 a.m.-11:15 a.m.

Lunch break: 11:15 a.m.-12:15 p.m.

Childcare afternoon session: 12:15 p.m.-3:00 p.m.

*Children attending the lunch period may purchase lunch through the school cafeteria or bring a lunch from home.

* If a transportation change is required in your child's schedule, please inform us in writing. Bus changes are only permitted for permanent childcare purposes.

HALF-DAY SCHEDULES

LCS School Calendar has scheduled half-days throughout the school year. On scheduled half-days, children attending the morning session will be dismissed at 10:15 a.m. Children attending the afternoon session will be picked up approximately one hour earlier than pick time and dismissed at 1:00 p.m.

LATE OPENING/EARLY CLOSING

LATE OPENING: 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 of AM session students in accordance with the school schedule.

EARLY CLOSING: In the event that an early closing of school facility due to emergency or inclement weather occurs, there will no afternoon school readiness preschool or child care.

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

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.

SCHOOL READINESS ATTENDANCE POLICY

Attendance protocol in preschool is not a discretionary matter. According to Lisbon Central School, students are expected to be in school except for reasons of illness/injury with written verification, death in the family, religious holidays, school sponsored activity or other exceptional circumstance subject to administrative approval. Parents should carefully review this expectation prior to enrollment. Should they not be willing or able to meet the attendance expectations, then they should consider alternative preschool experiences for their children. Punctuality to school is also requested. Arriving late to the classroom or being picked up late at dismissal time is disruptive to the classroom activities and to the responsibilities of the staff. Please be punctual. This protocol is important to the development of each child, the integrity of the program, and the formation of life long values on the importance of education and commitment.

It should also be noted that we have many children and families interested in our program and wish to maximize our resources for as many students as possible. If your child is being kept home for illness, or any other reason, please call the school, in accordance with protocol, to report that your child will be absent. Send a note, explaining the nature of the illness, when your child returns to school. Please notify us if any childhood diseases (such as chicken pox) are going through your household so that we and other parents can watch for symptoms in others.

An ongoing monitoring of attendance will take place. Students who accumulate 5 or more absences/tardies that are not excusable will be reviewed. A meeting will be held to discuss necessary changes and possible courses of action. At this time, the preschool program will review the withdrawal process of a student in order to ensure all slots are utilized through our School Readiness grant, which reimburses the district for spaces that are actually used during the month.

Communication with your child's teacher is encouraged at all times to discuss any issues affecting attendance.

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 appreciates 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 are 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. Two parent newsletters, which contain information and notices about school events (Early Years and Lisbon Central News), will be sent home monthly.

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.

VISITING & VOLUNTEERING

VISITING: Families are welcome to visit the Lisbon School Readiness Programs but should not hinder or disrupt the child's educational and/or care program. Visitors will be asked to sign-in and complete a written confidentiality form. Advanced notice of visits are encouraged.

Student visitors, extended family and/or other guests are prohibited in the Lisbon School Readiness programs. Under rare circumstances with permission of administrators, prospective students are permitted to attend programs. Lisbon School Readiness programs welcome family volunteers.

VOLUNTEERING: Volunteers must make advanced arrangements with the 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 alerted 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.

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 a.m. to 3:15 p.m. 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, on-going well-child care, immunizations, and health, dental, vision, hearing, and/or nutritional screenings can contact the School Nurse or the 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.

HEALTH & WELLNESS

CLOTHING AND 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 and/or cold weather.

Please remember to dress your child for the weather, including dry, warm clothing and a coat for cool and cold weather; light jackets for windy, cool days; cool light-colored clothing when it is hot or humid outside; 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 cannot be responsible if they are broken or lost.

BATHROOM USAGE:

Lisbon School Readiness programs expect that all enrolling children be toilet-trained and capable of independent toileting. Staff will work with families to develop a plan to support children's independent use of the toilet.

In the event that a child with a documented disability is unable to clean and/or change him or herself, the child will be provided services pursuant to his or her I.E.P.

Staff and children will wash their hands in accordance with School Readiness Hand washing policies before and after cleaning and or changing soiled clothing.

All families will provide a change of clothes for students in their backpacks.

HEALTH AND WELLNESS:

SNACKS AND 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 \$.30 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 four:

- 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
- Spoonful of peanut butter (or other butters such as soy)
- Raw carrots, chunks or sliced into rounds/coins
- Meats larger than can be swallowed whole

HEALTH AND WELLNESS:

SUN EXPOSURE:

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

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 light and loosely woven, wear wide-brimmed hats and sunglasses, and liberally apply sunscreen over all exposed areas. Keep in mind that the sun is the strongest between 10 a.m. and 2 p.m.

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

HOLIDAYS AND PARTIES:

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

IN PRESCHOOL CLASSROOMS, THE CELEBRATION OF HOLIDAYS IS NOT OBSERVED.

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

FAMILY LEARNING ACTIVITIES AND RESOURCES:

Family Literacy

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. Here are some local libraries offering family literacy programs and events:

Canterbury Public Library
1 Municipal Drive, Canterbury, CT 06331 (860) 546-9022

Otis Library
261 Main Street, Norwich, CT 06360 (860) 889-2365

Preston Public Library
389 Route 2, Preston, CT 06365 (860) 886-1010

Slater Library
26 Main Street, Jewett City, CT 06351 (860) 376-0024

Voluntown Public Library
107 Main Street, Voluntown, CT 06384 (860) 376-0485

Further information regarding local and regional adult education/literacy programs and/or job training is available in the Resource Guide for Residents of Lisbon, CT, provided to families upon enrollment.

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, putting 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 and compare items, sizes, amounts, etc.
- 5) Explore with measuring cups, spoons, and containers in the tub
- 6) String beads in a simple pattern

TRANSITION TO KINDERGARTEN

Preschool/Childcare students and their families are invited to a program/school orientation for Kindergarten prior to the start of school year. There are two events that are scheduled for incoming kindergarteners: one in May while they are in preschool and one in August prior to the start of Kindergarten.

May-Count Down to Kindergarten is an informational session for parents and students that introduce the basics of Kindergarten and review of daily activities. Students and families are provided a set of fun materials to work with over the summer to encourage literacy through numbers and letter activities.

August-Orientation activities include a family bus ride according to the student's schedule and meeting the classroom teachers and staff. The daily schedule will be reviewed, curriculum will be discussed, a tour of the building and grounds will be provided and a review of important procedures, policies, regulations and events.

Parents and guardians will be provided dates/times for each event when provided enrollment paperwork for kindergarten.

Lisbon Central School Readiness Council:

School Readiness is a state grant program that partially funds the preschool program. It provides access to high quality early education and encourages family involvement in children's education.

School Readiness Council is a community council convened by the First Selectman and Superintendent, and includes representatives from agencies that provide services to children as well as program representatives and parents.

The Council meets five times per year at LCS. Meeting agendas are posted on the school website. Parents interested in joining the Council should contact Scott Trepanier, Director of Special Education/Early Childhood Coordinator for more information, strepanier@lisbonschool.org or (860) 376-2403.



PARENT ACKNOWLEDGEMENT

PLEASE SIGN, DETACH, AND RETURN TO LISBON CENTRAL SCHOOL BY
SEPTEMBER 15, 2021.

My child, _____

Has brought home the Preschool and Child Care Parent Handbook and I have read and agree to the policies.

Parent/Guardian's signature: _____

Date: _____

Teacher: _____

I am interested in becoming a member of the Lisbon School Readiness Council.

Please send me more information.

