

**LISBON CENTRAL SCHOOL**

**2024-2025**

**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.**

## **INTRODUCTION:**

The Lisbon Central School School Readiness Program is funded in-part through a Connecticut Office of Early Childhood (OEC) grant. 3 and 4-year old children who are Lisbon residents are eligible to attend. We welcome families from diverse racial, ethnic, and economic backgrounds and are able to offer a sliding-scale fee to make our program affordable to all.

This handbook was prepared to communicate with families and support effective family-school partnerships that ensure children have happy and successful experiences in school. Early years of your child's life are the most important. The intent of this program is to support each child to develop optimally. The preschool curriculum is based upon current research and emphasizes developmentally appropriate practices. The curriculum objectives align with Connecticut Early Learning and Development Standards (CT ELDS). We provide opportunities for children to develop and enhance their skills independently and at their own pace through a variety of experiences in the classroom. 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	<a href="mailto:skeating@lisbonschool.org">skeating@lisbonschool.org</a>
Early Childhood Coordinator	Janine Sullivan	<a href="mailto:jsullivan@lisbonschool.org">jsullivan@lisbonschool.org</a>
Child Care Manager	Katherine Anderton	<a href="mailto:kanderton@lisbonschool.org">kanderton@lisbonschool.org</a>
Preschool Teacher	Rebecca Overholt	<a href="mailto:roverholt@lisbonschool.org">roverholt@lisbonschool.org</a>
Preschool Teacher	Courtney Kinmonth	<a href="mailto:ckinmonth@lisbonschool.org">ckinmonth@lisbonschool.org</a>

## **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 CT 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 recognize, respect, and appreciate the unique personalities and learning styles 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 CT Office of Early Childhood, 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 program believes in on-going and continuous program improvement. We use a number of instruments to collect information on a number of quality 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 guidelines, quarterly site monitoring of School Readiness quality components, and annual evaluation; annual staff & family surveys, and other measures or instruments as deemed appropriate.

## **CHILD ASSESSMENTS:**

Child assessments are regularly conducted by the Lisbon Central School PreK teaching staff. The PreK staff are trained to implement the Connecticut Documentation and Observation for Teaching System (CT DOTS) by attending professional development workshops with a trained instructor.

### **Below is a description of CT DOTS:**

[Connecticut's Documentation & Observation for Teaching System \(CT DOTS\)](#) is a framework to guide early care and education providers in a process of monitoring children's progress on the skills, abilities, and behaviors in the [Connecticut Early Learning and Development Standards \(CT ELDS\)](#).

Used in conjunction with the CT ELDS, CT DOTS is a foundation for:

- Gathering data about children's skills, abilities, and behaviors
- Planning additional supports (e.g., curriculum, instruction, professional development, family activities, adult support)
- Summarizing evidence of children's progress
- Communicating around common goals

CT DOTS supports early care and education providers to:

- Observe children in naturally occurring situations
- Plan engaging experiences for children and observe their behavior and skills
- Partner with families to share information about their children

- Plan additional supports (e.g., curriculum, instruction, professional development, family activities, adult support)
- Communicate about common goals for children

### **SESSION SCHEDULES:**

The Lisbon Preschool Program has two morning sessions and two afternoon sessions. The program follows the Lisbon School Calendar.

**Preschool Morning:** 8:25 a.m.-11:15 a.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 8:15 a.m. for the morning session and 12:15 p.m. for the afternoon session.

\* 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.

**Before and After School Child Care:** Children who are attending AM Preschool may enroll in the before school child care program. Before school child care takes place in the childcare classroom from 7 AM - 8:15 AM. Children who are attending PM Preschool may enroll in the after school childcare program. The afternoon child care program starts at 3 PM and ends at 6 PM. On early release days the after school child care program starts at 1:00 PM and ends at 4:30 PM. Please contact the Child Care Manager, Katherine Anderton ([Kanderton@lisbonschool.org](mailto:Kanderton@lisbonschool.org)) for more information and to enroll your child into either of these programs.

## **When Lisbon Central School Has An Early Release:**

LCS School Calendar has scheduled half-days throughout the school year. On these days, preschool 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 their normal pick-up 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 preschool. for children in a full-day option, the day will begin 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 be no afternoon preschool and children who are already at school will be dismissed when school lets out. 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 (WFSB-TV3/CBS, WVIT30/NBC, WTNH TV8/ABC, and FOX 61) 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 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:**

Regular student attendance is beneficial for each child's development and helps staff provide a consistent classroom experience for all. Our youngest students are off to a good start with a pattern of regular attendance and a positive attitude toward learning. Since absences detract from the quality of learning we expect that students will be absent only when necessary. Please do your best to get your child to school every day unless there is an illness.

Please report a necessary absence on that day by calling the school office. We ask that you also send a note explaining the nature of the illness when your child returns to school. Please also notify us if your child has, or is exposed to, any communicable illness so we can watch for symptoms and alert families in case of an outbreak.

In the event of long-term absences due to medical issues, please contact the school. Following a pupil's absence of five (5) consecutive days, a statement from a physician to the school nurse certifying that the pupil may return to school may be required. Excessive absences will be referred to the appropriate school staff who will follow up with the family to address the issues that may be affecting participation. Due to a limited number of spaces in preschool, there may be other children waiting to enroll and spaces will only be maintained for those attending regularly.

### **HOME/SCHOOL COMMUNICATION**

We believe that good communication between home and school is important in providing the best possible program for your child. We will share information with you through parent letters, the school newsletters, phone calls, emails, and /or written notes.

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.

We value your input; the more we learn about each child's needs and home environment, the better we can meet their individual needs. 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 share any concerns regarding your child's development and /or current events that may be impacting your child.

Please read all notices that come home. All important information will be sent home with your child. Two parent newsletters will be sent home (Early Years and Lisbon Central News) monthly which contain information and notices about school events.

**Parent/Teacher Conferences:** All families of preschool students are provided two (2) parent/teacher conferences. During conference meetings parents/guardians will receive a written report on their child's educational performance. The teacher will explain and discuss the report during each scheduled conference. These dates are on the Lisbon Central School calendar. Additional conferences may be arranged with your child's teacher.

**Resolving and Negotiating Conflicts:**

Positive and productive communication between school and home is a big contributing factor to your child's success this year. If you have a concern about your child and/or the school we would love for you to bring it to our attention. First step is to notify the teacher and set up a parent/teacher meeting. If the issue continues to not be resolved after a reasonable amount of time, contact the director of early childhood education and schedule a second meeting where a formal action plan can be developed. Finally, if the issue persists you are encouraged to contact the superintendent's office.

If the conflict or concern is related to a child who has or may have a disability please contact the special education office. The special education director will be able to answer your questions regarding the special education process and how an initial referral can be made. Parents of a special education child are valued school partners and are encouraged to attend all meetings and participate fully in the development of Individualized Education Plans, which will help students achieve their personal best.

Please visit the following link to view the Connecticut State Department of Education, Bureau of Special Education website which contains valuable online information regarding the Planning and Placement Team (PPT) process.

State Department of Education – <http://www.sde.ct.gov/sde/site/default.asp>.

## **VISITING & VOLUNTEERING**

**VISITING**: Families are welcome to visit Lisbon School Readiness Programs. Visitors will be asked to sign-in and complete a written confidentiality form. We have an open door policy and welcome parents any time, but would appreciate advanced notice so we can plan to be available to you and make the most of your involvement. Please let us know who the important people are in your child's life so we'll have an understanding of those who are considered part of your family.

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

**VOLUNTEERING**: Lisbon School Readiness programs welcome family volunteers. There are many ways that family involvement can enrich your child's education. A volunteer who is interested in coming into the classroom must make advanced arrangements with the classroom teacher. This will ensure that all adults are aware of the program requirements and protocols that guide our interactions with children. Volunteers are never left alone with children.

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 program operates under the regulation of the Lisbon Board of Education and is housed in Lisbon Central School. A School Nurse is on site from 8:15 a.m. to 3:15 p.m. each school day. Health screenings are conducted annually in accordance with District policy and State regulations. The school nurse completes hearing screenings. The Lion's Club provides vision screenings for preschoolers.

Families needing assistance securing medical insurance; on-going well-child care; immunizations; and health, and or nutritional screenings can contact the School Nurse or the School Social Worker. 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.

### **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. Closed-toes shoes are best, but if you prefer sandals, those with ankle straps are allowed, while flip-flop styles are not. Boots are encouraged for inclement and/or cold weather.

Please remember to dress your child for the weather: including dry, warm clothing and 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 mitten, 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.

### **Personal Items from Home:**

For some children, a familiar item from home may be comforting when transitioning to a new setting. A family photo or small plush toy may be appropriate but please let us know if this will be the case. In general, we prefer that children do not bring toys to school. There are ample toys in the classroom for children's use, and personal toys tend to cause disruption. Also, children become upset if they become lost or broken. If a child arrives with a toy, they will be required to leave it in their backpack for the day.

### **BATHROOM USAGE:**

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 individual education plan (IEP).

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

Please always include a change of clothes for students in their backpacks.

### **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 50 cents

per day. Milk money will be collected weekly, monthly or yearly. Money should be placed in an envelope labeled Milk Money and placed in your child's communication folder. Free milk is available to qualified families.

**Peanut Free Snacks:** Several students in our school have severe peanut allergies. 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 is 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

**Children With Special Feeding Needs:**

If your child has special feeding needs such as diabetes, weight management, or food allergies) the school staff will assist by developing a school to home communication notebook. The communication notebook will be used to describe the types and quantities of food that is consumed on a daily basis.

**SUN EXPOSURE:**

We do not apply sunscreen to children but ask that you apply it before sending your child as appropriate.

Please be aware of the dangers of sun exposure. Over exposure 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 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:**

We encourage all families to share their traditions and children's interests and strive to honor diverse values and experiences. We do not promote any particular religious belief-systems and are a non-sectarian program. Therefore, we feel it most appropriate to avoid promoting particular holidays. We do celebrate developmental milestones and acknowledge children's birthdays. If you would like us to do something special in class for your child's birthday, please contact us in advance so we can plan something to make them feel extra special.

### **FAMILY LEARNING ACTIVITIES AND RESOURCES:**

#### **Family Literacy:**

In support of family literacy, we provide a variety of events, resources and activity ideas throughout the year. 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.
- 2) Have your child tell you the story by “reading the pictures.”
- 3) Use stencils or magnetic letters to spell familiar words (child’s name, cat, dog, bird, 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, compare items, sizes, amounts etc.
- 5) Explore with measuring cups, spoons, and containers in the tub
- 6) String beads in a simple pattern

In addition, we encourage families to download Sparkler from the Google Play Store or the Apple App Store. Or scan the QR code with your mobile device to go straight to the right place for downloading.



Sparkler sparks healthy early development for children (0-5) and families in Connecticut. It will allow you to check in on your child's development and get a library of over a 1,000 play activities just right for your child's age. Sparkler is in English and Spanish, for iOS or Android.

## **TRANSITION TO KINDERGARTEN**

Preschool/childcare students and families are invited to an orientation for kindergarten prior to the start of the school year. There are two events that are scheduled for incoming kindergarteners: one at the end of the previous school year and one in August prior to the start of kindergarten.

**May-** Countdown 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.

## **“Discipline” Policy**

### **Behavior Philosophy :**

The preschool staff support children's development of self-regulation and teach social skills. They use positive methods of discipline, which encourage self-control, appropriate decision-making, cooperation and positive self-esteem. A child will never be physically punished, humiliated, or threatened. Staff will never hit, shake, shove or rough handle any child for any reason. In addition, staff do not verbally harass, use profanity or shame children. A physical escort or physical restraint is only used when it is absolutely necessary in order to protect the safety of the child and others from immediate harm. A restraint will only be performed by trained staff.

A staff member will always take the child aside to speak to him/her. A child may be asked to choose a different activity or a staff member may redirect him/her to another area. Other interventions include wait time, switching staff members and peer models.

### **Use of exclusionary measures (seclusion):**

The goal is to provide each child with a high quality experience throughout preschool. The program will provide individualized support for children as needed for school success. Young children entering preschool and come from widely divergent backgrounds and typically display a range of social and emotional behavior on the developmental continuum. There is a possibility that some young children will exhibit challenging behavior, which, if unaddressed, can negatively impact the classroom environment. Challenging behaviors exhibited by young children must be addressed in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors.

“**Exclusion**” is defined as any denial of public school privileges to a student for disciplinary purposes.

Common causes for a child in preschool to be considered for exclusion include a high level of aggression, excessive tantrums and noncompliance.

To limit or eliminate the need to use exclusionary measures the Lisbon Central School implements early detection and prevention methods that identify students in preschool who are experiencing behavioral or disciplinary problems, and provides behavioral support for these children. Which may include, but or not limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral for services.

If the interventions for behavior are not being successful a team meeting that includes the preschool staff and family will be held. At the meeting classroom data will be reviewed and the team will review all interventions. Exclusion may be used only if the team agrees that all interventions have been exhausted and there is agreement that exclusion is in the best interest of the child. In addition, families may request assistance and guidance from the special education department and school social worker on how to gain additional services at the school or obtain information on alternative placements in the area.

Section 10-2331 of the General Statutes prohibits the use of out of school suspensions for students attending the Lisbon Central School Preschool program.

The goals and policies described above comply with both federal and the state of Connecticut’s civil rights laws.

### **Mandated Reporting:**

Lisbon Public School follows Connecticut State Child Welfare Statute 17a-101a and it is described below:

“Any mandated reporter, as defined in section 17a-101, who in the ordinary course of such person’s employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years (1) has been abused or neglected, as defined in section 46b-120, (2) has had non accidental physical injury, or injury which is

at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm, shall report or cause a report to be made in accordance with the provisions of sections 17a-101b to 17a-101d, inclusive.”

All Lisbon School District employees are required to be mandated reporters.

If the report of abuse or neglect involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation. If DCF has reasonable cause, and recommends the employee be placed on DCF's Child Abuse and Neglect Registry, the Superintendent shall suspend such employee.

### **Special Education Services:**

If a Planning and Placement Team (PPT) identifies your child as having special needs and determines that the preschool is the appropriate program, placement in preschool will be decided by the team, which includes families. Children with special needs will not be placed on a waiting list. Speech services, occupational therapy, and physical therapy services will be provided at the school by school staff, unless the team determines otherwise.

### **Child and Family Support**

The PreK Program at Lisbon Central School is supported by a school guidance counselor, school psychologist and social worker. This support team is available to support and assist children and families in our school community.

This group of professionals are the school's liaisons between home, school and community in promoting the success of all children by supporting their academic and social success. Together they advocate for children and assist them to reach developmentally appropriate milestones. They will collaborate with families and work with community resources to minimize risk factors, promote resiliency and respond to student needs.

Examples of assistance provided to children and families:

- Providing student services in ways that build students' individual strengths and offer students maximum opportunity to participate in the planning and direction of their own learning experience.
- Identify areas of need that are not being addressed by the school and community and work to create services that address these needs
- Develop and maintain positive, constructive relationships with school- and community-based professionals
- Work collaboratively to mobilize resources in the school and community to meet the needs of students and families
- Ensure that students and their families are provided services within the context of a multicultural awareness and competence to enhance the family support of students' educational success
- Recognize and intervene with students' mental health problems, such as depression, anxiety and self-injurious behavior;
- Assess and intervene with students exhibiting behavioral problems, such as disruptive behavior, substance abuse and bullying;
- Intervene in crises and offer appropriate counseling services or community referrals for all those affected
- Use collaboration and consultation with other professionals to assist in designing and evaluating intervention plan
- In addition the team has assisted in maintaining and updating a community resource booklet for the school district. The Community Resource Booklet is available on the school website or may be provided to you by request.

**Confidentiality:** Any personal information that you supply the program - including income - will be safeguarded in a locked file and will not be shared electronically. Only those with a need to know will have access to your file. As public school employees and volunteers, everyone at our school is required to maintain confidentiality about children and families. Employees and volunteers are required to refrain from discussing individual children with parents in hallways, at ballparks, in the grocery store, or anywhere else. If you are a parent and you would like to request information about your child, please contact the classroom teacher.

**No Idling Policy:** Per CT DEEP regulation 22a-174-18 Lisbon Public School follows a no idling policy. Car exhaust releases pollutants that are harmful to health (especially to children) and the environment. Pollution from idling vehicles can also enter a facility, thus affecting the indoor air quality inside the school. Please turn your vehicle off when waiting for long periods in our parking lot, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures. This will help reduce exposure of our children to exhaust fumes that can enter our building and outdoor play spaces. Please note that this policy extends to our school buses as well. For more information please visit the Connecticut Department of Energy and Environment Protection website. Thank you for your commitment to reducing vehicle emissions around our children.

**Safety:** Your child's safety is our highest priority. There are at least 2 adults for every 10 children in a preschool class. Group sizes don't exceed 20 children. All teaching staff supervise children primarily by sight. Supervision by sound for short intervals is

permissible, as long as teachers frequently check children who are out of sight (i.e., when children independently use the bathroom). Staff also maintain certification in First Aid and CPR.

**Consumer Product Safety:** Consumer product safety is an important issue, especially when it comes to children's products. If you learn of a recalled product that is used within our school community please contact the school. LCS will verify the product recall and share the information with staff and families when appropriate. LCS subscribes to the Consumer Product Safety Commission Newsroom for updated information on recalls involving child products. If you would like to research recalled products please visit the United States Consumer Product Safety Commission website: (<https://www.cpsc.gov/Recalls>). Together, we can help keep our children and families safe.



**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, 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 Janine Sullivan, Director of Special Education/Early Childhood Coordinator for more information, [Jsullivan@lisbonschool.org](mailto:Jsullivan@lisbonschool.org) or (860) 376-2403.



**PARENT ACKNOWLEDGEMENT**

PLEASE SIGN, DETACH, AND RETURN TO LISBON CENTRAL SCHOOL BY SEPTEMBER 20, 2024.

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.**