Sterling Community School Preschool Handbook



2019 - 2020



Staff

Superintendent: Dr. Gail Lanza **Principal:** Mr. Christopher Scott

Director of Special Services: Dr. Gail Lanza

Nurse: Mrs. Faith Coderre

Preschool Teacher: Mrs. Dawn Darche

Preschool Paraprofessional: Mrs. Kristen LoCicero

Speech & Language Pathologist: Mrs. Christine Slater-Cooney

Occupational Therapist: Ms. Julie Hill

The preschool program is staffed with certified teachers, and paraprofessionals whose primary goal is to provide your child with a nurturing, stimulating environment. Professional development ensures the continuing quality of the preschool program. Based on the requirements of the School Readiness Grand and National Association for the Education of Young Children (NAEYC) all teachers and aides are required to attend professional development training.

Sterling Community School Mission Statement

It is the mission of the Sterling School System to foster a safe and engaging learning community of critical thinkers, effective communicators and collaborators, creative problem solvers and imaginative innovators that will persevere to become self-motivated learners who are responsible, compassionate, contributing citizens in our ever-changing society.

Goals:

- ★ Sterling stakeholders will embrace and bring to life a shared mission, core values, goals & vision of a Sterling graduate
- ★ Sterling students will be engaged and challenged to achieve by actively participating in curriculum, instruction and assessment that is personally relevant and challenging, and embeds critical thinking, communication, collaboration, and problem solving through a student centered focus
- ★ Sterling Community School will build the capacity and maintain a highly effective, well trained staff of lead learners, who think critically, collaborate, and problem solve as demonstrated by their creation of a dynamic, collaborative, respectful, professional learning environment
- ★ Sterling Community School enhances student, parent and staff centered learning with a progressive digital learning environment
- ★ Sterling Community School will cultivate positive, caring and supportive relationships reaching students, family and community stakeholders
- ★ Sterling Community school will provide a safe, healthy and supportive environment for learning where students build resilience

Sterling Preschool Philosophy

The preschool program at Sterling Community School provides a balance between child centered interactions and teacher directed lessons. The majority of the program provides choices for children to make which foster social interaction, independence, and the ability to manage transitions and routines. Another aspect of the program is providing activities that challenge and guide physical development. Opportunities for developing creativity and guided cognitive experiences are provided throughout the day. These experiences include: message writing, dramatic play, block play, and story time which promotes literacy and language development. To encourage mathematics and scientific inquiry children are given experiences with simple experiments, patterning, sorting and classifying. The program also includes families with what we are doing in the classroom and provides suggestions for families to try at home.

Equal Opportunity

Each child is encouraged to develop and achieve individual educational goals. The district provides every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No child is excluded on such basis from participating in or having access to any course offerings, child athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Entry & Enrollment

Sterling Preschool serves children from 3 to 4 years old.

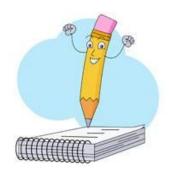
The preschool follows the Sterling Community School calendar.

- Applications for enrollment in the preschool program at Sterling Community School are available by contacting the school at 251 Sterling Road, Sterling, CT 06377 or by calling the school at (860) 564-2728
- Sterling Community School promotes the enrollment of children from diverse racial, ethnic, and economic backgrounds.



Registration Information

On or about March 1notices sent out in community
On or about March 1application packets available at school and accepted
On or about July 31notify families and staff of placement in program
If there are more applications than placements available, a waiting list will be created. The waiting list will not be carried over into the next school year.



Preschool Registration Forms

Prior to admission the following forms must be completed:

- Health Assessment Record must be completed by you and your physician and must be reviewed by the school nurse
- Original Birth Certificate
- Immunizations
- Parent Questionnaire
- ❖ An Emergency Form must be filled out and updated each September
- Proof of Residency (electric bill, mortgage or rent statements)
- *Income Verification Forms / pay stubs month

*At this time, thanks to State School Readiness grant funding provided through the Office of Early Childhood, there is no cost for your child to attend the program; however in order to remain eligible for this grant, we are required to provide the State with income verification documentation.

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.

Updating Information

All forms must be updated each September. However, if there are any changes during the course of the school year in the following information: phone numbers, address, emergency contacts, health status, or change in family income please inform school staff.

Please be sure to notify school staff if a family event has occurred that may affect your child's behavior and school performance.



Late Openings/ Early Dismissals

If Sterling Community School is closed, opened late, or dismissed early because of inclement weather or emergencies, the radio stations and TV channels listed below are notified and announcements will be made by these stations:

WDRC 1360 AM, 102.9 FM WFSB Channel 3

WILI 1400 AM, 98.3 FM WVIT Channel 3

KISS 95.7 FM WTNH Channel 8

WTIC 1080 AM WCCC 1290 AM, 106.9 FM

You should also receive notification from our School Messenger System

If there is a late opening, there will be NO MORNING preschool.



Sample Preschool Schedules

As part of the daily schedule your child will be involved with the following events throughout the day.

Circle: We come together on the rug to participate in calendar, story, songs and mathematical concepts.

Snack: Your child should bring a small snack daily.

Choice: Children have their choice of dramatic play, blocks, art activities, large motor activities, puzzles, sorting, and writing.

Outdoors: We will be heading out to the playground in order to play outside. Please dress appropriately for the weather in clothing your child can manage.



Transportation

Bus transportation is provided for all preschoolers.

When riding the bus children must:

- Sit in designated seats;
- Listen to the driver;
- Stay in your seat;
- Talk quietly and politely.

Bus drivers will not release your child off the bus until they see you or a designated adult. If no adult is present, your child will be returned to school to await pick up. Please make every effort to have your child ready for the bus on time in the morning, and be ready on time to meet your child in the afternoon.



Curriculum content is designed to achieve goals for children in all areas: social, emotional, cognitive, social studies, language and literacy, creative arts, mathematics, science and physical development and health.

Curriculum content reflects the needs and interests of the individual children within the group and has been developed according to Connecticut Early Learning and Development Standards (ELDS). The preschool curriculum incorporates a wide variety of learning experiences, materials, equipment, and instructional strategies to accommodate the broad range of children's individual needs.

Curriculum allows for focus on a big idea answering essential questions in order to extend the children's knowledge and thinking.

The ELDS and Assessment Frameworks (PAF) are used as the basis for planning learning experiences, observing and documenting child progress, and implementing teaching strategies. All Curricula are aligned with the standards and benchmarks outlined in the ELDS/PAF.

Assessments

The Sterling Community School preschool program uses the Connecticut Preschool Curriculum and Assessment Framework to plan and assess your child's progress. This system enables teachers to purposefully plan and implement activities and projects based on a system of learning standards which can be observed and recorded. As the classroom teacher observes and assesses children's progress, she can expand on individual strengths and weaknesses and plan accordingly. This allows the families and teacher to effectively share information.

Your child's information is not intended to be used as a comparison between children. The purpose of the assessment framework is to monitor and guide your child's progress.

All children participate in a universal screen which is given within 3 months of beginning the program.

Families are offered two Parent-Teacher Conferences during the school year: in December and March. Families are also given a written Progress Report three times a year: in December, March, and June.

Classroom Learning Centers



Fine Motor Activities

Fine motor activities allow preschool-age children to manipulate a variety of materials that enhance fine motor development, such as, stamps, beads, lace-ins, hole punches, crayons, markers, scissors and tracers. An assortment of different types of paper materials, and magazines allow preschoolers to experiment with drawing and storytelling.



Reading Center

In this center, children have the opportunity to relax, read, and listen to books. This area is equipped with a comfortable reading area and a selection of books.



Dramatic Play

The housekeeping center provides opportunities for make-believe and role-play. Pretend play helps children use language to communicate with peers, respond to others' needs and requests and resolve conflicts. Dress up clothes, dolls, books, hats, masks, cooking props, and puppets are some of the things that are included here.



Block Area

Preschoolers use blocks to build structures that go up, out or around and in the process deal with spatial and structural problems of balance and enclosure. They also deal with similarities and differences and create patterns in their structures. The block center provides adults with the opportunity to observe children building, playing cooperatively, sorting, comparing, and role-playing. A variety of materials are included in this area such as wood and cardboard blocks, legos, trains and a selection of vehicles.



Art Center

Art materials allow preschool children to express their ideas, improve fine motor skills, develop fine motor skills, and learn to recognize colors, shapes and textures. Materials include: a variety of paints, paper, crayons, collage materials, stamps, chalk and markers.



Sensory Table

This center offers different sensory materials such as sand, rice, pasta and natural elements. Children can sift sand, scoop rice or sort various manipulatives.



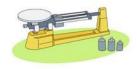
Writing Center

A writing center allows preschool-aged children to investigate early forms of writing and to experience different writing materials including different types of paper, crayons, markers, and both regular and colored pencils. There are also magazines to cut and glue, hole punchers, stamps with stamp pads and stickers to promote fine motor development



Math Manipulatives

Exploring activities through manipulatives lays the groundwork for abstract concepts such as comparing, classifying, ordering using pattern blocks, sequence blocks, geo boards, and a wide variety of sorting materials.



Science Center

This area provides children with materials to investigate opportunities to explore different properties of science. The science center may include liquid vs. solid, sink/ float, as well as magnifying glasses with different outdoor items to explore our natural world, magnets to explore polarization and writing materials to chart or compare information.



Health Services

The school health office is designed to provide care to children who become ill or who are injured while at school. The school uses ED 191 for health records. A cumulative health file is maintained for each student which includes health screens pursuant to *Early and Periodic Screening, Diagnosis and Treatment (EPSDT)*. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. The school nurse tracks the files annually for health record expiration and accuracy.

Screenings for vision, hearing, height, and weight are conducted by the health office at regular intervals. Families are notified of any deviation from the normal pattern of health, suggestions are given for follow up. It is likewise important that parents notify the school nurse in cases of student illness. If a child is to be excused or limited for an extended period from participation in school activities, s/he is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

The school nurse and school social worker will assist families to obtain medical insurance, a medical home practice, on-going well child care, immunizations, and health, dental and nutritional screenings as needed. Please speak with the school nurse or social worker if you would like assistance.

The school nurse distributes monthly newsletters providing information related to health and nutrition.

Communicable Infectious Diseases

Children with any medical condition which, within the school setting, may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse. Before a child may return to school after an absence due to such a condition, parents may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Illness Policy

Sterling Community School encourages children who are ill to stay home until they are well enough to return to school. The school nurse advises parents to keep children who have an elevated temperature, vomiting or diarrhea at home. Parents can use their own judgment about coughs and colds, but please remember that a child who is clearly ill will have difficulty thinking or participating in class activities. Please allow your child the rest s/he needs to recuperate. Children must be free of fever for 24 hours before returning to school. The school nurse will send any child with a fever over 100.4 degrees home, per order of school medical administrator. If your child becomes ill at school s/he will be brought to the nurse's office, where the nurse will contact you at home or work. If you are unavailable, the nurse will contact the individual listed on your emergency card.



Husky Healthcare for Uninsured Children

Does your child have health insurance? If not, HUSKY may be the answer. HUSKY is Connecticut's insurance to children from birth to age 19. It is available to kids in families of all income levels.

In the Windham area, contact Generations Family Health Center, 1315 Main Street, Willimantic, CT. 06226 or call (860) 450-7471 extension 129. Enrollment can be completed at the health center and only takes a few minutes. Parents and guardians may be eligible too!

Preschool Policies and Procedures

Behavior Philosophy

The preschool staff uses 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; 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.

Confidentiality

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 certified classroom teacher. Non-certified staff will refer your questions to your child's teacher.



Your child will be involved in many hands-on activities. Messy projects sometimes require a change of clothing. An extra set of labeled weather appropriate clothing should be left at the school. Please dress your child in comfortable play clothes and rubber soled shoes or sneakers. Children wearing sandals or heels will not be able to play on the playground equipment. Proper attire will help ensure safety and comfort for your child. Outdoor play is very important to children. Please be sure to dress your child properly for the weather/season (boots, mittens, hats, snow pants, etc...) and be sure to label your child's items such as sweaters, coats, backpacks, snow pants, boots and rest items.



A backpack is required to carry items back and forth from school to home and home to school. A folder will be sent home in your child's backpack. I have found this to be the most effective way to send messages back and forth. Please empty the folder regularly. A lunch box to hold the snack that fits into the backpack usually works best. If you would like to keep a second set of clothing in case of an accident in the backpack that would be wonderful. Please note that children grow at an alarming speed therefore I recommend that the clothing stay in the backpack for you to update as necessary.



All food items sent into school will need to be of acceptable size to avoid choking. Items such as grapes, hot dogs, pretzels and other such items must be cut into ½ inch size chunks or pieces. We do not use sinks to prepare food, so please plan accordingly when sending food items to school.



Snacks & Meals

We have snack time each morning and afternoon. Parents should provide a snack and drink or milk money (50cents). Breakfast is available at a free or reduced price, if your family qualifies under federal guidelines. Sterling Community School participates in a Federal Free and Reduced Cost Lunch Program. Applications may be submitted at any time during the school year. It is helpful if milk is ordered and paid for at the beginning of the week. Please keep healthy food choices in mind when sending food for your child. A few examples of healthy snack foods are: apple slices, low-fat cheese sticks, strawberries, and low-fat yogurt.



Birthdays

Birthdays are a fun time to celebrate! If you would like to send in a small snack please let me know ahead of time so I can look for it. Please remember that forks and spoons are not regular classroom supplies.



BOOK FAIR/Sales Events

Although we will not be attending any book fairs or sales events as a class, you are certainly welcome and encouraged to visit with your child during book fair hours. Please stop at the main office before going down to the fair during school hours, you will need a visitor pass.



Supervision

All teaching staff supervises children primarily by sight. Supervision by sound for short intervals is permissible, as long as teachers frequently check children who are out of sight (e.g., children independently use the bathroom).

Toilet Training

If there are special circumstances regarding toileting, the staff will work with parents and guardians so that there is a consistent, developmentally appropriate approach to toilet training. A supportive environment will be maintained with frequent reminders and adult assistance as needed. The staff realizes that accidents may occur when children are developing independent toileting skills; staff members will assist children in a calm and supportive manner. Parents are encouraged to dress their child in clothing that makes independent toileting more successful. Parents may be required to send in additional clothing as needed.

Open Door Policy

Families may visit the preschool areas of the school at any time during the program's regular hours of operation as specified by the procedures of the school. Families shall follow applicable sign-in procedures when arriving for a visit or to a school function.

FAMILY INFORMATION

Parent Communication and Involvement

A primary goal for the Sterling Preschool Program is to create an environment for optimal growth and development for your child as well as to maintain close contact between home and school life. We believe that this communication between home and school gives parents/guardians a link to all aspects of a student's day. A Meet and Greet is scheduled prior to the start of school and a Back To School Night is scheduled in the Fall to introduce families to the program and to our school. The classroom teacher maintains weekly contact with parents through newsletters and information sent home in your child's folder. Phone and email conversations take place when necessary. Families have the opportunity at Parent-Teacher Conferences to provide information about their child and to help set goals for their children. There are several opportunities throughout the year for you to come in to your child's classroom to provide support. Other opportunities to volunteer often include PTO events and fundraisers, Board of Education meetings, School Readiness Council meetings, field trips and more.

School Governance Council

Sterling Community School has adopted a School Governance Council to help oversee all aspects of the educational system in Sterling, CT. This council is comprised of seven parents, five teachers, and two community members. Mrs. Shari Ternowchek, principal, acts in an advisory capacity to this council.

Parent Teacher Organization

Sterling Community School has a Parent Teacher Organization (PTO) that helps support teachers and classroom activities. You are invited to join on the first Monday of every month for meetings or to become involved yourself in the PTO activities.

Northeast Early Childhood Council

The Northeast Early Childhood Council is a collaboration made up of membership from Brooklyn, Killingly, Putnam, Sterling, Plainfield and Thompson that discusses and makes decisions about early childhood issues in our region. You are invited to join the Council for meetings, the dates of which will be made available to you by the classroom teacher.

Family Literacy Activities

Library services are available at the Sterling Public Library. In our registration packet there is a place to note whether or not you would benefit from adult literacy services.

Adult Education Services

Sterling participates in the Eastconn adult education program. Families can call Eastconn at 455-0707 or speak with Gail Lanza, Superintendent/Director of Special Services, for more information. Adult literacy needs will be assessed by the adult education program.

Process to Identify and Refer Families to Programs and Services

Families in need of services can contact the school social worker for referral to programs and services specific to their needs. The school social worker will coordinate resources to avoid duplication. The counselor will refer families to services and resources particular to our community and regional area.



TRANSITION TO KINDERGARTEN

The Sterling Community School Preschool Program is committed to having each child experience a positive transition to kindergarten. The preschool teacher and the kindergarten teachers meet to discuss classroom placements for the following year. Information about the kindergarten program is provided to families of transitioning preschool students. Records are transferred internally when preschool students transition to kindergarten at Sterling Community School.

Activities for children and families:

Moving-up day: A time where your child will visit his/her upcoming Kindergarten placement during the Preschool day.

PROGRAM EVALUATION AND IMPROVEMENT

The Sterling Community School Preschool is an evolving program. The school appreciates and utilizes families' feedback to evaluate and improve the programs. The school encourages families to address concerns and share ideas with the classroom teacher. Families have the opportunity to fill out a yearly survey in January; survey results are shared with families and the School Readiness Council in the Spring. If issues cannot be resolved with the classroom teacher, please contact Gail Lanza, Superintendent/Director of Special Services.

On-going meaningful and relevant Professional Development opportunities are offered to the faculty and staff of Sterling Community School's Preschool program.

RESOURCES

Area Resources

Info Line	211	
CT. Dept. of Social Services	860-465-3500	
CT. Dept. of Children and Families	860-450-2000	
Jobs First/Food Stamps	860-465-3500	
Poison Control	1-800-222-1222	24 hours
National Crisis Hotline	1-800-784-2433	24 hours
CT. Labor Dept/CT. Works Center	860-423-2521	Willimantic
Husky Outreach/Healthcare Team	1-860-424-5024	Hartford
Child Care Assistance Program	1-888-214-5437	Rocky Hill



Literacy Activities

Below are a few literacy activities that are shared with families at various times throughout the year. Open House and parent education sessions give families the opportunity to learn more about the Preschool program and provide families with activities that can be done with children at home. Newsletters with additional information come out weekly.

- Memory: play a memory rhyming with your child
- I hear with my little ear: play I hear with my little ear a word that rhymes with _____.
- Go for a picture walk before reading a story. Have your child tell the story.
- Tell me your favorite part of the story.
- Who was your favorite character?
- Let your child turn the pages of the book.
- ❖ Have your child act the story out.
- ❖ Look for the letters in your child's name in the title of the story.
- Ask your child to tell you where the story starts.

Early Childhood Websites

Here are some resources in the field of early childhood you may find helpful. Internet access is available at the Sterling Public Library.

Center on the Developing Child, Harvard University
Dr. Jack Shonkoff, Director
www.developingchild.harvard.edu

Center in the Social and Emotional Foundation for Early Learning, Vanderbilt University Dr. Mary Louise Hemmeter, Director www.vanderbilt.edu/csefel

National Professional Development Center of Inclusion Frank Porter Graham Center, University of North Carolina www.fpg.unc.edu

National Association for the Education of Young Children Information on the selection of toys for young children www.naeyc.org/journal/goodtoys.asp

National Head Start Association www.nhsa.org

Professional Development Websites

Our teaching staff has many opportunities for professional learning through the following organizations.

Eastconn.org - Our local RESC that offers the Town of Sterling many Professional Development opportunities as well as program support.

NAEYC.org - Our licensing organization that offers many different types of resources for schools and families. Professional learning opportunities and materials are available.

ber.org - A professional learning provider.

Resources to Help Save the Planet

Shopping and Cleaning

Ecobags

Bringing a tote bag when shopping saves plastic bags. Visit Ecobags

Method Home

Method offers some cleaners that are dye – and perfume-free, nontoxic, biodegradable, naturally derived and never tested on animals. For more information, visit Method Home

· Seventh Generation Products

Seventh Generation is one of the leading brands of non toxic household products. For more information, visit Seventh Generation products

Shaklee

This company has been producing natural cleaning products – everything from dryer sheets to stain removers – for over 50 years. Call 800-670-6251 or visit Shaklee to save 33 percent on the Shaklee Healthy Home pack and 15 percent off all other items at Shaklee

Energy

BITS Ltd. Smart Power Strips

Even after turning off a computer, power continues to flow to computer peripherals like printers and scanners. This power strip stops the energy from being wasted. For more information visit BITS Ltd. Smartpower strips

Carbonfund.org and Terrapass

If one's local utility company doesn't offer green power, he/she can reduce the environmental impact by purchasing offsets. In this system, you give money to companies like Carbonfund.org or Terrapass, which use it to develop renewable energy sources. For more on purchasing power offsets, visit Carbonfund.org or Terrapass

· GE Energy Smart Light Bulbs

GE Energy Smart Bulbs use 70 to 75 percent less energy than incandescent light bulbs and last up to 10 times longer than incandescent bulbs. For example, by using a 26 watt compact fluorescent light bulb – equivalent to a 100-watt incandescent light bulb – users can save up to \$59 on energy costs over the life of the bulb. Saving energy saves money and is better for the environment.

Water Bottles

Nalgene Water Bottles

These water bottles are durable, inexpensive, can be used repeatedly and are widely recyclable. For more information visit Nalgene Outdoor

New Wave Enviro Products

Corn-resin bottle with filter (\$8.99) provides pure, clean drinking water and can be reused up to 90 times, and the bottle biodegrades in just 80 days. For more information visit New Wave Enviro or call 800-592-8371

SIGG Water Bottles

Using a premium reusable bottle like SIGG greatly helps reduce unnecessary environmental waste caused by plastic PET water bottles. Get more information at SIGG water bottles.

DON'T IDLE, IT'S THE LAW:

In an effort to protect our air, environment and health, the Connecticut Department of Energy and Environmental Protection (DEEP) adopted a regulation in 2004 that prohibits vehicles of all kinds from unnecessary idling for more than 3 minutes. The regulation applies to all "mobile sources," including all vehicles. Exceptions are made for the following situations:

- When a vehicle is forced to remain motionless because of traffic conditions or mechanical difficulties over which the operator has no control
- When it is necessary to operate defrosting, heating or cooling equipment to ensure the safety or health of the driver or passengers
- When it is necessary to operate auxiliary equipment that is located in or on the vehicle to accomplish the intended use
- To bring the vehicle to the manufacturer's recommended operating temperature
- When the outdoor temperature is below 20 degrees Fahrenheit
- When the vehicle is undergoing maintenance that requires it to be operated for more than three (3) consecutive minutes, or
- When a vehicle is in queue to be inspected by U.S. military personnel prior to gaining access to a U.S. military installation

So, why is such a law needed? An idling vehicle emits 20 times more pollution than one traveling at 30 miles per hour, according to the Connecticut DEEP. That means idling cars do more damage to the environment than a car in motion.

When idling, vehicles can emit air toxics, chemicals, gasses and soot. These particles can cause acid rain and damage air quality. They can also aggravate asthma, allergies and other health conditions. Even if you can't see the exhaust, unhealthy emissions are still there.

Idling is not only an environmental threat; it also takes a toll on your wallet. Just 10 seconds of idling usually uses more fuel than turning off the engine and restarting it.