



Handbook for
The Leicester
Primary School Integrated
Prekindergarten Program

Revised 9/17

Welcome to Prekindergarten!

The Leicester Primary School Integrated Prekindergarten program is designed to foster growth and learning in all areas of development. In order to be eligible for our Prekindergarten program, children need to be three years old by September 1, 2017. The following information is provided to you to help answer some of the questions you may have about the prekindergarten program. Please feel free to contact us if you have any additional questions or concerns. Our telephone number is 508-892-7050.

Philosophy

We believe that all children are capable of learning through hands-on activities, which foster creativity and critical thinking skills. We also believe that play is an integral component to building character and the values of respect and responsibility.

The needs of all children will be accommodated in a manner that fosters self-esteem and lifelong learning.

Mission Statement

It is our mission to instill the positive community based values of good character in the children entrusted to our care to help our students become lifelong learners.

The Leicester Primary School Integrated Prekindergarten Program
170 Paxton Street
Leicester, MA 01524
(508) 892-7050

Principal	Mrs. Emily Soltysik
Assistant Principal	Mrs. Courtney Bachand
School Psychologist	Mrs. Elaine Carder
Administrative Assistant	Mrs. Joanne Hovagimian
Secretary	Mrs. Michelle A. Cote
School Nurse	Mrs. Melissa Ledbetter
Health Assistant	Mrs. Susan Rowland

Superintendent's Office
1078 Main Street
Leicester, MA 01524
(508) 892-7040

Superintendent of Schools	Mrs. Marilyn Tenza
Director of Curriculum	DBA
Director of Special Education	Mr. Michael Wood

Prekindergarten Staff

Prekindergarten Teachers	Mrs. Jessica Scavone	(Prekindergarten 1)
	Miss Julie Mueller	(Prekindergarten 2)
	Mrs. Emily Beaudry	(Prekindergarten 3)
Classroom Aides	Mrs. Francis Maki	Ms. Meghan McClune
	Mrs. Maureen Doyle	Ms. Liz Jarobski
	Mrs. Arlene Wilson	
	Mrs. Patricia Palumbo	
	Mrs. Ashleigh Carrasquillo	
Speech and Language	Mrs. Kristan Oliver	
	Mrs. Sarah Mahoney	
	Ms. Angela Markley	
Occupational Therapy	Mrs. Michele Connor	
Physical Therapy	Mrs. Judy Durso	

The typical prekindergarten day includes:

- Circle Time Covering reading and math readiness skills through activities, games, songs, poems and stories.
- Activity Time Providing children with free choices, which involve small and large group activities. Children are encouraged to choose activities through which they can express themselves (building, drawing, creating, experimenting and dramatic play).
- Art Activities Allowing children to express themselves creatively while working on fine motor development? Art activities utilize paint, glue, crayons, magic marker, scissors and other types of materials that the children use to express themselves.
- Snack Time Provides the children with a mid-day snack as well as allowing the children to socialize with one another.
- Outdoor Play Providing children with free choices, involving gross motor activities children play on swings, slides, and other playground equipment.

Prekindergarten Hours and Calendar

Morning Sessions: 8:45 to 11:25 a.m.

Afternoon Session: 12:30 to 3:00 p.m.

Full Day Session: 8:45 to 3:00 p.m.

The preschool follows the Leicester Primary School calendar with the exception of starting one week later and ending one week earlier.

Enrollment

Enrollment for typical developing children is through a lottery and follows the schedule below.

January	Registration begins
March	Registration ends, screening is held
April/May	Lottery is held and notifications are sent via mail
July	Open house information is sent out
August	Open house and the start of school

Tuition

The preschool teachers do not handle tuition payments. **All payments and concerns regarding tuition should be addressed to Michelle Cote at the Leicester Primary School.**

Leicester Primary Integrated Prekindergarten
Attn: Michelle Cote
170 Paxton Street
Leicester, Ma 01524
(508) 892-7050 x300

Class Size and Teacher Ratio

There is a class size limit of 17 children with one teacher and one classroom assistant in the four year old classes. There is a class size limit of 15 children with one teacher and one classroom assistant in the three year old classes. The special education/typical child ratio is 5:12 in the four year old classes and 5:10 in the three year old classes. Class size is kept small and each child's individual needs are carefully considered.

Toilet Training

It is the policy of the Leicester Primary Integrated Prekindergarten Program that students be toilet trained prior to entering the program. This policy is effective beginning the first day of school.

School Cancellations

Please listen to the radio during inclement weather. The prekindergarten staff will not inform parents of any type of school delay or cancellation. The Primary School prekindergarten program operates on the same schedule as the rest of the Leicester Public Schools. If school is canceled system-wide, there will be no prekindergarten sessions held on that day.

Please listen to the radio concerning one or two hour delays. The official starting time of the Primary School is 8:45 a.m. Add the delay time to the typical starting time to determine when school will begin. **When a two-hour delay is called, the morning session of prekindergarten is canceled.**

Children are not allowed to be dropped off prior to the start of school. If you are driving your prekindergarten child to school, it is your responsibility to walk your child to the rear of the building and wait with them until the school day begins.

School-Home Connections

- ❑ We invite all families to provide input regarding policies and procedures and plans for meeting children's individual needs.
- ❑ The teachers communicate with families to ensure that all children transition from one program (three to four year old) to the next to provide continuity over time.
- ❑ Any major changes that affect the children, such as a change in teacher are discussed with families.
- ❑ Each teacher seeks the parents' specific ideas in addressing concerns regarding the children.
- ❑ If any parent has any concerns regarding their child, we ask that you first speak with your child's teacher about the issue.

Parent-Teacher Conferences

Parent-teacher conferences are held annually in January. If you wish to speak with your child's teacher prior to the scheduled conferences, please call your child's teacher at the Primary School.

Newsletters

Classroom newsletters and calendars will be sent home on a monthly basis. This is to let you know what is happening in class and it's a great opportunity to talk with your child about his/her day at school.

What does your child need to bring to school?

1. A large backpack with his/her name written inside. This makes sending home projects and school correspondence much safer and easier for everyone.
2. A snack and a drink. It is recommended that your child bring a lunchbox each day. Healthy snacks are encouraged. Milk is available from the cafeteria for 50 cents. The correct change would be best!
3. All forms including your child's health record. State law does not allow any child to start school without a copy of their health record on file with the school nurse.
4. All notes concerning any allergies or any other information you would like the teacher/nurse to be aware of.
5. Please label all clothing and backpacks. Please make sure that your child has an extra change of clothing (shorts, t-shirt, underwear, socks, sweatpants and sweatshirt). We make an effort to get outside on the playground every day so please dress your child for outdoor play.

General Information and Definitions for all Parents

The areas of development listed below are often used when referring to prekindergarten children and their abilities.

Speech and Language

Speech and language are very important areas in growth for children. Through speech and language children are able to communicate feelings and thoughts.

Speech refers to the sounds and words a child can produce. It is the means for expressive language.

Language refers to the expression and understanding of words and ideas. A child develops receptive language and an understanding of spoken words by listening to others speak.

Every child has his/her own rate and pattern of speech and language development. Children learn to speak at different times and their ability to master words and sentences will vary. Speech and language for a very young child has its own rules and contains forms, which are not found in adult speech. Speech and language is only one aspect of development for a young child.

Cognition

Cognitive development in young children refers to reasoning, thinking, and problem solving skills. The very best learning for children occurs when they solve problems that are personally important and meaningful to them. A large majority of cognitive learning comes through a child's learning experiences.

Social and Emotional

Social and emotional development and growth relates to a child's feelings, emotions, attitudes, personal and social skills. It also refers to a child's self-concept or how a child feels about himself/herself and his/her abilities.

Motor Development

Motor development consists of gross motor and fine motor development. Gross motor development involves the use of large muscle groups, which are used for walking, running, skipping, etc.

Fine motor development involves the use of small muscle groups used for picking up small objects, buttoning, zippering and drawing and printing.

Prekindergarten Arrival and Dismissal Procedures Morning Classes

Arrival

When parents are dropping their prekindergartener off at school arrival time is 8:45 am. We ask that you drive into the Leicester High School driveway and proceed to the walkway that connects the driveway of LHS to the rear playground of Primary School. We want to remind you that leaders for the day are chosen at random, not in the order in which the children arrive to school. We appreciate your understanding and cooperation.

Dismissal

AM dismissal will occur at 11:25 am. The children who are being picked up by a parent or guardian will be dismissed through the designated preschool door. A prekindergarten teacher will open the door to the entrance at 11:25 am.

If someone other than a parent is picking up the child, the teacher must be notified. The teacher will not dismiss the child to anyone other than you, unless he/she receives written permission. Be aware that it will be necessary to ask that person to show a photo ID.

If you need to dismiss your child before the scheduled dismissal time, you will need to be buzzed in through the main office door and see the secretaries in the office and they will notify the teacher.

Your cooperation in this matter is greatly appreciated.
Please understand that this is for the safety of the children.

Prekindergarten Arrival and Dismissal Procedures Afternoon Classes

The Leicester Primary School has a security system to ensure the safety of the children. This system requires that all visitors be buzzed into the building. To eliminate high traffic in the office area during arrival and dismissal of prekindergarten children, we will follow the procedure below.

Arrival

If parents are dropping their prekindergartener student off at school, arrival time is 12:30. We ask that you park in a parking spot in the Primary School driveway and wait outside the main door until a staff member comes and opens the door.

Dismissal

PM dismissal will occur at 3:00 pm from your child's designated preschool door. If you are picking up an older sibling, we will have your child go to the family pick up door located at the backplay ground last door on the right.

If someone other than a parent is picking up the child, the teacher must be notified. The teacher will not dismiss the child to anyone other than you, unless he/she receives written permission. Be aware that it may be necessary to ask that person to show a photo ID.

If you need to dismiss your child before the scheduled dismissal time, you will need to be buzzed in through the main office door and see a secretary in the office and she will notify the teacher.

Your cooperation in this matter is greatly appreciated.
Please understand that this is for the safety of the children.