

## Swampscott Integrated Preschool

The Swampscott Integrated Preschool educates children from age three to five and is dedicated to educating children who have varying learning styles and to preparing them for Kindergarten and a lifetime of learning. Children who have varying abilities are educated alongside children who are typically developing. The program provides a structured language based learning environment that follows the Massachusetts Frameworks curriculum. Learning takes place in one to one, small group and large group settings throughout the school day utilizing a developmental teaching philosophy and the principles of Applied behavioral analysis. The teachers focus on promoting competence and independence for all children using components of the TEACCH program from the university of North Carolina.

Staff consists of one head teacher with a Masters in Education and two Educational Support Professionals as well as a Speech and Language Therapist, Occupational Therapist and Physical Therapist.

Children are exposed to self discovery learning as well as direct teaching to gain skills in the following learning domains; social/ behavior skills, language development, cognitive development, fine motor skills, gross motor skills and self-help skills. These skills are embedded in all learning activities such as play time, circle time, story time, snack, dramatic play, blocks and building, sensory tables, art, cooking, music, discovery experiments, puzzles, counting, literacy skills, and many, many more!

Parent/Guardian involvement is highly encouraged. Parents/Guardians are invited to be chefs or storytellers for the day and will receive a daily note regarding the child's activities at school for the day.

**School hours:**

Please refer to your child's IEP for school hours.

or

**School hours:**

***5 Day Program***

Monday, Tuesday, Wednesday, Thursday and Friday from 8:30 until 12:00.

***3 Day Program:***

Monday, Tuesday, Wednesday 8:30 until 12:00

***2 Day Program:***

Thursday, Friday 8:30 until 12:00

**Fee Schedule:**

*5 Day Program:* **\$4000 a year or \$400** per month beginning September 1<sup>st</sup> through June 1<sup>st</sup>.

*3 Day Program:* **\$2400 a year or \$240** per month beginning September 1<sup>st</sup> through June 1<sup>st</sup>.

*2 Day Program:* **\$1600 a year or \$160** per month beginning September 1<sup>st</sup> through June 1<sup>st</sup>.

**\*\*\*\*** *Stacy Bonsang will send home the payment contract.*

*We appreciate your cooperation arriving on time and picking up your child on time.*

**Arrival:**

Please park in any of the available visitor parking spaces in the parking lot. Please bring your child directly to the classroom anytime between 8:20 am and 8:40am as we wish to get started with the day as soon as possible. Your child will be greeted at the front door by a teacher and brought into the classroom. Please make sure that you directly hand off your child to a teacher. This drop off policy will begin the second full week of school. For the first two weeks, parents/guardians are welcome to enter the classroom and assist their child at arrival time. After this time, we then ask you drop off your child at the classroom door with the teacher. We will be beginning the classroom activities right away! The teachers and your children will be very busy with learning. Please set up a time to meet with your head teacher should you have any questions about your child's progress. We are happy to meet to give any questions or concerns our full attention.

**Departure:**

Please park in any of the available visitor parking spaces and pick your child up in the classroom. Please note we require notification if someone other than a parent/guardian will be picking your child up from school. Please call the Integrated Preschool at **(781) 596-8800 x1378** or write a note specifying the person. The children are not allowed to play at the front of the school entrance. The teachers of the upper grades have remarked that the noise carries into their classroom disrupting their classes. We appreciate your understanding and cooperation regarding this policy.

*\*\*\*\* Please note there is no early drop off or late pick up.*

**Lunch Bunch/Social Skills Class:**

Social Skills group follow the social thinking curriculum and follow anti-bullying curriculum along with promoting pro-social skills. We will be running a lunch bunch program. Children will be allowed to stay until 2:00 on Mondays, Tuesdays, Thursdays, and/or Fridays for \$15.00 a day (12:00-2:00 Lunch Bunch and Social Skills Class) or (\$10.00 from 1:00 to 2:00 Social Skills Class) This program will start the week after Labor Day. There will be a fall session (September, October & November), winter session (December, January & February) and spring session (March, April, May and June). Parents/Guardians will be expected to prepay for their session. There will be no refunds or makeups for absences similar to tuition.

All children are able to participate. Please see lunch bunch sign up sheet to participate.

*\*\*\* There will no lunch bunch on the day before holiday vacations (Thanksgiving, Winter, February and April) as well as other marked days on the calendar.*

*The social skills curriculum is based upon the Social Skills Curriculum from Michelle Garcia Winner and is utilized both in the morning and afternoon social skills sessions. This curriculum focuses on positive social interactions and addresses bullying for all students in the Integrated Preschool.*

**Absence:**

Please call the office when your child is going to be absent noting any illness/sickness. Please leave a message on the Integrated Preschool voicemail 781-596-8800 x1378. If your child becomes ill at school, we will call you to come and pick up your child. Please make sure that we have the correct contact information for you and your emergency contacts so that we may reach you quickly.

**Class List:**

We will be sending home a class list with each child's name, parents/guardians names, address, emails, and phone numbers the first week of school so that the children can have play dates. We have really found that play dates encourage social development. Please let us know if you would not like your name on this list.

**Parent/Guardian Participation:**

Parents/Guardians will be assigned a week for library and cooking for their child. For library weeks, please send in 3-5 books to the classroom for the children. For cooking weeks, please send in ingredients for a very simple cooking project. We have many recipes and will send some home if you need ideas. Also, we welcome any parents/guardians to be the "Storyteller" or "Chef" for the day! Parents/Guardians are encouraged to make suggestions regarding preschool procedures, but it is up to the program to determine whether the suggestion is implemented or not. Please note that you as a parent/guardian have a right to make an unannounced visit to the program while your child is present. We do however, encourage parents/guardians to make appointments for formal observations of their

child to allow for minimal disruption to the other children in the program. Outside observers as evaluators/doctors will be required to make appointments to observe the Integrated Preschool Program to allow for minimal disruption of the routine and teaching of all enrolled students.

**BIG BLUE PRESCHOOL PTO:**

The Integrated Preschool has a PTO run by parents/guardians of the program. They do a wonderful job fundraising providing enrichment programs for the children. Meetings will be marked on the district calendar under preschool.

**Special Days:**

Please refer to your child's calendar for special days as cooking days and library days. In addition each child will be a "student of the week" during the school year. Parents/Guardians will be asked to send in family photos, special foods, etc. to share with the class. More information regarding this special day will be sent home in the fall. Other special dates will be in the form of notices.

**Clothing:**

Please send your child in play clothes as we do a great deal of painting and playing. Also, please send your child in sturdy foot wear as sneakers as we take walks and run around in the playground or gym. Please send in an extra set of clothes for your child to keep in the classroom.

**Toileting:**

Children will be brought to the bathroom on a schedule and as needed throughout the day. Children who are not toilet trained will have an individual plan regarding their toileting procedures.

**Outdoor Play:**

The children will go outside daily depending upon the weather. Please dress your child in appropriate clothing including coats, mittens, hats and boots when necessary.

**Progress Reports:**

A report will be completed by the teacher and therapists in December, March and June regarding your child's progress in school if your child is on

an Individual Education Program. At this time, each teacher completes a skill based assessment on your child as well. Please note that we are available to meet with you as well to discuss progress. Please see the teacher to set up a time. ALL parents/guardians will receive a preschool report card in December and March and have a conference with your teacher at this time.

**Classroom Management Plan:**

The Swampscott Integrated Preschool employs a behavior management plan that utilizes positive reinforcement and redirection. Children are taught on a daily basis positive social behaviors as sharing and taking turns and are praised for exhibiting these behaviors. Children may be removed from the group to a quiet area in the classroom if they are in danger of hurting another person, themselves, or property. Parents/Guardians will be notified of this type of behavior should it occur. Staff are trained in Crisis Prevention Intervention and/or Safety Care.

**Therapies:**

Speech Therapy, Occupational Therapy, Physical Therapy and Vision Therapy occur in the program weekly. Children may have a set schedule but this schedule changes depending upon classroom activities and special occasions to maximize learning opportunities. Please know that you are welcome to observe therapy sessions and carry over the techniques at home.

**Referrals:**

The Integrated Preschool team will obtain written consent from parents/guardians regarding any assessment for special education services. If you or any medical professional expresses any concern about your child's development, please do not hesitate to request a screening by the Integrated Preschool team.

**Confidentiality:**

All student information is confidential and is not available to anyone not directly related to implementing the child's program without the written consent of the parent(s)/guardian(s). The Integrated Preschool program functions as a team; therefore relevant student information is shared with staff on an as needed basis to best serve your child. Please note that parents/guardians are not permitted to take photos of any children other than their own without obtaining the parent/guardian consent.

**School Procedure for child abuse/neglect:**

All staff are mandated reporters for suspected child abuse or neglect. A 51A report will be filed with DSS as well as notification to the DESE and superintendent of schools that a report has been filed. The program will cooperate in any investigations of abuse or neglect.

**Home/School Communication:**

Each day your child will bring home a note stating the activities that your child participated in for the day. Please read the note daily. Please use this note to prompt your child to communicate about his or her day at school. Any other important issues regarding your child will be noted on this sheet, verbally noted at departure or communicated to you by telephone or email. We are eager to let you know about your child's progress and day but want to also maximize the time that we are teaching as well.

**Parent/Guardian Support Group:**

We will be offering a parent/guardian support group. Dr. Chris Anderson, a clinical psychologist, will be facilitating the parent/guardian support group. All parents/guardians are welcome to attend.

**Parent/Guardian Trainings:**

Dr. Chris Anderson, a clinical psychologist, Stacey Blaisdell, a Board Certified Behavior Analyst, Catherine Sliwa, an occupational therapist, and Linda Marquis, a Doctorate in Speech and Language will provide parent/guardian trainings during the school year as part of the home training services. Scheduled dates will be available in September. All parents/guardians are welcome to attend.

**Kindergarten Registration:**

Kindergarten registration occurs beginning in October. A registration packet will be sent home stating the requirements for enrollment in January. All documents are required to complete the packet for registration. Children must be 5 years old before September 1<sup>st</sup> to be eligible for kindergarten.

**Preschool Registration:**

Registration for preschool begins in January. Students who are currently enrolled in the program and siblings of students of the program have first preference for available placements. Children must be three years old to receive services or enroll in the Integrated Preschool program.

**Withdrawal policy:**

If a student is withdrawn from the program, you must re-register upon returning to the program. Children receiving special services will access these services upon registration. Children who are role models will return only if there is an available slot open in the program. If there are no available slots, these children will be placed on a waiting list.

**Summer Programming:**

Summer programming is available for children to prevent substantial regression over the summer vacation. Summer programs, if necessary, are individualized and developed at the team meeting.

**Sick Policy:**

Please refer to the sick policy when your child is not well. In addition, please call the program and leave a message or email the director the reason that your child is absent. We like to inform all families should an illness be going around the program as many of our students are not able to accurately report their health condition. Families are then able to closely monitor their children for signs of illness.

**Sunscreen/Hats:**

Please put sunscreen on your child, as needed, as we spend a great deal of time outdoors. Hats are encouraged to protect your child from the sun.

**Snow Days:**

Please watch the district website or the news (channel 4, 5 and 7) for no school announcements. An email will also be sent out stating a snow day or late start.

**Late Starts:**

- For delays (one hour delay or two hour delay) school will start at one hour or two hours later than our normal 8:30 AM start time

- For a district wide late start, for example 10:00 AM, the Integrated Preschool will start 15 minutes later than the district wide start time, for example 10:15 AM
- School will end at your child's normal departure time

**Please send your child in with the following: a backpack, snack/drink, lunch/drink(not Wednesday) and a change of clothes as well as wipes, pull ups (as necessary).** Please write **your child's name** in the extra clothes, coats, hats, mittens, etc. as at times the clothing gets mixed up with someone else's.

**Allergies:**

All 3 classrooms are NUT free. If your child is on any other specific dietary restrictions, please notify the teacher. Please note that it is the parents'/guardians' responsibility to provide all meals/snacks and special treats for any child who is on a specific diet. We have plenty of storage to keep a bag of special "goodies" in the classroom. Thank you for your cooperation.

**Snack ideas:**

Fruit, rice cakes, mini bagels, crackers and cheese, muffins, breads, pretzels, yogurt

**Lunch ideas:**

Soup, yogurt, chicken pieces, sandwiches, pizza, tuna

**TISSUES!!!**

We usually have many runny noses in preschool. We appreciate any donations of tissues and Clorox wipes for the classroom. We go through many! Also, we love styrofoam meat trays, magazines/flyers with toys/food/pictures in them, egg cartons, etc. Thank you for all the donations we receive throughout the year! We love them for art projects. There will be a "giving tree" on the hallway bulletin board with wish list items for the preschool.

**Communication:**

Please note we are available to speak with you about your child. Staff information can be located on the district website.

## **Program for Children on the Autism Spectrum**

**Children who have been diagnosed on the autism spectrum have the following program services available:**

- **Participation in 5 day program from 8:30am until 12:00pm five days per week**
- **Integrated Social Skills Class lead by trained special educator/ABA tutor for up to four days per week from 12:00 until 2pm**
- **Consultation to program by Board Certified Behavior Analyst**
- **Consultation to program by Clinical Psychologist**
- **Consultation to program from doctoral level speech and language therapist, occupational therapist, and physical therapist**
- **Individualized teaching strategies including discrete trials, incidental teaching, and behavioral strategies utilizing the principles of applied behavioral analysis**
- **Social Thinking Theories utilized as a basis for social skills instruction**
- **Parent/Guardian Support Groups**
- **Parent/Guardian Trainings for Home Support**

*The Swampscott Public Schools does not discriminate or tolerate harassment against students, parents/guardians, employees or the general public. No person shall be excluded from or discriminated against in admission to the Swampscott Public Schools, or in obtaining the advantages, privileges and courses of study of the Swampscott Public Schools on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, children, marital or civic union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or handicap*