

Hopkinton Integrated Preschool Family Handbook



Creative Beginnings for Colorful Futures

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Hopkinton Integrated Preschool
Dr. Karen Zaleski, Director of Student Services
Website: <http://www.hopkinton.k12.ma.us/Page/2185>

Welcome to Hopkinton Integrated Preschool!

Located in our Hopkinton Elmwood School, our youngest students start creative beginnings for colorful futures.

Our preschool supports and educates three and four year old students who have been identified with a disability, along with a limited number of “typically developing” young students. Hopkinton’s Preschool has low student/teacher ratio, highly qualified Special Education Teachers, experienced related services providers and highly trained Paraprofessionals.

Hopkinton’s Preschool has an intellectually stimulating and broad ranging curriculum that follows Massachusetts Early Childhood Standards and Frameworks. A vast array of early childhood educational programs and services (integrated PreK classrooms, specialized instruction, intensive therapies, systematic instruction, related services, etc.) co-exist in Hopkinton’s Preschool in order to meet the multiple and diverse needs of our young learners.

Informed parents play an essential role in ensuring a sound educational program for their child. We encourage parents to become an active and involved member of the school community by assisting your child with home/school activities, visiting the school, talking with teachers, administrators, volunteering and attending school events (which you can find on our district website).

Respectfully,

Dr. Karen Zaleski
Director of Student Services

Ms. Lauren Dubeau
Preschool/Center Principal

Ms. Linda Zakar
Preschool Team Chair

Ms. Kim Sullivan
Preschool Coordinator



School Committee

<http://hopkinton.schoolwires.net/domain/92>

(first initial + last name @hopkinton.k12.ma.us)

Ms. Ellen Scordino, Chair
Ms. Lori Nickerson, Vice Chair
Ms. Jean Bertschmann, Member
Mr. Jonathan Graziano, Member
Ms. Kelly Knight, Member

School Administration – Central Office

<http://hopkinton.schoolwires.net>

Dr. Cathy MacLeod
Interim Superintendent (508) 417-9360

Ms. Kim Pulnik
Dir. of Human Resources (508) 417-9360

Mr. Ralph Dumas
Dir. of Finance (508) 417-9360

Mr. Al Rogers
Dir. of Buildings & Grounds (508) 417-9870

Dr. Karen Zaleski
Dir. of Student Services (508) 417-9850

Mr. Ashoke Ghosh
Dir. of Technology (508) 417-9360

Mr. Al Rogers
Director of Buildings & Grounds (508)417-9870

School Administration – Preschool

Preschool/Center Principal:	Ms. Lauren Dubeau	508-497-9875	ldubeau@hopkinton.k12.ma.us
Pre-School Coordinator:	Ms. Kim Sullivan	508-497-9860	ksullivan@hopkinton.k12.ma.us
Early Childhood Team Chair:	Ms. Linda Zakar	508-497-9860	lzakar@hopkinton.k12.ma.us



Mission Statement

The mission of the Hopkinton Public Schools is to learn, create, and achieve together.

Values

We accomplish our mission by embracing these values:

- Primacy of Learning
- Achievement
- Collaboration
- Innovation
- Integrity
- Social, Emotional, and Physical Well-Being

Vision

The Hopkinton Public School District is regarded by other school districts, institutions of higher learning, and employers as a center of educational innovation that produces critical thinkers, creative problem- solvers, effective communicators, and productive, healthy citizens.

1. The curriculum is dynamic and supports 21st century learning.
2. Data from multiple and varied assessments are used to improve student learning.
3. The school district's facilities, grade configuration, and organizational structure support student learning.
4. The school district's staffing, services, and culture support the academic, social, and emotional needs of all students.
5. Highly dedicated and qualified staff members are supported in their work and are compensated fairly and competitively.
6. The School Committee, administration, and staff effectively communicate their plans, priorities, and progress to students, staff, families, and the community.
7. The community works together to efficiently provide the resources to remain a high-performing district while recognizing current economic conditions.

NOTICE TO STUDENTS REGARDING NON- DISCRIMINATION AND CIVIL RIGHTS PROTECTIONS

It is the role of the Hopkinton Public Schools to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated. Because of the importance of this issue, the Hopkinton School Committee has adopted policies that require zero tolerance for discriminatory behavior and policies that provide for specific responsibilities for school staff in ensuring a discrimination free learning environment (Policy AC). The School Committee has also adopted a policy and specific procedures for making a complaint (Policy ACER). These policies are summarized below.

It shall be a violation for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment (referred to as “wrongful harassment”) or to violate the civil rights of any pupil, teacher, administrator, or other school personnel. A failure of such personnel to address conduct, which violates this policy, also constitutes a violation of civil rights. Conduct amounting to a hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

Any student or employee of the Hopkinton Public Schools who believes that he/she has been excluded from participation, denied benefits, or subjected to discrimination because he/she is an otherwise qualified handicapped individual in regard to any program or activity of the Hopkinton Public Schools, shall bring any complaint to the attention of the school principal when such complaint arises from an alleged discriminatory practice occurring in a school or related to a school program or policy. The principal or the principal’s designated civil rights administrator will investigate the complaint and respond, in writing, within seven calendar days.

If the complaint is not satisfactorily resolved, a written complaint may be forwarded to the Hopkinton Public Schools’ Coordinator for Nondiscrimination Compliance. To be considered, the written complaint must fully set out the circumstances that gave rise to the alleged grievance and must be filed within seven (7) calendar days of the receipt of a response from the school principal or designee.

The district’s Coordinator for Nondiscrimination Compliance will conduct a hearing and respond in writing within fourteen calendar days. If the parent, student, or employee disagrees with the decision or proposed resolution made by the Coordinator for Nondiscrimination Compliance, the grievant may appeal, in writing, to the Superintendent of Schools or to the Hopkinton School Committee. Such appeal must be received by the Superintendent or by the School Committee chairman within seven (7) calendar days of the response from the Coordinator for Nondiscrimination Compliance.

Non-Discrimination Compliance Coordinator
Dr. Mary Colombo
Hopkinton Public Schools
88A Hayden Rowe Street
Hopkinton, MA 01748
Phone: 508-497-9800

A complaint may also be made to:
U.S. Department of Education
Office of Civil Rights
Edward McCormack Bldg., Room 701
Post Office Square
Boston, MA 02109



Elementary Education

Ms. Merideth Ekwall, Director of Elementary Education

September, 2015

Dear Families of Preschool Students,

The mission of the Hopkinton Public Schools is to **learn, create, and achieve together**. Toward this end, we have established a preschool handbook that will provide families with important information regarding preschool operations, expectations, and district policies and procedures. In turn, we ask that families talk to preschool teachers about their child's needs, interests, and daily activities. By fostering open communication between home and school, we can provide the best possible preschool experience for your children.

In 2013 Hopkinton's Integrated Preschool was accredited by the National Association for the Education of Young children (NAEYC). The Association provides preschool programs feedback for "continuous improvement" as well as commendations for aspects of the program that exceed the standards. Part of the accreditation process focused on our curriculum, instruction, and assessment practices. As a result, Hopkinton Integrated Preschool faculty and staff adopted Opening the World of Learning, a language-rich preschool curriculum that addresses early literacy and mathematics skill, introduces concepts in science and social studies, integrates experiences in the arts, and fosters social and physical development. The program is structured to leverage children's natural curiosity about their world through center and group activities. Faculty and staff have spent recent years fine-tuning this curriculum.

In addition, the integrated preschool utilizes assessments built into the OWL curriculum. These assessments are meant to provide teachers insight into your child's language, literacy, social/emotional and physical development. Unlike traditional tests, OWL activities are aligned with measurable learning objectives such as "Produces words that rhyme," or "Uses language to resolve conflicts," that teachers observe as students interact with materials and each other. Information about your child's development will be shared with you throughout the year. Please watch for additional information from your child's teacher.

The preschool administration, faculty, and staff look forward to providing every child outstanding opportunities for academic, physical, social and emotional growth during the coming school year as we **learn, create, and achieve together**.

Respectfully,

Merideth L. Ekwall

Director of Elementary Education

General Information

Hopkinton Integrated Preschool
14 Elm Street
Hopkinton, MA 01748
Phone: 508.497.9860

Integrated Preschool Days & Times:

3 Year Old Class	4 Mornings per week	Mon.-Tues.-Thurs.-Fri.	8:30 a.m. – 11:00 a.m.
4 Year Old Class	5 Afternoons per week	Monday – Friday	12:00 p.m. – 2:30 p.m.

Classes are comprised of 15 students, one teacher and 2 teaching assistants.

Children must be 3 years old by August 31st in order to qualify for the preschool lottery. Younger children may be put on a waiting list if openings occur during the year.

The preschool follows the Hopkinton Public School calendar.

Tuition:

Tuition is currently \$360.00 per month for the morning session and \$450.00 per month for the afternoon session. Please send tuition payments to:

Hopkinton Center School
11 Ash Street
Hopkinton, MA 01748
Attn: Rosemary Tabakin

Public schools do not provide Preschool services or classes for students below the age of five years old. However, public schools are responsible for providing services to young children at the age of three if they have a diagnosed disability. The Hopkinton Preschool Program was designed and established to service young students with special needs.

Contact Information:

Dr. Karen Zaleski	Director of Student Services	kzaleski@hopkinton.k12.ma.us
Ms. Lauren Dubeau	Preschool / Center School Principal	ldubeau@hopkinton.k12.ma.us
Linda Zakar	Preschool Team Chair	lzakar@hopkinton.k12.ma.us
Kim Sullivan	Preschool Coordinator/SpEd Classroom Teacher	kisullivan@hopkinton.k12.ma.us
Janet Constantine	Special Education Teacher	jconstantine@hopkinton.k12.ma.us
Kristen Schartner	Special Education Teacher	kschartner@hopkinton.k12.ma.us
Michelle Williams	Special Education Teacher	mwilliams@hopkinton.k12.ma.us
Lynn Conroy	Speech & Language Pathologist	lconroy@hopkinton.k12.ma.us
Mary Lynn Freedman	Speech & Language Pathologist	mfreedman@hopkinton.k12.ma.us
Myah Stone	Speech & Language Pathologist	mstone@hopkinton.k12.ma.us
Jessica Bruce	Occupational Therapist	jbruce@hopkinton.k12.ma.us
Heather Woodruff	Physical Therapist	hwoodruff@hopkinton.k12.ma.us
Anastasia Dilling	BCaBA, District Behavioral Analyst	adilling@hopkinton.k12.ma.us
Nancy Shaughnessy	School Psychologist	nshaughnessy@hopkinton.k12.ma.us
Vickie Paine	Early Childhood SPED Secretary	vpaine@hopkinton.k12.ma.us

District website address: <http://www.hopkinton.k12.ma.us/Page/2185> and select **Preschool to download a Preschool application form.**

Important Dates:

Preschool developmental screening will take place the last Wednesday in February and the first Wednesday in March. For students age 3 to 5 parents may request a developmental screening at any time during the school year. The lottery takes place at the beginning of March.

Entrance Requirements: Children must be 3 years old by August 31st in order to qualify for the preschool lottery. Younger children may be put on a waiting list if openings occur during the school year.

Your child must be registered in order to attend Hopkinton Integrated Preschool. This will help us in planning for our school year.

This year we have included a CORI form as part of the registration packet. Since there will be no staff person in the Preschool area to open the door this coming year as the position was cut during the budget process; we are asking the family member(s) who pickup and drop off have a CORI on file to ensure safety for all. In the event your child is late or dismissed early, no one will be allowed to walk in the hall of the Elmwood School to the Preschool without a satisfactory CORI on file. The Preschool doors will remain locked at all times.

If you have decided not to send your child to Hopkinton Integrated Preschool, please inform us in writing by sending a note to the office or you can e-mail us at kisullivan@hopkinton.k12.ma.us no later than July 15th.

You will need the following information in order to register:

Two forms of proof of residency are required. You may choose one from the list below AND a utility bill.

☐ Proof of Residency in the Town of Hopkinton

- Signed copy of Purchase and Sales agreement
- Affidavit of Residency for Renters (notarized)
- Mortgage Bill
- Copy of Deed

☐ Second Form

- Official town mailing in your name for example a water or sewer bill
- Utility bill in your name and address

☐ Original birth certificate with a raised seal, or equivalent proof of legal name and age (If your child attended the Preschool last year the birth certificate is not needed.)

☐ Registration Form

☐ Immunization Record

☐ Proof of physical exam within one year of starting date

☐ Home Language Survey

☐ CORI form (If not already on file)

☐ Photo Restrictions Form

☐ Emergency Release Authorization Form

☐ September Tuition Payment of \$360/Morning Session \$450/Afternoon Session

Registration/Enrollment/Financial Assistance Forms

May be found on the districts website <http://www.hopkinton.k12.ma.us/site/default.aspx?PageID=1>, under the Parents tab, drop down to Registration Forms. You will also find Under Documents & Forms, click on Financial Assistance to find a Financial Assistance Determination Application (JLB-R2) and Hopkinton Public Schools ***Financial Assistance Policy (JLB)***.

Child Drop Off/Pick Up Procedures

The Hopkinton Integrated Preschool doors will remain locked at all times. For your convenience, a staff member will monitor the door from **8:05 - 8:30** and from **11:55 -12:10** for the start of the preschool sessions. The doors will also be opened a few minutes before dismissal times of 11:00 and 2:30. If you have a regular drop off or pick up time outside of these times, according to your child's schedule, your child's teacher or assistant will arrange to meet you at our Preschool entrance. If you will be arriving at the Preschool outside of these times, you need to park enter through the Elmwood School main doors where the buzzer system is located. You must park in an actual parking spot rather than the turnaround area. The Elmwood School Secretary, will buzz you into the building. You must stop at the Elmwood School office to sign in and receive a visitor's badge. If you are not CORI cleared, you must wait for the Elmwood School Secretary to contact a Preschool staff member to escort your child to the preschool. We understand that occasionally being late is unavoidable. It is in everyone's best interest to arrive at Preschool on time when the doors are monitored.

Upon arrival to school, please wait with your child on the sidewalk in the front Preschool entrance area. This is the door to the gymnasium. ***Please do not allow children play in/on the mulch by the windows.*** Once a staff member comes out to greet the children, parents may leave.

Regarding dismissal, please wait in the Preschool door for your child/children to be released. In the event of an early pick up, please notify your child's teacher ahead of time. You will need to come in through the Elmwood School entrance as outlined above. If you are running more than a few minutes late, please call the Preschool to let us know.

- You may not call the Preschool to ask to be let in the building outside of the regularly monitored times.
 - Please do not open the door for anyone seeking entrance into the building while you are waiting in the lobby area.
 - During the enrollment process, each family completes an “**Emergency Release Information Form**”. This form provides authorization for select individuals to pick-up children from the Preschool. If the staff is not familiar with the person attempting to pick-up a child, they will request photo identification and check the “**Emergency Release Information Form**”. If a new person will be added to your child's pickup routine from school, he/she will also need to be CORI cleared. To initiate this process, please go through Kim Sullivan (kisullivan@hopkinton.k12.ma.us). If Kim is not available, you may complete a CORI form in the Student Services Office or the Central Administration building. Please remember that the CORI process takes at least 2-3 weeks, so plan accordingly.
 - **Typical Student tuition is as follows:**
 - 3 yr. old 4 days/week \$360/month (morning)
 - 4 yr. old 5 days/week \$450/month (afternoon)
- Monthly invoices will be sent from Center School**

Transportation/Field Trip Plan

Transportation

The Hopkinton Integrated Preschool parents are responsible for driving their children to and from preschool. It is the responsibility of the parent to make carpool arrangements for their child and to inform the Preschool staff in writing if another adult is picking him/her up. Parents need to walk their child into the building and escort them from the building at day's end.

Field Trip

Please refer to School Committee policy ***Field Trip Consent Form*** on the district's website under the School Committee tab, drop down to Policies.

Typical Daily Schedule

Time	Activity
8:30-9:20 or 12:00-12:50	Arrival/Choice Time
9:20-9:40 or 12:50-1:10	Circle Time
9:40-10:05 or 1:10-1:35	Snack Time/Toileting
10:05-10:35 or 1:35-2:05	Centers Time
10:35-11:00 or 2:05-2:30	Music/Gross Motor
11:00 or 2:30	Dismissal

Choice Time

Choice time is a structured and facilitated play time. Various areas of the classroom are open for children to come to and go from at their leisure. Common areas for children to choose from are dramatic play, kitchen, rug area (blocks, vehicles, giant floor puzzles), book area, writing table, open-ended art activity, sand table, and water/sensory table. Choice time activities frequently revolve around the theme. For example, during our Transportation Unit, the pretend play airport may be set up on the rug, there may be construction vehicles in the sand table, there may be playdoh and matchbox cars on an art table so kids can experiment with making different tracks; there may be boats in the water table; and the kitchen may be transformed into an airplane cabin where kids must buckle up in their seats and wait to be served by flight attendants.

Also during choice time, an adult frequently leads a small group teacher-directed activity at one table. The activity is sometimes theme-based and is concept-driven.

Circle Time

Circle time is an opportunity for the whole class to get together in one area. Activities at circle time include, calendar, weather, introduction of new letters and numbers of the week, story time, and show and tell. Most importantly, circle time is a time for children to share information with others, practice listening and waiting skills, and participate in the large group. As the year progresses and children's attention spans grow, circle time usually lengthens by 10 or so minutes.

Snack Time

Snack time is especially important for targeting social skills. All children get turns to pass out napkins to peers. We work on manners and conversational turn-taking during snack time. Our snacks frequently tie in with our themes, so it is another opportunity for learning, while having fun!

Center Time

Center time is a table top learning opportunity for the children. Children are divided into groups of 4-6 students led by an adult. Center time projects are usually art-based, revolving around the theme. Examples of center activities are letter of the week art project, language activity focusing on the story of the week, and academic concept introduction and reinforcement activities.

Music/Gross Motor Time

During this time, we do a variety of whole class instructional activities. Activities include going out to the playground, playing organized games like Duck, Duck, Goose out on the back fields, using musical instruments, obstacle courses in the classroom or gym (frequently led by our physical therapist), singing along to and acting out songs on CD, and the list goes on.

Preschool Lottery Process

Role model students are eligible for enrollment at a minimum age of 3 by August 31st up through a maximum age of less than 5 years old by August 31st. Applications for the program are made available online on the district website, and through mailings as requested. Applications are due February 1st. The lottery occurs in late February, and parents are notified within two weeks of the lottery via email or telephone whether or not the child has been selected as a role model. Names not selected are placed on a Waiting List.

Outdoor Play

Hopkinton Integrated Preschool students will be playing outdoors every day that weather permits for at least 15 minutes. Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times. Our activities will include walks, playground, water play, and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 90 degrees (including heat index). We are mandated by state law to take the children outside. Please review the Child Care Weather Watch chart that is attached as the last page of the handbook.

Clothing/Attire

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. An art smock will be provided to protect clothes from paint or other art materials to keep stains to a minimum. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather.

Please send your child to school daily with a backpack that zippers and one that is big enough to hold lots of projects!

Your child should wear rubber-soled shoes. All shoes must have a heel strap (no clogs or flip-flops), and please, no party shoes. This is for the safety of the children on the tile floor and out at the playground and fields.

In the winter, if your child wears boots to school, please label them and send in a change of shoes for your child to wear at school. Please label all hats, mittens, scarves, etc. We will inform you of when your child will need snow pants. Do not send them in on a daily basis. Boots are also unnecessary to wear unless your child's teacher specifically requests them for a special trip outside in the snow.

Toys from Home

A child may bring a toy from home on assigned "Show and Tell" day. The Preschool is not responsible for any damage done to items brought from home. All personal items must be clearly marked with the child's name. Toy guns, swords, other weapons or electronic toys are not welcome at our school.

Parking

Please **DO NOT** leave other children in your vehicle unattended when dropping off or picking up your Preschooler. Please park vehicle in a designated parking space.

School Cancellation and Emergency Information

Canceling School

During bad weather, the Superintendent of Schools is in contact with the Director of Buildings and Grounds, the Public Works Department, and the Police Department about the conditions of roads and access to the schools. If the roads are judged to be unsafe for bus travel, the Superintendent will make the decision to cancel school. She will then notify the radio and TV stations below who will broadcast this information.

Announcements on School Delays or Cancellations

If there is a school cancellation, or if there is a delayed opening, parents will be notified through AlertNow, an automated dialing system. Parents will receive a telephone call initiated by the Superintendent of Schools. Announcements will also be broadcast over stations WBZ, WHDH, and WCVB.

Radio Station and Television Station Web Sites:

WRKO 680 AM WBZ 1030 AM CH 4
www.hopkinton.k12.ma.us
WSRS 96.1 FM WBUR 90.9 FM CH 7
WTAG 580 AM WXLO 104.5 FM CH 5
CH 10 (Hopkinton Educational Access)
CH 25 (Fox)
CH 56 (WB)

Please do not call the Police or Fire Department on bad weather days. They need their lines to be open for emergencies.

DELAYED OPENING

Rather than close school for a whole day due to short-term weather situations, there may be days when the beginning of school will be delayed one or two hours. When the opening of school is delayed, the radio and TV stations above will be notified and told “delayed opening – one hour, Hopkinton.” During delayed openings, school will start one or two hours later. Bus pickup, therefore, will also occur one or two hours later. The AM Preschool will not be in session and the PM Preschool will be at the regularly scheduled time.

EMERGENCY DISMISSAL

If it is necessary to dismiss schools prior to regular times, announcements will be made over the radio and TV stations normally used for school cancellation and our web site. It is very unlikely we will dismiss early. It is difficult to assure there will be adult supervision at home. During these worsening weather situations, however, afternoon Preschool is likely to be cancelled

Parent Involvement/Volunteer Opportunities

Volunteer Opportunities

There are opportunities for parents to volunteer in Hopkinton. Some of the opportunities are in your child’s classroom, but please note that the type/amount of volunteer opportunities varies by class, as well as by need and parent interest. Other areas in which volunteers may be needed include: as room parents, or as mystery readers. Sometimes, parents with special hobbies, talents, or interests may come into the classroom to share their interests with the children, and when appropriate, this would be set up individually with your child’s classroom teacher. Volunteering can also take the form of working on important projects at home or donating, sending in a roll of paper towels or other items that the teachers may request is another important way you can support your child’s class, and is often a viable option for parents whose work schedules prohibit “in person” volunteering. A ***Volunteer and Room Parent Form*** with information will be sent home with your child at the beginning of the school year.

Volunteers and Visitors

All visitors must first come to the office to sign in and pick up a visitor’s identification badge. Please help keep your children safe by following this simple procedure. Many times visitors are in the building during emergency drills and they need to be accounted for just like our teachers and students. Visitors receive a badge through the office. This alerts the staff and students that the individual has permission to be in the building. If students or staff observes a non-staff person in the building without identification, the staff member will politely redirect the visitor to the office where the visitor will go through the proper procedure.

All volunteers must complete a Criminal Offender Record Information (CORI) form prior to being allowed to volunteer and work with students. CORI forms may be obtained in any of the five schools or in the Central Administrative Building. Picture identification is required. Please be aware that the CORI process can take up to a month—so if you are hoping to volunteer or chaperone a field trip, take care of this far in advance. Do not forget that anyone working with a child must have a CORI on file. Volunteers are expected to act professionally and responsibly. Please remember that every child needs to feel safe and secure in order to learn effectively. All volunteers should respect each student’s rights and privacy. What you see and hear in the school stays in the school. If you have a concern about what you have seen or heard, contact the teacher or principal.

Parent-Teacher Conferences/Communication

Parent-Teacher Conferences

Parent-Teacher conferences will be held approximately half way into the school year (January/February). At this time, you will also receive a written report card for your child. You will receive a second report card at the end of the school year in June, either in your child's backpack, or in the mail after school ends. If at any time during the school year you would like to check in with your child's teach about how he/she is doing in class, feel free to do so. You could schedule a phone conversation or could email the teacher.

Progress Reports

Student progress reports are due to go home three times a year with report cards in December, March and June.

Parents Rights and Responsibilities/Grievance Procedure

Parents Rights

Please refer to School Committee policy on ***Notice of Section 504/Student Rights*** on the district's website under the School Committee tab, drop down to Policies.

Please refer to Special Education website for a copy of the **Parent's Notice of Procedural Safeguards**.

Absence Policy

In the event that your child is sick or cannot come to school for another reason, please call or email you child's teacher directly to let her know prior to the session. Your child needs to be fever-free without medication for 24 hours before returning to school. We ask that you respect this policy to ensure a healthy environment for everyone.

Please refer to School Committee policy on ***Student Attendance*** on the district's website under the School Committee tab, drop down to Policies.

Health Policy

In order to protect our teachers and students from the spread of germs, we have established this policy regarding illness at the Hopkinton Integrated Preschool. If you child has had any of the following symptoms within the past 24 hours, please keep him/her at home:

- Persistent diarrhea
- Severe cold symptoms (mucous is green)
- Fever about 100 degrees
- Unexplained rash
- Conjunctivitis
- Vomiting
- Flu
- Head lice

- Any contagious illness
- Rapid or labored breathing

If your child develops any of these symptoms at school, we will call you or your emergency contact person to pick up your child.

Hand Washing

Hand Washing

All teachers, volunteers, and staff are to wash their hands when they enter the preschool classroom and before they leave. This will cut down on the spread of germs in and out of the preschool classroom environment.

Proper hand washing methods are posted at each sink area.

Preschoolers will be taught the proper methods of hand washing. They will wash their hands before snack, after using the toilet, and as needed.

Illness Exclusion Policy

Illness Exclusion

Your child needs to be fever-free without medication for 24 hours before returning to school. We ask that you respect this policy to ensure a healthy environment for everyone. Please adhere to the following guidelines for keeping your child home from school:

- Fever within the last 24 hours
- Vomiting/Diarrhea within the last 24 hours
- A communicable disease
- An upper respiratory illness with significant coughing and/or nasal discharge. Please keep in mind that your preschooler are not proficient in hygiene related to tissue use and covering frequent coughs and sneezes associated with a bad cold. If symptoms will interfere with your child's ability or their neighboring peer's ability to learn, a day of rest at home may be the best choice.
- Pain that requires the use of narcotic medications

Please refer to School Committee policy on ***Student Attendance*** on the district's website under the School Committee tab, drop down to Policies.

Medication Policy and Procedure

Nurse and Medications

The school nurse will contact a child's parent if their child becomes injured or ill. Parents must complete emergency forms that include emergency telephone numbers and should ensure that these phone numbers are kept current both online and in the school office.

Students who become ill or hurt are urged to tell their teacher or the nearest teacher immediately. Do not allow a minor problem to become a major one by not bringing it to the attention of an adult.

No medication may be dispensed without written authorization from a physician, on the appropriate Medication Distribution Form, which may be obtained from the school nurse or online. An adult must deliver medications to school. No medications can be brought to school by a student. All medications must be picked up by a parent or guardian at the end of the school year. Those not picked up, will be disposed of on the last day of school.

Please refer to School Committee policy on *Administering Medication* on the district's website under the School Committee tab, drop down to Policies.

Procedures for Illness and Emergencies

Emergency Information

A *Student Health and Emergency Information* form is included in the registration packet and must be completed at the start of each school year. The information provided on this form by the parent will assist the school nurse and other school personnel to respond appropriately when medical or school-related emergencies occur.

Toileting

Diapering/Toileting

Preschoolers vary in their age of being independent in toileting skills. Staff will assist you in carrying out the toileting routine upon which you and the teacher agree upon. If your child wears diapers or pull-ups, please send in a labeled package of diapers or pull-ups and a package of wipes. We will let you know when these items need to be replenished.

Children and assisting staff members will wash their hands with liquid soap and running water any toileting routine. When handling soiled clothing, staff members will wear gloves and bag clothing in sealed plastic bags, storing them apart from other items.

Snacks

(We are a peanut/tree nut aware school)

Snack Procedure

Our snacks are tied into our curriculum themes, whenever possible. For example, during the fall when we talk about apple picking, a typical snack may be apple slices or class-made applesauce. A weekly snack schedule will be made up for each class. The week prior to your child's snack turn (usually on Thursday), a list of foods, drinks, etc. will be sent home. By the next Monday, please bring in the requested items. These items will provide your child's class with snack for the week. If a conflict arises (ex. family vacation) and you will not be able to provide snack, please inform your child's teacher one week prior to your scheduled week. In the event that this happens, we will ask another parent to switch weeks.

We understand that your child may not prefer the snack sometimes, or maybe most of the time. However, this is a great opportunity for your child to try new foods and re-try others. We encourage all children to try the snack. We do not offer alternate options, however, we occasionally offer more than one snack food on a particular day (ex. Ritz crackers and pretzel sticks to make a spider). We appreciate your understanding in

advance. Please contact your child's teacher if you have any other questions/concerns with our snack procedure. Please see the following regarding food allergies.

Allergy Awareness

We will accommodate your child's food/drink needs regarding allergies and particular diets. Please discuss any dietary needs your child may have with your child's teacher.

If your child needs to take medications during the school day, please ask your teacher for a ***Medication Distribution Form***. Our School Nurse is Kathy Bain, located in the Elmwood School.

Lunch

Free and Reduced Lunch Application

Lunch is not served in our Preschool. However, parents may find a ***Free and Reduced Lunch Application*** on the district website, under the parents tab that they may complete and if found eligible the student may participate in the Food Service Program.

Birthdays

Classroom Celebrations

Food items served in our schools will be safe and nutritious. There are a number of students in our school with food allergies. In addition, childhood obesity has become a nation-wide concern.

As a result of both of these issues, ***birthdays and other moments are celebrated with non-edible alternatives***. The only food items served are those that have been approved by the Principal and School Nurse. For further information, please refer to the School Committee policy on ***Wellness***.

Separation Policy/Issues/Transitions

We understand that, for many of our students, this is their first school experience that requires a daily transition from a caregiver. Through many years of experience, we have found that a consistent drop-off routine works best for children. We encourage the transition from caregiver to teacher to occur in the lobby area of the preschool. When staff members come into the lobby to greet families, we guide the children to congregate in specific areas, according to class assignment. As children learn this routine, staff members encourage children to wait in line for staff members to come out. We prefer that parents remain in the lobby as this natural waiting area serves as a physical boundary between the classrooms and the hallway. However, we understand that some children need more of a warm-up period in order to transition smoothly. Individual transition strategies will be used, when needed. Fading procedures (where parents begin by bringing the child into the classroom and gradually fade themselves) or transitioning into class with a security item from home (blanket or stuffed animal) are some of the ways we have worked with families to make the preschooler feel comfortable in the new school environment. The most important aspect, in the event that a child does have transition issues, is effective

communication between the teacher and caregiver. In nearly all instances of children having transition issues, the child is calm and engaged within a few minutes once the separation has occurred. If you are uncomfortable with your child's separation, please contact your child's teacher to work out a plan that is best for your child. Keep in mind that the best plan for your child may not initially feel best for the parent.

Transition Process from Early Intervention to Public School

The planned activities and transition practices with Early Intervention and child care providers for transitioning children into the Hopkinton Integrated Preschool include:

- Yearly transition night meetings where Hopkinton Special Education staff meet families who have been involved with Early Intervention. Information regarding the IEP process and programs is provided.
- Information usually in the form of a referral is received in advance of the EI 90day transition meeting requesting that a staff member attend at the child's home.
- Eight (8) weeks prior to the child's third birthday the Team Chairperson meets with the families to discuss their concerns, the questions that they hope will be answered, and the evaluations that the district's Special Education staff will complete.
- The mandated timelines and the Parent's Notice of Procedural Safeguards (PNPS) Brochure are provided to the parents.
- The Consent to Evaluate Form and a Notice of Proposed School District Action (N1) is sent to the child's family.
- Once signed consent for the evaluation is received, Hopkinton Special Education staff is assigned a role in the evaluation process and a date for the review of the evaluations is determined to be 30 calendar days prior to the child's third birthday.
- The Team meets to review the evaluations, to determine eligibility for special education services, and to determine placement where the child will receive the special education services.
- If the Team determines that the child demonstrates an educational disability and requires special education services, a draft of an Individualized Education Program is written and provided to the parents at the end of the meeting. The final district proposal is provided to the family within 10 calendar days and the parents have 30 calendar days to review and respond.

Open Door

The mission of the Hopkinton Public Schools is to learn, create, and achieve together. We accomplish our mission by embracing these values: Social, Emotional, and Physical Well-Being

- Providing an environment where students and staff feel safe helps achieve this goal. We provide this every day in monitoring who is coming in and out of the building.

By:

- Limiting the number of times the door is opened minimizes the opportunity for someone to gain access by "piggybacking" on to someone who has legitimate reason for coming in.

Evacuation and Emergency Procedures/Fire Drills

Evacuation and Emergency Procedures/Fire Drills

Any person who discovers a fire will:

Pull fire alarm in two steps:

1. Pull off protective case and
2. Activate the alarm

The Principal or designee will:

1. Follow Evacuation plan on page 32 of ***Crisis Prevention, Preparation, and Response Manual***
2. If the fire – no matter how small, has been started by a student, immediately report the student to the Superintendent and Fire Department.

The Superintendent or designee will:

1. Inform the transportation office.
2. Report to evacuation site, Command Centers, or Emergency Operations Center, depending on the severity of the situation.
3. Coordinate communication to parents, public, and media.
4. Assemble District Safety Council if and when appropriate.

The Fire Department will take charge of scene and building. No one will be allowed in building without Fire Department approval.

Referral Policies

- Parent/Student Referral: Parent, student, (or other referring individual) must put the request for a special education evaluation in writing. E-mail or fax will not be acceptable. The request should be sent to the Team Chairperson at the student's school. The request should include the following information:
 - date
 - child's name,
 - date of birth
 - parent/guardian name
 - home address
 - telephone numbers (day and evening)
 - student's grade, homeroom, school, teacher
 - other pertinent identifying information.

The request also should include a short narrative stating the reason for the request and the suspected disability. If parents have difficulty writing this request, the Team Chairperson will assist.

- Teacher Referral: The Team Chairperson will request all LST documentation, including the summary record and meeting outcome from the referring teacher. The teacher will contact parents to inform them that a referral for special education evaluation has been made. Following the initial contact, the Team Chairperson will call to arrange a meeting to explain the special education evaluation process. At that time, the Team Chairperson will also send out a form letter to parents stating that their request for a special education evaluation has been received.

Termination

Possible reasons for the suspension or termination of a child from Hopkinton Integrated Preschool:

1. Parent(s) are frequently late when picking up their child.
2. After exhausting all options, the director and parent(s) cannot reach a solution to a problem, which causes undue tension for all concerned.
3. Parent(s) repeatedly disregard our sickness policy, putting others at risk.
4. A child has a communicable disease and must follow the Board of Health guidelines regarding when student may return to school.
5. Tuition payments are consistently late.
6. The child has not adjusted to preschool.

If termination requires legal action on our part to collect any outstanding tuition payments, you will be responsible for any legal fees the Preschool incurs.

There will be no refund for tuition already paid except for new students who withdraw at the start of school. If you do not pay your current bill within 45 days of the due date, your child will not be allowed to attend school. We cannot afford for enrolled families to leave for periods during the year where we are not getting paid. If for some reason you decide to stop bringing your child to the Preschool, we would like as much notice as possible so we can offer that spot to someone on our waiting list. Any outstanding fees must be paid on or before your child's last day. Any overpayments will be refunded to you

Abuse and Neglect Policy

- Teaching staff never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion.
- Teaching staff never use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline

Please refer to School Committee policy on ***Mandated Reporting of Suspected Child Abuse and Neglect*** on the district's website under the School Committee tab, drop down to Policies.

Children's Records and Confidentiality

Please refer to School Committee policy on ***Student Records*** on the district's website under the School Committee tab, drop down to Policies.

Animal and Pet Policy for the Preschool

Hopkinton Public Schools does not allow animals or pets in the school buildings. Unless approved for enrichment programs.

School Calendar/Holidays/Vacations

Hopkinton Public Schools, school calendar can be found on the districts website home page <http://www.hopkinton.k12.ma.us/site/default.aspx?PageID=1>, under Site Shortcuts, drop down to School Calendar.

Parent Advisory Board/Opportunities for Leadership/Fundraising/Community Resources

About Hopkinton

Hopkinton, one of Massachusetts' largest towns geographically, is also one of the state's fastest growing communities. This record-breaking growth has been influenced by Hopkinton's proximity to Worcester, Boston, and Providence, Rhode Island, and its easy accessibility to Routes 495, 9, and the Massachusetts Turnpike. The rural beauty and friendly small-town character of Hopkinton has been preserved as the town's industrial base has changed from agriculture to computer, science, and biotechnology. Best known as the starting place for the Boston Marathon, Hopkinton is located twenty-six miles west of downtown Boston. Hopkinton has five schools as part of our public school district. Center School for grades K-1, Elmwood School for grades 2-3, Hopkins School for grades 4-5, Hopkinton Middle School for grades 6-8, and Hopkinton High School for grades 9-12. Hopkinton Integrated Preschool is located in the Elmwood School. **Newsweek ranks Hopkinton High 95th** in the country and 2nd in the state behind Boston Latin School. You can see the full article here: <http://www.newsweek.com/2011/06/19/the-best-high-schools-in-america.html>. Click on "see the full list" and then put in Massachusetts for the state and hit search.

Hopkinton has many organizations that support our schools listed to the left. Please click on any of the organizations to go to their web site.

Community Directory

[Boosters Club](#)

[Chamber of Commerce](#)

[HCAM-TV](#)

[Hopkinton Education Foundation](#)

[Hopkinton Music Association](#)

[Hopkinton Parent Teacher Association](#)

[Hopkinton Public Library](#)

[Massachusetts Department of Elementary and Secondary Education \(DESE\)](#)

[Hopkinton Police Department - SRO](#)

[Project Just Because](#)

[Special Education Advisor Council \(SPEAC\)](#)

[Town of Hopkinton](#)

[TEC - The Education Cooperative](#)

[Youth Commission](#)



Relevant School Committee Policies and Forms

Policies can be found on the District web site under [School Committee/Policies](#). Some of the more relevant policies and forms for our elementary schools can be found below.

[Financial Assistance Policy](#)

[Financial Assistance Program 2012-13](#)

[School Councils Policy](#)

[Student Transportation](#)

[Student Conduct on Buses](#)

[School Attendance](#)

[School Related Problems and Concerns](#)

[Bullying Prevention](#)

[Wellness](#)

[Administering Medication](#)

[Internet Acceptable Use](#)

[Non-Discrimination](#)

[Student Records](#)

[Mandated Reporting of Suspected Child Abuse and Neglect](#)

[Physical Restraint of a Student](#)

[Smoking and Use of Tobacco Products](#)

[Gifts to Employees and School Committee](#)

[Publication of Student Photographs and Images](#)

[Photo Restriction Form](#)

[Field Trip Consent Form](#)

[Physical Restraint of a Student Form](#)

[Financial Assistance Determination Application 2012-13](#)



Hopkinton Integrated Preschool **Family Handbook Acknowledgement Form**

After reviewing this handbook, please demonstrate your acknowledgement that you have read and understand the guidelines and expectations set forth in this handbook.

Please return this form to your child's teacher by October 1.

Sincerely,

Dr. Karen Zaleski, Director of Student Services
Lauren Dubeau, Preschool/Center School Principal
Linda Zakar, Early Childhood Team Chair
Kim Sullivan, Preschool Coordinator

Student Signature _____ Date

Parent Signature(s) _____ Date