

SCOTLAND

School Readiness Program Handbook for Families



Academic Year 2023-2024

Revised 8/23/2023

Located at: Scotland Elementary School
68 Brook Road
Scotland, CT 06264
Office: (860) 423-0064





SCOTLAND STAFF 2023-2024

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Library Teacher Carolyn Lebeau	clebeau@scotlandes.org
Music Teacher Ethan Lippert	elippert@scotlandes.org
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Staff Availability

Phone system messages and emails will be returned as soon as possible. The best time to reach teaching staff members is before 8:30 AM and after 3:00 PM. Staff usually take a 30-minute lunch break between 12:00-1:00 PM. If you call during a school day (8:30 AM – 3:00 PM) you will be prompted to the teacher’s voicemail.

The preschool program is staffed with certified teachers, and paraprofessional whose primary goal is to provide your child with a nurturing and stimulating environment. It is partially funded by the Connecticut’s Office of Early Childhood’s School Readiness Grant. Professional development ensures the continuing quality of the preschool program. Based on the requirements of the School Readiness Grant and National Association for the Education for the Education of Young Children (NAEYC) all teachers and aides are required to attend professional development training.

Professional Development Plan & Experiences

Scotland Preschool strives to maintain all recommended professional development requirements as outlined by NAEYC, School Readiness and the CT State Statute to ensure the highest program quality.

- Each staff member has a written professional development plan that outlines professional goals toward increasing their knowledge and expertise in early childhood practice
- Each staff member participates in early-literacy skill development training, and cultural and linguistic diversity training for early childhood classrooms within their first year of employment.
- Each staff member engages in 15 hours of professional development experiences each year that increases their awareness, knowledge, and practice of recognition and response to children's needs. (i.e., planning, observing, adaptive strategies, use of screening and assessment, special education strategies).
- Each year all staff members attend at least two early childhood-related professional development experiences that will advance their practice.

Scotland Elementary School Mission Statement

At Scotland Elementary School our mission is to develop and maintain a school of excellence which:

- Creates a learning community that celebrates success.
- Reaches out to parents and community to build strong and supportive relationships.
- Maintains a responsible, positive, safe, and respectful environment for all.



Scotland Readiness Program Goals

- Scotland stakeholders will embrace and bring to life a shared mission, core values, goals and vision of a Scotland graduate
- Scotland 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
- Scotland 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
- Scotland enhances student, parent and staff centered learning with a progressive digital learning environment
- Scotland will cultivate positive, caring and supportive relationships reaching students, family and community stakeholders
- Scotland School will provide a safe, healthy and supportive environment for learning where students build resilience

Scotland's School Readiness Philosophy

Social, emotional and cognitive growth is promoted through play. Parents are the child's first and most important teachers, and staff will involve them in all aspects of their child's education. The focus on the classroom is to facilitate each child's development in a stimulating, but orderly environment where they make choices and act on them. Our preschool targets both the typical and non-typical learners. This inclusive model provides for the development of friendship and social interaction and an opportunity to understand and accept human differences. Scotland Elementary School preschool is accredited by the National Association for the Education of Young Children. Please view their web site at: www.naeyc.org. Please look for additional PreK information on our web site: www.scotlandelementaryct.com.

Equal Opportunity Statement

*Title IX of the Education Amendments of 1972 and
Section 504 of the Rehabilitation Act of 1973*

Scotland Elementary School encourages the enrollment of and is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, income, national origin, sex, age, disability, religion, sexual orientation, marital status, ancestry, genetic information, veteran status, gender identity or expression or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Each student is encouraged to develop and achieve individual educational goals. SES will provide every student with equal educational opportunities. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Superintendent Valerie Bruneau is the designated District Compliance Officer, who will coordinate compliance with the nondiscrimination requirements.

Attendance

Attendance is the utmost importance for all school children. The research demonstrates time and again that students who attend school more often will gain the most academically. Being on time and staying the full amount of time provides the students with the benefits of social and learning time. Research confirms the value of high-quality early childhood education for developing the cognitive, social, and emotional skills that children need to succeed in kindergarten.

<https://www.naeyc.org/our-work/families/high-quality-program-for-preschooler>

ENTRY AND ENROLLMENT

Enrollment

The preschool program follows the Scotland Elementary School calendar (10 months). It serves all children 3 and 4 years old. Children may be enrolled during the regular school year:



5 days a week (Monday to Friday) 8:30 AM – 3:00 PM
Half Day sessions may be available if preferred.

Application for enrollment in the Preschool Program at Scotland Elementary School are available on our website (www.scotlandelementaryct.com) or by contacting the Main Office at: 68 Brook Road, Scotland, CT 06264 or by calling the school at (860) 423-0064.

Priority will be given to students who are currently enrolled in the preschool program. Scotland Elementary School Readiness Preschool Program promotes the enrollment of children from diverse, racial, ethnic, and economic backgrounds.

Registration Information

March	Early	Advertise screening dates in newsletter, posting at library and on town and school websites
March	Early	Application packets available at school and sent home with current students for re-enrolling and applications accepted
April	Late	Preschool screening (application packets are available in the school office and may be turned in for review)
May	Mid	Applications accepted for staff children
June	Mid	Notify families and staff of placement in program

If there are more applications than placements available, a waiting list will be created. Non-Scotland resident children will not be accepted into the program before June 15th if there is a waiting list of Scotland children. The waiting list will not be carried over into the next school year. Families will need to re-enroll.



Preschool Registration Forms

Prior to admission the following forms must be completed:

- Scotland Preschool Registration Form
- Copy of Birth Certificate
- Health Assessment Record, ED191 (Early Childhood “yellow” form) MUST be completed by both you and your physician. It will then be reviewed by the school nurse prior to attendance.
- Emergency Card must be filled out and updated each August/September
- Income Verification Forms for sliding scale/4 pay stubs
- Tuition agreement (once a rate is determined)
- Proofs of residency (electric bill, mortgage or rent statement, lease)
- Optional Ethnicity survey
- Preschool questionnaire
- Snack and Nutrition questionnaire

Special Education Services

If a Planning and Placement Team (PPT) has identified your child as having special needs and determined that preschool is the appropriate program, placement is decided at a PPT meeting. The decision will be based upon your child’s special needs. Services include speech, physical therapy, occupational therapy, and counseling will be provided at the school by school staff.

Children with special needs will not be placed on a waiting list. All services are provided by Scotland Elementary School.

Updating Information

All forms must be updated each August/September. However, please inform the staff if there are any changes during the school year in the following information: phone numbers, addresses, e-mail addresses, emergency contacts, health status, or changes in family income.

Please be sure to notify the staff if a family event has occurred that may have an impact on your child's behavior.

Tuition and Payments

Scotland Elementary Preschool tuition is determined using the current Office of Early Childhood School Readiness fee scale and guidelines. The current year fee scale can be found at <https://www.ct.gov/oec/site/default.asp>. The Scotland Board of Education, in consultation with the School Readiness Council, sets the maximum per-day fee amount. After submitting the required income information, a summary of your daily, monthly, and yearly tuition costs will be reviewed by the School Readiness Director. Parents will sign and receive a copy of the calculation form.

The School Readiness Coordinator will assist families in applying for financial support if needed. Scholarships are also available for the School Readiness Program in the school office. Nonpayment may result in removal from the program. Although the School Readiness classroom is located in our public school, it does require a fee from each family to function optimally. We are an accredited NAEYC program that provides such benefits as access to art instruction, physical education, lunch, and other school activities.

Student fees are due on the 15th of the month. This year's first payment is due on August 15th. Each family's cost is based on a sliding scale which was last updated in 2022. Family fees are based on gross income and family size. Without income documentation, families will be charged the full cost of care.

Fees for participation in the program are determined by the Scotland Board of Education and The School Readiness Council. For more information regarding this program or to get involved in the School Readiness Council, please contact: Teresa Suprenant (School Readiness Facilitator) tsuprenant@eastconn.org or Ann Knowles, School Principal aknowles@scotlandes.org

Arrival & Departure Procedures

Arrival: 8:30 AM

Unless students arrive on a bus, preschool children will be greeted at the car by a school employee and then will enter the school entrance. Preschool staff will meet the children and then accompany them to their classroom. The Scotland Preschool follows the Scotland Public School calendar including vacations, early dismissals, and in-service days, from late August to mid-June. School will begin promptly at 8:30 AM. If there is an unusual circumstance in which you



must arrive late, be certain **you let the nurse know so your child will not be marked absent.** Late arriving students must enter through the main entrance of the building and report to the office. To ensure that your child's belongings stay together, please label all clothing.

Tardiness: Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instruction time. Any child who arrives at school after 8:40 AM is considered tardy.

Departure: 3:00 PM

A note must be sent in the morning for all and any pickup or bus changes. Unless students depart on a bus, students may be picked up in the vestibule starting at 3:00 PM.

If you need to pick up your child sooner, please send a note or call by 12 Noon to ensure that all staff are aware of the change in a timely manner. Scotland Elementary School continues to support efforts to keep our school green. Do not leave your vehicles idling in the parking lot. This is not only an environmental concern but also a safety concern.

PRESCHOOL SCHEDULE

Sample Daily Schedule



8:30 AM	Children Arrive
8:30 – 8:45 AM	Bathroom/wash hands/Pledge and Morning announcements/ Journals/Table activities
8:45 -9:25 AM	Free play/students choose where to play classroom centers
9:25 – 10:05 AM	Special (PE, Art, Music, Library, SEL)
10:05 – 10:15 AM	Wash hands then snack time
10:20 – 10:30 AM	Book Look/small group read aloud
10:30 – 10:55 AM	Circle time, jobs, read aloud
11:00 – 11:25 AM	Teacher directed learning centers
11:30 – 12:00 PM	Recess/Gross motor activities/student choice
12:00 – 12:30 PM	Bathroom/wash hands/lunchtime
12:30 – 1:45 PM	Nap/rest time
1:45 – 2:00 PM	Hand washing/snack
2:00 – 2:40 PM	Free play in classroom centers
2:40 – 2:50 PM	Goodbye Circle
2:50 – 3:00 PM	Prepare for dismissal
3:00 PM	Dismissal

Late Openings and Early Dismissals

If Scotland Elementary School is closed, opens late, or dismisses early because of inclement weather or emergencies the radio stations and TV channels listed below are notified and announcements will be made via these stations:

WFSB Channel 3	NBC, WVIT, Channel 30	ABC, WTNH, Channel 8
Fox News, Channel 61	WTIC News Talk 1080 AM	WINY Radio
TIC 96.5 FM	WCTY 97.7 FM	WILI 1400AM

For school closings and late openings, the radio stations will be notified by 6:15 AM. For early dismissals, the notification will be made by 11:00 AM whenever possible. You can be notified through ALERT NOW system by phone, text, and email if requested. Parents must provide contact information on the appropriate forms in their take-home blue folders. Forms are also available in the school office.

Scheduled Early Release Days

Please check your Scotland Elementary School calendar for scheduled early release days. Students begins at the regular 8:30 AM time but dismissal occurs at 1:00 PM on early release days. Preschool children who normally stay all day will be dismissed at 1:00 PM.

Picking up Children at Dismissal

The parent pick-up line is formed in the circle driveway by the lower school area. Please form an orderly line and at “pick-up” dismissal. Your child will exit the building from the front lower school door with a school employee. If this employee does not recognize you, he/she will ask for picture identification before permitting the child to enter your car. If the staff member has any concerns, you will be asked to park your car and proceed to the main office to discuss the matter. This procedure is for the safety of your child.

Transportation

Bus transportation is provided for preschoolers. Buses will be available to bring students to school for the 8:30 AM start time. Transportation will also be provided at 3:00 PM.

Students are expected to:

- remain in designated seats
- listen to the driver
- and 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 pickup. Please be courteous to other parents by making every effort to have your child ready for the bus in the morning, and that an adult is waiting to meet your child’s bus in the afternoon. Preschoolers are required to be buckled in.

LEARNING ACTIVITIES

Curriculum



- The classroom curriculum is developed to reflect the Connecticut Early Learning and Development Standards, the Connecticut Preschool Assessment Framework in the areas of: Language Arts, Math,

Science, and Social Studies (to include “character education”). We also use Wilson Foundations programming for PreK curriculum. Content is designed to achieve long-range goals for children in all areas: social, emotional, cognitive and physical and to prepare children to function as cooperative members of the school community.

- Addresses a broad range of content that is relevant, engaging and meaningful to children.



- Content reflects and is generated by the needs and interests of the individual children within the group. Curriculum incorporates a variety of learning experiences, materials, equipment and instructional strategies to accommodate the broad range of children's individual differences.
- Builds upon children's unique experiences, learning styles and strengths to foster the acquisition of new skills and concepts.
- Engages children actively in the learning process and gives them opportunities to make meaningful choices.
- Emphasizes the value of social interaction to learning in all areas and provides opportunities to learn from peers.
- Is supportive of children's physiological needs for activity, sensory stimulation, fresh air, rest, hygiene and nourishment.
- Is flexible so teachers will adapt to individual children or groups.
- Is cognizant and respectful of values, beliefs, and experiences of children and families in our program.
- Is flexible and can be modified to reflect the values, beliefs, and experiences of children and families in our program.
- Is flexible and can be modified to reflect the languages spoken by families in our program.

Preschool Assessments and Information about Your Child

- Scotland Preschool Program uses the current Connecticut Early Learning and Development standards (ELDS) in conjunction with the CT Documentation and Observation Teaching System (CT DOTS) to document and assess your child's individual progress. The system enables teachers to purposefully plan and implement activities and projects based on a system of learning standards that can be observed and recorded.
- The teachers observe and assess children's progress, they can expand on individual strengths and areas needing strengthening and plan accordingly. This allows the families and teachers to share information effectively.
- Preschool assessments are ongoing throughout the year.
- Report cards are shared with families twice per year (Winter and Spring). Your child's information is not intended to be used as a comparison between children.
- Even before a child is enrolled in school, we receive information verbally from the parents to better understand your child. We will be able to hold our annual preschool screening in the spring to conduct early childhood assessments on incoming preschool students. Parent input will be even more valuable as we begin the 2023-2024 school year.
- At the beginning of the school year, all PreK children are screened using the Brigance Early Childhood Screen II. We also obtain information about each child from a classroom questionnaire that is completed by the parents prior to the child's entrance into preschool. We call parents before the school year begins to find out further information about each child. At that time, the preschool staff will share any concerns regarding assessment results with the parents. Parents are also able to ask assessment result questions or programmatic questions and/or concerns at this time. Sometimes parents will have concerns that can be addressed through these early conversations (i.e., a parent will have

a child who is very shy and would like to visit our classroom several times before school officially begins to help the child with transitioning).

- Once school begins, the children are assessed on a regular basis. We use a variety of assessment tools, such as: checklists, conversations with the children, observations, anecdotal notes, photographs, samples of children's work, and information from classroom aides and other preschool staff (i.e. gym teacher). We also gain insightful information from parents. Each child has a portfolio with his/her assessments that are kept in a locked file drawer in the preschool classroom for confidentiality.
- All teachers involved with preschool children are technically trained to administer the above-mentioned assessments through in-house professional development. Teachers also attend professional trainings through the CT Office of Early Childhood and EASTCONN. It is the goal of Scotland Elementary School to keep our staff current in all areas of preschool and kindergarten assessment.
- The purpose for assessing children is to get to know each child *individually*. We use the assessments to *purposefully* plan the curriculum – that is, plan the teaching strategies, materials, and methods that we use in the classroom. Intentional teaching is an on-going process. Assessment data is used to create individualized learning plans for students.
- All children are screened using a brief standardized developmental screen called the DIAL-4 which includes a screening for language, fine motor, gross motor, social, emotional, and cognitive development. The screening will take place prior to enrollment or within 6 weeks of the start of school.

Classroom Learning Centers



Science Center: The materials in this center include plants, scales, magnifying glasses, rulers, a large functional thermometer, magnets, science books, a variety of objects found in nature (i.e. pine cones, bird's nests, seashells, live insects) and numerous other materials that change throughout the school year.

Writing Center: Allows children to investigate early forms of writing, book making, and drawing. Materials include a variety of paper, envelopes, pre-made blank books, dry/erase boards, chalkboards/chalk, pencils, crayons, markers, rulers, a variety of stickers, alphabet charts, and metal rings with the names of our preK students (for the children to copy when writing each other letters!).

Math Center: Exploring activities through manipulatives lay the groundwork for abstract concepts such as comparing, classifying, ordering, and sorting. Some materials/activities included in this learning center: unifix cubes, pattern blocks with activity cards, colored cubes, stringing beads, puzzles, geoboards, ordering boards, and a variety of other sorting materials and manipulatives.

Reading Center: Equipped with a comfortable reading area and a very large selection of books, children who like looking through books and/or need a place to be peaceful will often seek out this corner. We also have magazines and many word sets on metal rings for the children to read (e.g. the children's names, days of the week, sight words, and months of the year).

Listening and Reading Area: A variety of books are provided. We also have a flannel board and flannel sets for children to tell and retell stories that have been read to them. Children also use the flannel sets to create their own stories. We have a variety of these sets that are rotated throughout the year. An audio player is often available for children to listen to books and follow along with the corresponding books via computers.

Dramatic Play: Provides opportunities for make-believe and role-play. Pretending to be people in situations they have experienced helps give children a sense of the adult world. It gives them opportunities to work together, express their feelings and ideas and use language to communicate their roles and respond to other's needs and requests. The House Center is fully stocked with play items such as a stove, sink, cupboard, refrigerator and other kitchen equipment, dress-up clothes (including multicultural clothing), multicultural dolls, recipe books, multicultural dishes, doctor's play equipment (with a functional stethoscope), functional doll-sized wheelchair, and hats. Our puppet theater changes periodically (i.e. to a grocery store).

Musical Center (including multicultural instruments from around the world): We have a wonderful collection of instruments such as a xylophone, triangle, and many multicultural instruments as well, such as a Japanese Den Den, Mexican Guiro, Chinese Gong, Ghanaian Woven Rattles, Chilean Rain sticks, Asian Frog Rasp, and Peruvian Gourd Maracas. Most of the instruments are placed in a large Bolga basket woven by indigenous people in Northern Ghana called Bolgatanga.

Art Center: Exploring and using art materials allows preschool children to express original ideas, improve their coordination, develop small muscle skills, learn to recognize colors, shape designs and textures. Some materials included in this area: a variety of paint, collage materials, scissors, all types of paper and writing instruments, fabrics, yarn, clay, small items/materials such as buttons and glitter, glue, play dough with corresponding materials, an easel, stencils and recycled material that is contributed by children, parents and staff.

Texture Center: Provides opportunities to explore the principals of math and science first-hand. By sifting sand and scooping water, children improve their physical dexterity. They develop social skills by joining others in making objects, such as a sandcastle. As they test various items in a tub of water, they learn scientifically which objects float or sink. Materials in this table periodically change; for example, when involved in a unit on birds, the table is filled with birdseed. Some objects included in this area: measuring cups/spoons, containers of varying sizes, letter, shape and number molds, sifters, water pumps, basters, small vehicles, and sink and float objects.

Block Center: Some items included in this area that are rotated: large wooden blocks, train sets, Bristle Blocks, plastic gears, tiles that are magnetic, Legos (including multicultural Lego people), small vehicles, signs, buildings, construction hats, and construction books.

Learning Activities for Preschoolers

Computers/iPads: The classroom is equipped with a couple of iPads that students may use for various educational apps based on literacy and mathematics and a classroom computer for various educational activities. The SES computer lab is available to preschool students if needed for additional activities.

Table Activities: Children participate in activities at our tables, some of which include: exploratory activities, puzzles, unifix cubes, geoboards, Alphabet Bingo, memory games, magnets, and studying live bugs. Children often work on individual goals at this time.

Group Activity: We work in whole groups and small groups. We engage in a variety of math, literacy, science, health, social studies, and creative movement activities. This usually takes place on our alphabet rug.

Outside Recess: During recess we offer a variety of activities, some of which rotate. The children enjoy the playscape, the sandbox, blowing bubbles, playing ball, sidewalk chalk, parachute games, scooters, stilts, riding tricycles and other activities as well. Please be sure your child wears sneakers and appropriate clothing.

Music/Physical Education: The students will participate in gym and music twice a week and enjoy combined music & movement activities with a certified music and physical education teacher.

Art: The art teacher visits the preschool room weekly to learn from a certified art teacher.

Health: Students receive health instruction weekly and learn nutritional education and life skills from a certified teacher.

HEALTH SERVICES



The School Health Office is designed to provide care to students who become ill or are injured while at school. The school uses ED191 for health records. A cumulative health file is maintained for each student, which includes health screens under 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. These files are protected by the HIPAA laws. Only Parent/Guardians and the School Nurse have access unless parents/guardians are notified.

School Nurse

A registered nurse (RN) is available to provide health promotion services to children enrolled in the preschool. He/she is responsible for completing hearing, vision, and dental screenings, and contacting parents if a child becomes ill at school. The school nurse serves as a consultant to the staff regarding medical concerns. The school nurse 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 counselor if you would like assistance.

The school nurse and staff must be alerted about any child who has a medical condition which may require immediate attention or the administration of emergency medication. Conditions would include food or insect sting allergies.

Screenings for vision, hearing, height, and weight are conducted by the health office regularly. Parents 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 student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conference regarding health issues.

Communicable Infectious Disease

Students with any medical condition 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 and students may be required to submit medical evidence that their child has fully recovered sufficiently to prevent exposing others.

Illness Policy

Scotland Elementary School encourages students who are ill to stay home until they are well enough to return to school. The school nurse advises parents to keep their children who have elevated temperatures, vomiting, or diarrhea at home. Parents may use their judgement about coughs and colds, but please remember that a child who is ill will have difficulty thinking or participating in class activities. Please allow your child the rest he/she 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 home.

If your child will not be attending the preschool on a given day, due to an illness, medical appointment, or any other reason, please call the office (860-423-0064) or email Nurse Sharon St. Rock at sst.rock@scotlandes.org who will then notify the preschool staff.

If your child becomes ill at school, the school nurse will notify you at home or work. If she/he cannot reach you, she/he will contact the individuals listed on the 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 for children from birth to age 199. 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

(860) 450-7471 extension 129

Enrollment can be completed at the Health Center. Parents and guardians may be eligible too!



Medication Policy

Medication should be given at home whenever possible. If a medication must be taken during school hours, the school must have a copy of the signed “Authorization for the Administration of Medicines by School Personnel” from the prescribing physician or dentist. Parents are responsible for obtaining a new Authorization at the start of each school year. The parent must supply the medication in a container on which the pharmacy has labeled the medication name, strength, dosage, time to be given, and the appropriate child’s name. Alternately, a parent may come to school to administer medication him/herself, if so desired. Remaining medication that has not been picked up by an adult by the end of the school year will be discarded according to state and federal regulations. All medications are stored in the Health Office in a locked cabinet at all times. In the case of field trips, teachers are supplied a medical bag with first aid supplies, and any allergy-related medications pertaining to students in participating class.

Students should apply skin protection of SPF 15 or higher at home before school begins. Preschool parents may provide and apply skin protection to their own children during the field trip. DEET should only be used when public health authorities recommend use of insect repellent.

Cumulative Health Records

Scotland Elementary School recognizes the need for and usefulness of keeping cumulative health records for each student, which will reflect the physical aspects of a student’s development in the educational process. Accurate and complete records are maintained and used to contribute to the student’s welfare. Safeguards are established by the school administration to protect the student and the student’s family from invasion of privacy in the collection, maintenance, and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Such safeguards are designed to meet the requirements of state and federal law.

PRESCHOOL POLICIES AND PROCEDURES



Behavior Philosophy

The entire staff uses positive methods of discipline. PBIS (Positive Behavior Intervention Support) encourages self-control, decision-making, cooperation and positive self-esteem.

A child will never, under any circumstances, be physically punished, humiliated, or threatened. Staff members are never permitted to place adult hands on a child in a disciplinary matter (spank, grab, etc.); nor are staff members permitted to use physical punishment, psychological abuse, or coercion when disciplining a child. If a child misbehaves, a staff member will always take the child aside to speak to him/her about the incident. 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.

Confidential information, unless otherwise defined, is information the disclosure of which would, or would be likely to, constitute an invasion of personal privacy. Accordingly, confidential information concerning a student or student's family must be protected by all personnel in public school districts, approved private programs for special education and Birth to Three, Regional Education Service Centers (RESCs), Regional Family Service Coordination Centers (RFSCCs) and the Department of Education.



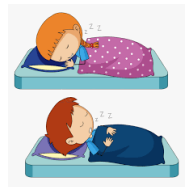
Dress

Your child will be involved in many hands-on activities. Please dress your child in comfortable play clothes and rubber soled shoes or sneakers. Proper attire will help ensure the safety and comfort of the children. Outdoor play is very important to children. Please be sure to dress your child appropriately for the weather and season. If your child's clothing becomes wet (spilt milk for example) he/she will change in our bathroom. Please send in an extra set of clothing at the beginning of the school year. This will be kept in your child's cubby. If your child does not have any extra clothing, he/she will be brought to the nurse for clean clothing.

On **gym days** children must wear sneakers. Your child should also wear loose clothing such as sweat pants and a t-shirt/sweatshirt.

Rest Time

Children will be encouraged to participate in rest time in the afternoon after recess and lunch. Rest cots are provided to each child. You may wish to provide a small pillow and blanket.



Handwashing Procedures

We want to keep everyone in the preschool program as safe as we possibly can so handwashing is an important part of the learning process and occurs many times each day. Children will be taught "how" to wash their hands and will work together with the adults in the room to perfect this skill.

- Adults will wash their hands: (at a minimum)
- Before and after assisting children with food of any kind (snacks, lunch, etc.).
- Before and after accompanying a child to the nurse's office for administering medication.
- After handling garbage of any kind.
- After using cleaning fluids or materials of any kind.
- After participating in recess with the children

Both children and adults will follow the hand-washing protocol when washing hands:

- Wet hands with warm, running water.
- Use soap to wash away the germs.

- Wash hands for 20-30 seconds.
- Wash the front and back of both hands.
- Scrub under the fingernails and between all fingers.
- Rinse well with warm, running water.
- Dry both hands with a fresh paper towel.
- Use the paper towel to turn off the faucet.



Snacks and Meals

Students have snack time each morning and afternoon. Parents can provide a healthy snack and drink for both snack times. Students also have the choice to receive free breakfast as their morning snack. Breakfast consists of milk, juice, fruit, cereal, muffin, cheese, and other rotating items. Children can choose to bring a healthy lunch from home or receive a free healthy/balanced lunch from the cafeteria. A monthly lunch menu will be sent home in their daily blue folder.

All food items sent to school or prepared by the school staff will need to be of an acceptable size to avoid choking. Staff will not offer children younger than four these foods; raw carrots, whole grapes, hot dogs, pretzels, popcorn, raw peas, a spoonful of peanut butter, or meat larger than can be swallowed. Food sent from home will need to be cut ½ inch size chunks or pieces.

To find healthy snack and lunch planning suggestions please visit:

<https://www.choosemyplate.gov/>

All staff and children will wash their hands prior to snack time.

As state earlier, students and staff handwashing will occur frequently during the school day.

Periodically a parent may wish to bring in a snack to share with the classroom for a special occasion (i.e. their child's birthday). Students may NOT share food at any time during the school day. We ask that pre-packaged and individually wrapped items only for classroom celebrations.

Our refrigerator is available for food storage that requires refrigeration. All items must be clearly marked with child's name. Please note any nutritional/dietary concerns in the Preschool Parent Questionnaire.

A child with a disability who has **special dietary needs** will have a record kept by the nurse. A copy will be available to parents on request.

Supervision of Children

Teaching staff supervises preschool children primarily by sight. Supervision for short intervals by sound is permissible, as long as the teachers/staff check frequently on children who are out of sight. (For example, in the classroom bathroom as a child deserves privacy.)



Toilet Training

Preschool children are expected to be fully toilet trained upon entrance. We do, however, understand that there will be occasional accidents with our young students. Families are expected

to provide a box of wipes, multiple pairs of underpants and several changes of clothes in case of accidents. Preschool staff will actively prompt toilet use during the day

We encourage that children have been toilet trained or have a good start to the process, but it is not a requirement for enrollment. Students who are not toilet-trained should consult with staff. We understand that children may need assistance to some degree and will get that support from staff.

Children who require diapers should use only commercially available disposable diapers or pull ups unless the child has a documented medical reason that does not permit their use. For children who require cloth diapers the diaper has an absorbent inner lining completely contained within the outer covering made of waterproof material. Both the diaper and the outer lining are changed as a unit. Cloth diapers and clothing that are soiled are immediately placed in a plastic bag and sent home that day for laundering.

Staff check diapered children for signs that diapers/pull-ups are wet or soiled at least once every two hours and after nap.

A good readiness indicator for preschool is a child who is ready to use the toilet independently. In order to be considered toilet trained a child must be able to:

- Recognize when he/she needs to use the bathroom
- Independently pull pants on and down
- Independently clean themselves

We also encourage you to dress your child in clothing that makes independent toileting more successful.

FAMILY INFORMATION



Open-Door Policy

For the safety of the children, teachers, and staff of our school, we may be closing all classrooms to visitors until such time as it is safe to open them (per CDC and the CT Office of Early Childhood directives). The entire staff truly seeks to form a partnership with you to provide the highest quality education for your child. Major school events will be available and open to all families.

Communication and Involvement

A primary goal of the Scotland Preschool Program is to maintain close communication between home and school. A preschool picnic is usually scheduled for late August from 11:00 to 12:00 to introduce the preschool staff - a small lunch will be provided. The classroom teacher maintains contact with parents through daily Class DoJo and weekly newsletters, memos, personal notes and phone conversations. A blue take-home/communication folder is sent home daily with information regarding curriculum, school news, and valuable parenting tips. This folder enables families to communicate regularly with the classroom teacher. Please put all communication in this folder, field trip or lunch form slips, tuition payments, etc. (We check every folder, but we do not check the child's backpack).

Parents and community members are encouraged to contact the school regarding serving on our School Readiness Council to develop decision-making policies. This includes development of the wellness policy and school parent compact. Parents may also join our parent PTO group.

If and when there might be difficulties and/or differences that arise in interactions between families and program staff, the following procedure is followed:

- If a parent disagrees with how a teacher works with a child or there are differences with the teacher, the parent is asked to first discuss the issue with the teacher.
- If a parent is not satisfied with the outcome of a parent/teacher conference, phone call, or email, he/she should contact the Principal Ann Knowles, by phone 860-423-0064 or by email – aknowles@scotlandes.org. It is always our goal to resolve any confusion, disagreement, or conflict as soon as possible and in the best interest of the child.

At Scotland Preschool, we have an open-door policy as well as parent volunteer days. This gives parents the opportunity to sign up and come in to assist the classroom with activities or tasks that are beneficial to the class and their child. Although we actively seek parent participation, please keep in mind the purpose of any preschool program is to ease the child's transition into school. If your child is upset by your presence in the room, we will happily give alternative ways for you to volunteer and help. Other opportunities to volunteer often include PTO events and fundraisers, Board of Education meetings, School Readiness Council meetings, field trips, and more.

Parents are offered educational opportunities and support in parenting skills through the school readiness program. Workshops will be publicized through fliers throughout the year.

Parent complaints should be resolved directly with the persons involved. If the complaint cannot be resolved, then the principal should be approached for mediation. If resolution cannot be achieved, either party is encouraged to bring the matter to the attention of the Superintendent of Schools. If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent.

Parent Resources: Includes a variety of books, pamphlets and brochures on the topics of parenting, child development, and educational activities that are beneficial to children. Books on parenting may be signed out for two weeks at a time.

Family Literacy

The Scotland School Preschool program encourages the development of literacy through interactive activities in families. Families are integral in language acquisition for young children and we want to work with you as your child acquires these valuable skills. Many opportunities are provided to assist families in engaging in literacy activities with their young children. The following is a list of sample activities: sharing books at home, family story share, school book fair(s), and the Governor's Reading Challenge.

Library services are available at the Scotland Public Library. Families are encouraged to attend. Adult Education programs, including parenting education, are available through EASTCONN, 860-455-0707.

Parent Teacher Conferences

Twice a year we have formal **parent-teacher conferences** (more conferences as needed by parents and/or teacher). Conferences will be conducted in person or virtual using ZOOM if preferred by families. Details will be forthcoming prior to the November conferences to sign up. At conferences, parents share with us their observations and comments about their child, and we share with the parents what the child has mastered, areas that are challenging to the child, and other child-related information. Parents are encouraged to raise any questions or concerns they may have regarding assessment methods and/or results during conferences. More frequent conversations are also encouraged through email, phone calls, or at a scheduled before or after school meeting. Progress monitoring reports are sent home three times during the school year.

Adult Education Services

Scotland Elementary School and the School Readiness Preschool assist families in attaining adult education programs, job training, and literacy skills. Scotland participants in the EastConn adult education program. Families can call EastConn at (860) 455-0707 or Ann Knowles, Scotland Principal for more information. Literacy needs will be assessed by the Adult Education Program.

The Process to Identify and Refer Families to Programs and Services

Families in need of services may contact the School Counselor (Chelsea Alejandro) calejandro@scotlandes.org for a referral to programs and services specific to their needs. The school counselor will coordinate resources to avoid duplication. She will refer families to services and resources particular to our community and regional area. School readiness staff are employed by the Scotland Elementary, and are supported in information, training, and technical needs by the school. Parents of school readiness children are therefore welcome to access assistance and information from school staff, including the school counselor.

Transitioning your Child

The staff is committed to having each child experience a positive transition in and out of the program. If this is your child's first formal preschool experience, and if it is your desire, the staff will communicate with you regularly to ensure a successful beginning. If your child has been enrolled in another preschool, the staff is willing to work cooperatively with previous teachers to make the transition a smooth one. When your child exits our program, the staff will assist you in preparing your child to attend kindergarten or another program. Children who will attend kindergarten in the fall will be prepared for their next academic step. The preschool teacher will read stories about kindergarten and its expectations during the spring. As part of the transition plan, however, the school readiness staff and the kindergarten staff will collaborate for Professional Development training. At the end of preschool all older students and records will be transferred to kindergarten.



Program Evaluation and Improvement

The Scotland Preschool Program needs your feedback to improve and evaluate our program. The staff is committed to continually improving and modifying the program to better meet the needs of our students and their families. Also, toward the end of the school year a survey will be given to obtain feedback regarding our program. Results of the survey are shared with families and the School Readiness Council annually.

The preschool staff believes that parent input is a valuable part of our program assessment. Parents are encouraged to address concerns or share ideas with the teacher at any time. Parents should bring any problems or concerns to the attention of their child’s teacher. If the parents are unable to resolve the issue with the classroom teacher, please feel free to contact Principal Ann Knowles, Scotland Elementary School.

The Scotland Elementary School Readiness Preschool is accredited by the National Association for the Education of Young Children and must meet high standards to maintain accreditation. Parents annually complete an evaluation survey which is summarized by the School Readiness Council in order to monitor the progress of the program.

RESOURCES

Area Resource Numbers

Info Line	211	
CT Department of Social Services & Food Stamps	1-855-626-6632	Norwich Office
CT Department of Social Services	(860) 886-2641	Willimantic Office
CT Foodbank	(203) 759-1919	Wallingford Office
CT Food Share	(203) 469-5000	Wallingford Office
Windham Community Memorial Hospital	(860) 456-9116	Willimantic
Generations Family Health Center	(860) 450-7471	Willimantic Office
Generations Family Health	(860) 774-7501	Danielson
Poison Control	1-800-222-1222	24 Hours Hotline
National Crisis Hotline	1-800-784-2433	24 Hours Hotline
CT Works (CT Dept. of Labor)	(860) 423-2521	Willimantic Office
Access Health (HUSKY Insurance)	1-855-805-4325	State Health Coverage

Early Childhood Websites

Here are some resources in the field of early childhood you may find helpful. Internet access is available at both the Scotland and Hampton libraries.

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

Questions or comments may also be directed to Teresa Suprenant
 Hampton-Scotland School Readiness Council
tsuprenant@eastconn.org

School Readiness Link to State Policies - SR fees
https://www.ctoec.org/wp-content/uploads/2020/02/GP_B-02_Fee-Guidance-2020-05.pdf

School Readiness Overview
<https://www.ctoec.org/school-readiness-preschool-grant-program/>

LET'S HAVE A FANTASTIC 2023-2024 SCHOOL YEAR

2023-2024 School Calendar

August- 6

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

8/21 Teacher Prep Day
 8/22 & 23 Professional Day
 8/24- 1st Day for Students

September- 19

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

9/1 Professional Day- No school
 9/4 Labor Day- No School

October- 20

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10/6 Professional Day- No school
 10/9 Columbus Day- No School

Key:
 Outlined= No School
 Underlined= Early Release Day
 X= Emergency School Closing
 Bold= Important date

Parent Teacher Conferences:
 Fall 11/8 & 9
 Spring 3/7 & 8

November- 18

M	T	W	Th	F
		1	2	3
6	7	<u>8</u>	<u>9</u>	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

11/8 & 9 Early Release- P/T Conf.
 11/10 Veteran's Day- No School
 11/22-24 Thanksgiving Recess

December- 16

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12/22 Early Release Holiday Recess
 12/25-29 Holiday Recess

January- 21

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1/1 New Year's Day- No school
 1/2 Return to school
 1/15 Martin Luther King Day- No School

State Law Requires School Districts to offer a specified amount of Professional Development annually.

The Board of Education will monitor school closing days on a monthly basis and will consider publishing an alternate calendar.

Summer Vacation will start after the 182nd day of school and end on the first day of school.

Approved by the Scotland BOE:
 3/7/23

February- 18

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

2/16 Professional Day- No School
 2/19 & 20 Winter Recess

March- 20

M	T	W	Th	F
				1
4	5	6	<u>7</u>	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

3/7 & 8 Early Release- P/T Conf.
 3/29- Good Friday

April- 17

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4/12- Early Release- Spring Recess
 4/15-19 Spring Recess

May- 22

M	T	W	Th	F
	1	2	3	4
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

5/24- Early Release- Mem. Day Recess
 5/27 Memorial Day- No School

June- 5

M	T	W	Th	F
				1
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6/6 Early Release
 6/7 Early release, Last day of school

Scotland School
 68 Brook Road, PO Box 97
 Scotland, CT 06264
 P- 860-423-0064
 F- 860-423-0390

Ms. Valerie Bruneau
 Superintendent
 Mrs. Ann Knowles
 Principal



"Home of the Lions"SM

Scotland Elementary School Preschool Program
68 Brook Road
Scotland, CT 06264



Dear Preschool Families,

It is important that you and your family read and review the contents of this 2023-2024 Handbook. It contains notices of rights that you and your child have under the law. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

I understand and consent to the responsibilities and behavior policies as outlined in the Scotland Elementary School's Handbook. I also understand and agree that my child or children, _____, shall be held accountable for behavior at school, school-sponsored and school-related activities, including school-sponsored travel, regardless of time or location. I understand that any student who violates the school's rules of behavior shall be subject to disciplinary action.

My child and I have read the contents of the Scotland Elementary School Handbook.

Parent/Guardian _____

Date _____

Signature _____