

Mansfield Public Schools

Roland Green Preschool



Parent Guidebook

TABLE OF CONTENTS

| | |
|---|-----------|
| Staff Directory & Contact Information | Page 3 |
| Integrated Program Description | Page 4 |
| Daily Schedule/School-Student Needs | Page 5 |
| Safety/Communication | Page 6 |
| Weather Delays/Closings/Student Absence | Page 7 |
| Peer Tuition Info | Page 7 |
| Snack Suggestions | Page 8 |
| School Policies | Page 8 |
| Health Services | Page 9-12 |

Preschool Staff Information

School Number: 508-261-1561

Fax: 508-261-7514

Email: All staff email is as follows: first name.last name@gmail.com

Administrative Staff

Krista DeMello Director
James Leonard Director of Special Education

Teresa Murphy Superintendent of Schools
Michael Connolly Asst. Superintendent of Teaching & Learning
Edward Donoghue Asst. Superintendent of Finance & Operations

Office Staff X40228

Julia Mitchell Office Assistant
Jerry Hazeldine Custodian

Nurses Office X40227

Deborah Wirth, BSN, RN, NCSN

Teaching Staff

| | | | | | |
|----------------------------------|-----------|--------|-------------------------|-----------|--------|
| Brigid Brown, M.Ed. | Red Rm | X40237 | Melissa Leonard, M.Ed. | Blue Rm | X40222 |
| Julie Castagno, M.ED. BCBA, LABA | Orange Rm | X40223 | Cailyn Pawlowski, M.Ed. | Purple Rm | X40238 |
| Laura Johnson, M.Ed. | Yellow Rm | X40224 | Kimberly Stowe, M.Ed. | Green Rm | X40231 |
| | | | New Teacher | Pink Rm | X40236 |

Therapy Staff

| | | | |
|-------------------------|-------------------------------|--------------------------|---------------------------|
| Susan Bielan, JD, OTR/L | Occupational Therapist X40234 | Catherine Deasy, MS, CCC | Speech Pathologist X40226 |
| Derna Thomas, PT, DPT, | Physical Therapist X40235 | Pat Denham | Speech Pathologist |

Paraprofessional Staff

| | | |
|----------------------|-------------------|--------------|
| Elizabeth Abramovitz | Denise Colbert | Diane Harris |
| Nicola Benkart | Alycia Dancey | Sheila Hull |
| Amy Brady | Sandra Fitzgerald | Donna Meehan |
| Laurie Bubencik | Gina Fitzpatrick | Tammy Novick |
| Carolyn Burnham | Gail Geagan | Brianna Shea |

Roland Green Mission Statement

Our mission at Roland Green Preschool is to promote the social emotional, physical and cognitive development of our students through positive behavioral intervention strategies and a multidisciplinary approach to learning

Message from the Director

Welcome to the Roland Green Preschool!

This guidebook has been prepared to explain our school's practices and procedures and to answer any general questions you may have. Please contact the school for further clarification or additional information you may need.

The Roland Green staff and administration are committed to maintaining a strong home/school connection. We look forward to working in partnership with parents in providing an exciting school year for our students. Together we will create a learning environment that allows every child to develop self-confidence and to succeed. We look forward to your time here at the Roland Green Preschool!

Krista DeMello
Director

Integrated Program Information

The Roland Green Preschool offers a developmental, language based program for 3 to 5 year old children. This program is designed to provide instruction to children who have significant delays in one or more areas of development along with their typically developing peers. We present concepts in a thematic approach.

The curriculum is individualized to meet the needs of each child within the classroom but also guided by the Commonwealth of Massachusetts' framework in order to provide a solid beginning for students when they enter Kindergarten. Through our monthly newsletter, we keep you informed about current classroom topics so that you may provide carryover activities at home.

The curriculum is developed based on the Massachusetts Curriculum Frameworks through the use of these developmentally appropriate activities.

- Cultural differences are accepted. All areas of the classroom are accessible, along with all materials and equipment.
- Equal status is given to all children.
- Positive behavioral strategies are used throughout the district.
- Activities are designed to allow for different learning styles.
- Children are encouraged to work together.
- The curriculum provides time for children to plan, implement, and later review their activities and allows them to build increasingly complex ways of thinking.

By planning together and sharing in program presentation, the teacher and therapist(s) design ways to incorporate therapies into the classroom routine. The therapy needs of individual children will be determined at the TEAM meeting and included on each child's IEP.

Preschool Daily Schedule

- Arrival
- Opening Circle
- Learning Centers
 - Dramatic Play
 - Art Projects
 - Sensory Table
 - Blocks
- Academic Centers
- Snack
- Outdoor Play/Gross Motor
- Dismissal

Massachusetts guidelines provide a foundation of learning experiences to help young children develop needed skills and knowledge.

Items Preschool Children Need

- A change of clothes to be kept in school. Please label all items.
- For children in diapers, please send in one week's supply of diapers. The Preschool will supply wipes.
- Child size backpack, bag, or plastic bag with handles—to accompany child each day for items such as projects, paper, notices, etc.
- Snack: You are expected to pack your child's snack daily. Lists of recommended snacks are on page 9
- REMINDER! Please label all of your child's items.
- Sneakers – please send in sneakers if your child wears snow boots/rain boots to school.

Items Roland Green Preschool Needs

Registration and Enrollment Forms: We now use an online registration through our district website

The following forms must be on file in school before child can attend school:

- Residency Documentation - Mansfield Public Schools must have all residency documentation on file before a child is able to attend. The requirements are listed on the form.
- Immunizations & Physical - Official up-to-date immunization record and physical exam document (within one year) must be on file before a child is able to attend.
- Birth Certificate - A copy of your child's birth certificate must be on file with the school before a child is able to attend. We only need this document once for their educational career

The following forms must be on file no later than the first day of attendance for child:

- Emergency Information Form - Attached emergency form with any corrections made and with signature
- Health Form - New Student Information Survey
- CORI Form - If you would like to volunteer in class or for a Parent Group event, please complete a CORI form and submit to the office with a COPY OF YOUR LICENSE. This form only needs to be done once every three years and only for one school in the district.
- Permission Form - Videotape/photograph release, internal class information listing, and email distribution form.
- Background Information Form - This is information that your child's teacher will find very useful.

Safety

- For the safety of all children, all doors will be locked during the school day. Access to the building can only be gained through the **front** door (Dean Street side). You will need to push the doorbell to be allowed entry.
- Upon entering the building, for the safety of the children, you must sign in at the main office and then wait for directions. If your child is being dismissed, he/she will be brought down to the office. We appreciate your cooperation regarding this matter.

Communication

We have many ways of communicating with our parents from a phone call to emails and website.

- Phone: Please feel free to call the office at any time and, if necessary, leave a message for any staff member on their extension or leave a message with the secretary or main extension. Most calls are returned after class unless an emergency.
- Electronic Communication: As a district are trying to conserve and use our many options of electronic communication with parents. The following are the different options for communication between schools and parents. If at any time you prefer to have hard copies sent to you please complete a new Permission Form and opt out of the electronic options.
 - Mansfield Public Schools Website - The website for The Mansfield Public School District is full of information on the district including a district calendar and Roland Green has its own webpage. www.mansfieldschools.com
 - Hornet Backpack - The Roland Green Ebackpack is located on the Roland Green page on the district website. All Roland Green and district notices and flyers are posted here. You have the ability to be notified every time a document is added once you add your email there.
 - School Calendar - The Mansfield Public Schools website has an online calendar showing all the scheduled events in one easy to use online calendar.
 - Constant Contact - We also send out emails using Constant Contact showing any current information besides what is on the Ebackpack site along with reminders of events.
- Roland Green Newsletter – Families will also receive newsletters from the RG containing information about school events and activities.

Student Absence

- Student Absence: If your child is going to be absent, tardy, or dismissed, please call (508)261-1561 or email: julia.mitchell@mansfieldschools.com or your child's teacher
- If your child is a special education student who currently uses the special education transportation service you must call the Special Education Office (508)261-7507 to make them aware of the absence, tardy, or dismissal as it will affect their transportation schedule.

Weather Delays/Closing

- A weather related school closing will be made on TV channels 4, 5, and 7. Families will also receive a broadcast phone call, text and/or email about important school information via School Messenger.
- *****If there is a one hour district delay to the start of school, full day students will be delayed an hour and there will be no AM class held. PM session will start at regular time. When there is more than one hour delay or a scheduled early dismissal there will not be any AM or PM preschool.*****
- **Reminder that students do not attend school after 11:00 am every Thursday.**
 - Due to this please be remember that Roland Green students do not follow the K-12 scheduled early release days (monthly professional development). These are regularly scheduled days of school for us.

Peer Model Tuition Information

- Payment is required at least one MONTH in advance.
- September and October tuition is due on or before September 15th.
 - September’s payment is less the \$50 deposit you may have already paid.
- The subsequent payments will be due on the fifteenth of each month. The last tuition payment is due on May 15th.
- We accept the following methods of payments:
 - Personal Check/Bank Check – mailed or dropped off in a sealed envelope and address to Miss Julia
 - Online Payment – UniPay Gold payment option: link is located on the Mansfield Public Schools website on the Roland Green page.

***If you are more than two months behind on tuition, your child may be removed from the program until payment is made.*

ALL SESSIONS ARE 4 DAY SESSION – MONDAY THROUGH THURSDAY

NO SCHOOL FOR STUDENTS ON FRIDAY

| Program Tuition Information | Schedule | Cost/Month |
|------------------------------------|-----------------|-------------------|
| AM Session | 8:30 to 11:00 | \$250 |
| PM Session | 12:00 to 2:30 | \$250 |
| Full Day Session | 8:30 to 2:30 | \$450 |

Miscellaneous Policies and Information

- Bathroom Policy - Children who are enrolled as peer models must be toilet trained. Other preschool children who are currently in diapers and require changing during the school day will be brought to the bathroom by a classroom staff member. A teacher or assistant will change the child's diaper in the presence of the nurse whenever possible. When the nurse is not available, another staff member will be asked to the health office.
 - a. Children who are toilet trained or training will be brought to the bathroom at least twice daily by a teacher or assistant for toileting and hand washing before snack each day. Children may require additional toileting times and these will be provided on an as need basis. Older children, who are working on kindergarten readiness skills, may perform various steps in the toileting process independently. Either a teacher or an assistant will supervise this process. If your child requires any special considerations for success in this area, please discuss this with the classroom teacher.
- Clothing - Children should be dressed in play clothes. Our program includes cooking, art activities, sand and water play, and outdoor playground activities. In cold weather, please make sure your child has a hat, mittens, and a warm coat. In snowy weather, boots are requested however please send in sneakers. Please ensure appropriate footwear for safety on the playground and stairs. Closed-toe shoes are appropriate; flip flops, sandals and Crocs are discouraged. Please label all items. Sneakers are best!
- Parent Participation - Mystery Readers - We encourage parents, grandparents and older siblings to participate in the Mystery Reader Program or to contact the teacher regarding a special talent you may want to share with the class. Arrangements can be made with the classroom teacher. This typically involves a family member coming into the classroom, for approximately 15 minutes to read a preschool aged book to the class. A Cori form, per MA state law, would need to be completed before a family member could come into the school. A copy of the CORI form is on our website and must be returned to the office up to two weeks before your visit
- Birthdays - All classroom parties and school celebrations (e.g. birthdays, holidays) held during the official school day will be non-food events. For more information about school nutrition please see the Districts Wellness Policy under Policy and Protocol on the Mansfield Public Schools Health Services Department web page.
- Snacks - We want your child's snack to be nutritious. Please choose snacks emphasizing whole grains, fruits and limited amounts of fats and sugars. Please be aware of food allergies when sending in snacks.

The following are some **SNACK SUGGESTIONS**:

- Whole grain crackers or chips that are baked
- Dry whole grain cereal with minimal sugar
- Fresh fruit such as berries, cut up grapes, apples, oranges and pears
- Fresh vegetables such as carrots, celery or cucumber sticks
- Low fat yogurt
- Water and 100% fruit juice with no added sugar

HEALTH SERVICES

The mission of Mansfield Public Schools Health Services is to promote an optimal level of wellness by advocating for students and removing barriers that impede health and learning. Our vision is for every student to be healthy, safe and ready to learn.

The role of the school nurse is to provide first aid, illness assessment, and case management for students with special health care needs. The school nurse does not diagnose or prescribe treatment. Based on the nurse's assessment, you may be contacted and advised to follow up with your private physician.

The following health services are provided in the Mansfield Public Schools:

- Screenings for height, weight, vision, hearing and postural (spine) development. Parents are notified if an abnormality is found. Massachusetts state regulations require health services in public schools to perform BMI screening for all children during the 1st, 4th, 7th and 10th grades. Parents and legal guardians will be provided with an opportunity to request, in writing, that their child not participate in the program.
- Documentation of required physical exams for PreK, 1st, 4th, 7th, 10th, new students and every year for interscholastic sports. Parents/guardians with insufficient or no health insurance are asked to contact the school nurse.
- General first aid for school related minor accidents. If serious illness or accident occurs, parents/guardians are asked to take their child for further medical evaluation/treatments.
- Maintenance of medical records for each student. The medical record includes medical history, results of screenings and exams, immunization status, etc.
- Postural screening for students in grades 5 - 10.
- Services to students with chronic medical needs, including medications and treatments.

School Registration - Health Services Requirements

In order to be registered for school, children must present documentation of the following immunizations: diphtheria, pertussis and tetanus (DPT); measles, mumps and rubella (MMR); hepatitis B; varicella (chicken pox), and polio. All students must have documentation of a risk assessment for tuberculosis (TB) completed by a primary care physician. All students entering Kindergarten must also have documentation of a lead test and vision screening.

School Exclusion Guidelines

For the protection of your child as well as the school community, students should be kept home from school or will be dismissed from school under the following circumstances:

- The child has a communicable disease. Students who are prescribed antibiotics for strep throat infection or impetigo (for example) must complete 24 hours of treatment before returning to school. For all other communicable diseases, the student may return to school based on Massachusetts Department of Public Health Guidelines. Surveillance and monitoring of communicable disease outbreaks is done in collaboration with the Mansfield Board of Health and the Massachusetts Department of Public Health.
- The child has a temperature of over 100 degrees. The student may return after he/she is fever free for 24 hours without the use of fever reducers.
- The child has an eye infection that needs to be evaluated by a physician. Students do not need to be sent home that day if transmission can be controlled through proper hygiene. Parent needs to be

informed of symptoms and medical evaluation needs to be scheduled. Students may return as long as indicated treatment has begun for bacterial conjunctivitis. If viral conjunctivitis, students may return unless student is at a developmental level that prevents them from maintaining proper hygiene.

- The child has persistent coughing or trouble breathing. He/she may need to be evaluated for asthma, or a serious respiratory infection.
- The child has an undiagnosed rash. Rashes may need to be evaluated by a physician to rule out communicable disease.
- The child has head lice or nits. The student may return to school after the first treatment.
- The child has diarrhea which cannot be managed by the child's ability to use the toilet or able to be contained in a diaper. Diarrhea is defined as multiple loose watery stools unrelated to food, medication or a diagnosed chronic condition. The student may return when he/she has been symptom free for 24 hours.
- The child has been vomiting (more than the usual spitting up as in the case of an infant) within the past 24 hours not associated with a diagnosed condition or medication side effect. The student may return when he/she has been symptom free for 24 hours.
- The child has an illness that prevents him/her from participating comfortably in activities as determined by the staff.
- The illness results in a greater need for care than the staff can provide without compromising their ability to care for other children.

Guidelines for Contacting the School Nurse

If a child is experiencing any of the following, parents/guardians are to contact the school nurse:

- Newly diagnosed chronic health problem, (i.e. seizures, diabetes, severe allergies)
- Newly diagnosed head injury/concussion
- Daily medication for an extended period of time
- Documentation of immunization or boosters
- Communicable disease
- Health problem that may affect school performance e.g., vision, hearing, or attention deficit disorder etc.
- Health problem that may affect school attendance
- Treatment for any problem that may impair safety or mobility during the school day or restrict gym or recess, (i.e. broken bones, orthopedic problem, on crutches, mononucleosis, recent surgery, or upcoming surgery etc.)
- Family experiencing a problem and needing support, assistance, or a referral for help, (i.e., death in the family, change in marital status, parenting issues, substance abuse, mental health problems)

Sharing the above information will allow the school nurse to better safeguard the health of each student, especially in times of emergency. In addition to the above guidelines, parents/guardians are encouraged to contact the school nurse with any questions or problems.

Allergies/Life-Threatening Allergies

Some common allergens are to peanuts, nuts and other foods; latex products and environmental chemicals. Even minute traces of these substances can cause an individual to have a physical reaction. Exposure to an allergen can cause a reaction if it is tasted, swallowed, touched or inhaled.

The Mansfield Public Schools is committed to providing a safe and nurturing environment for students. Recognizing the increasing prevalence of life-threatening allergies (LTAs) and chemical sensitivities, the Mansfield Public Schools works in cooperation with parents, students and physicians to minimize risks and to provide a safe educational environment for all students. The focus of allergy management is prevention, education, awareness, communication and emergency response.

When necessary, the Mansfield Public Schools provide a latex-restricted environment. Non-latex (vinyl) gloves are used in food preparation and in the health offices. Latex balloons are restricted as well as other products that include latex. Strong scents and fragrances need to be eliminated. In addition, parents/guardians should consult with the classroom teacher before bringing arts and crafts supplies into the classroom

The Mansfield Public Schools sets age-appropriate plans/guidelines for students and schools within the Mansfield system that minimize the risk for students with allergies to be exposed to offending allergens that may trigger a life-threatening reaction. Such guidelines include:

- building-based general medical emergency plans,
- life-threatening allergy emergency plans,
- appropriate training of staff,
- availability on site of medical equipment for quick response to life-threatening allergic reactions,
- and other such guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening allergens.
- Specific building-based guidelines/actions take into account the health needs and well-being of all students without discrimination or isolation of any student. No student will be excluded from school activities based solely on his/her allergies. In order to assist students with LTAs to assume more individual responsibility for maintaining their safety as they grow, these guidelines will shift as students advance through the primary grades and through secondary school.

Head Lice (Pediculosis)

In accordance with the recommendations of the American Academy of Pediatrics and the National Association of School Nurses, the Mansfield Public School System adopts the following protocol for the management of Pediculosis (Head Lice).

It is the position of the Mansfield Public Schools that the management of pediculosis should not disrupt the educational process. Children found with live head lice or children with nits who have had no recent treatment, will be dismissed to parents/guardians for treatment. Because no disease process is associated with head lice, students will not be excluded from school after the appropriate lice treatment. Upon the return, the School Nurse will determine the evidence of treatment and the child may be re-admitted even if some nits remain. Further monitoring for signs of re-infestation by the school nurse is appropriate.

Administration of Medications in School

The Mansfield Public Schools policy for the administration of medication is available in each health office and on district website under School Committee Policy Index. The following are the main points of this policy.

- When students require medication administration during the school day the following conditions must be met:
- Medication orders must be renewed at the beginning of each school year.

- All medication, including over-the-counter medication, must have a written medication order from a licensed prescriber and a completed Medication Permission Form from parent/guardian.
- Short-term medications, i.e. for 10 school days or less, can use the pharmacy labeled container in lieu of a physician's order.
- All medication, including over the counter, must be delivered by a parent/guardian.
- Medication must be delivered in a pharmacy or manufacturer labeled container.
- Self-medication is allowed in certain circumstances after consultation with the school nurse.
- The first dose of a newly prescribed medication must be given at home.
- "Three times a day" medications will be given at school only if the physician specifically orders a dose during the school day or after consultation with school nurse.
- Administration of morning dose of daily medications is discouraged at school and given only after careful consideration on an individual basis.

All students, regardless of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, or housing status, have equal access to all programs including athletics and other extracurricular activities.