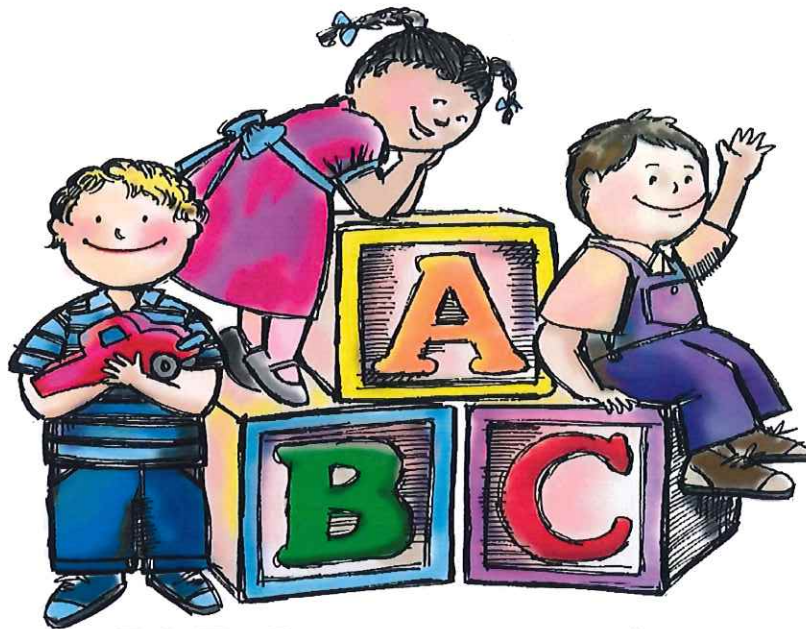


Holly Hills
Preschool Handbook



Welcome to
Preschool

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Welcome to Westampton Preschool

This handbook is designed to provide a brief introduction to the Westampton Preschool Program. Our program includes classes for students with disabilities and typical peers. Our Preschool Integrated or Inclusion classes have students with and without disabilities. Most of the information in this handbook applies to all students in our preschool program. There is, however, a section for students with special needs. Please read all of the enclosed information and keep this handbook as a reference.

Contact Information

The Westampton Preschool Program is located at Holly Hills Elementary School 500 Ogden Drive. Phone 609-267-8565 ext. 2000 or 2001

Registration for Preschool

Registration information and forms can be found on the District's homepage: www.westamptonschools.org. Parents should contact the main office to schedule an appointment; 609-267-8565 ext. 2001.

When registering, please bring all of the required forms including:

- Child's birth certificate
- Emergency contact phone numbers
- Proof of residency
- Immunization records
- Copy of yearly flu shot record (given between Sept. 1 – Dec. 31)

School Hours

Regular Sessions (Full Day)

9:45 am to 3:00 pm

Early Dismissals

9:45 am to 12:30 pm

Delayed Openings due to Inclement Weather

10:45 am to 3:00 pm

Student Absences

If your child will be absent from school, please email attendance at hhsattendance@westamptonschools.org to inform us of your child's absence. If your child is absent and the school has not been notified, the office will call home to confirm that your child will not be in school. This is a school district policy and a safety precaution.

Transportation (provided for special needs students only)

The bus company will notify you of your pick-up time. Please be ready ten (10) minutes prior to the listed time. When the bus arrives to pick-up your child, please accompany him/her to the door of the bus. The bus aide will buckle your child into the appropriate seat. **For safety reasons, parents are not allowed on the bus.** Upon your child's arrival home at the end of the school day, please meet the bus promptly. The bus drivers and aides are not allowed to leave the bus except in emergency situations; and, they cannot walk children to and from the house.

If you change your cell phone number or emergency contact information, please inform both the school and the bus company.

Bus drivers will not drop off a child to anyone other than a parent, unless written permission has been provided.

If the bus comes to your home to drop-off your child and you are not home, the bus driver will contact the CST office which will try to contact you. Your child will remain on the bus to complete the bus route and the driver will attempt to drop-off your child at home after completing the route. If you are still not at home, your child will be brought back to the HHS office. If there is an emergency and you will not be home to greet your child, please call the Child Study Team as soon as possible at 609-267-8565 ext.2015.

Please be sure that your child eats breakfast before boarding the bus. Eating and drinking on the bus is a safety hazard and is not permitted.

Pick-Up and Drop-Off Procedures

Drop off/pick up location – The preschool entrance is located to the left of the main entrance if you are looking at the building. The door to the entrance has a letter B on top of it. Teachers and staff will be outside waiting to gather the children. **Parents/guardians should park in the lot and accompany their child to the preschool entrance. Please use parking spaces that are not reserved. If you arrive late, please use the main entrance to the elementary school and report to the main office.**

In an effort to ensure the safety of all the children, we ask that when you drop off or pick up your preschooler, please keep them within close proximity of yourself as other cars are in the vicinity. Also, please remind your child(ren) to be respectful of school p

School Attire

When dressing your child for school, please keep in mind that he or she will be active, participating in “hands on” activities, as well as using paint, glue, etc. Also, be sure to choose clothes that he or she will be able to remove from him or herself to help eliminate accidents. Your child should have footwear that allows them to safely run and climb on the playground.

Make sure your child has an appropriate change of clothes for his/her clothes bin that will be kept in the classroom. This should include pants, shirt, underclothes and socks and if possible, should be brought in the first week of school.

What to Bring to School Each Day

Please provide your child with a small snack and drink (juice box, water bottle, water thermos) each day, as part of our daily classroom routine. Your child will also eat lunch at school. Your child will have the opportunity to order lunch from the cafeteria for a fee or you can send lunch in with your child. Please know that the school does not have the ability to warm up any lunches. If your child requires a warm lunch, please utilize a thermos or some other container to keep the food warm. There will be a monthly lunch calendar that is only for preschool students.

Your child will need to bring a full size backpack, folder, and notebook to school daily. This notebook will serve as our “communication notebook” that we will continue writing in throughout the school year. Any questions, concerns, or important information we would like to share with you about your child will be written in here, as needed. Please help us by checking the communication notebook each day, and responding if necessary.

Please label all of your child’s belongings to avoid mix-ups.

Please label all of your child's belongings to avoid mix-ups.

As there are more than enough toys at school for the children to play with, no toys from home should be brought to school unless it is for show-n-tell, as requested by your child's teacher, or another specific reason discussed throughout the year. This will eliminate tears if the toy is lost or broken during school.

Curriculum

Our preschool offers a comprehensive child-centered curriculum and links instruction in the following content areas:

- | | |
|-----------------------|-----------------------|
| -Literacy | -Math |
| -Science | -Social Studies |
| -Fine Arts | -Health and Safety |
| -Personal Development | -Physical Development |
| -Technology | |

Other areas that are addressed include Social and Emotional Development and Language and Communication. It is a comprehensive curriculum with integrated instruction that makes instruction more relevant and helps children recognize patterns in learning; focuses on nonfiction to build background, vocabulary, and oral language; features rhymes, songs, and dances that develop phonological awareness; provides daily Read Alouds to enrich students' imaginations; and asks essential questions in each unit theme to help children connect what they know with what they learn.

Child Study Team

Phone (609) 267-8565 ext. 2015

Therapists for Students with IEPs

If your child receives therapy services, such as Speech, Occupational Therapy (OT), or Physical Therapy (PT), these services are listed in his/her IEP. If you need to contact a therapist, write a note in your child's communication book or email the therapist. Some therapists are not at the Preschool every day; however, the therapist will get back to you as quickly as possible.

Conferences

Parent-teacher conferences are scheduled in November. Students who have IEPs will also have an Annual Review meeting in April or May.

For each conference advanced notice will be given. Therapists attend these meetings as appropriate. There is no daycare provided during conferences.

Home-School Communication

Your child should arrive and leave with his/her Communication Sheet for home and school correspondence. This sheet will serve as the primary means of communication. Please feel free to write your questions or concerns; also share with us anything new or important in your child's life. You will receive an answer the same day. In addition to the sheet, teachers can also be reached by email. "Remind app" will also be used as a communication tool for parents.

School Closings

If schools are closed due to inclement weather, a message is sent to all parents by phone and/or email through our school messaging system. This information is also posted on the District website at www.westamptonschools.org.

If Westampton School District has a delayed opening due to inclement weather, a message is sent to all parents by phone and/or email through our school messaging system. This information is also posted on the District website at www.westamptonschools.org.

In the event that the schools need to close early, the District will attempt to reach you by phone and/or email prior to dismissal so that an authorized adult can pick up your child or meet your child at the bus.

Medical Needs, Illnesses and Allergies

We at the Westampton Preschool would like to help keep our students and staff in school by keeping them healthy. One way we can do that is by enlisting your help in following the guidelines below when it pertains to contagious illnesses.

Mrs. Stevens, RN

Indicators for keeping your child home:

Indicators for keeping your child home:

FEVER

- Your child should be **FEVER FREE, WITHOUT THE USE OF TYLENOL OR MOTRIN,** for at least **24 HOURS** before returning to school.
- If your child complains of a headache, please check for a fever, since a headache often indicates an elevated temperature.

UPSET STOMACH

- May be an indicator of either a stomach virus or strep throat
- If they also have a fever and/or headache
- Vomiting – keep your child home. Your child should be **VOMIT FREE** for **24 HOURS** prior to returning to school.

STREP THROAT

- If your child has been diagnosed with strep throat, he/she should be on antibiotics for a **FULL 24 HOURS** prior to returning to school. **I.E.** If the first dose of the antibiotic was started on Monday at 12pm they may not return to school until Wednesday.

COLDS

- If they have a fever
- If fever free yet symptoms are severe – child is irritable and tired
- If there is frequent coughing, sneezing, or producing any excess of mucus and/or mucus is yellow or green.

DIARRHEA

- **STAY HOME!** This is extremely contagious. Your child must be **DIARRHEA FREE** for **24 HOURS** prior to returning to school.

PINK EYE

- **STAY HOME!** This is extremely contagious. Your child must be on eye drops for **24 HOURS** prior to returning to school

LICE

- If your child was diagnosed with lice, **PLEASE REFRAIN FROM SENDING THEM BACK TO SCHOOL UNTIL TREATMENT HAS BEEN RECEIVED.** If a child returns to school with live lice or knits they will be sent back home.

RINGWORM

- If your child has been diagnosed with ringworm, he/she can return to school after treatment has been started.
- If it is in an area in which it is exposed, please cover it prior to coming to school.

HEALTHY REMINDERS

- Don't share cups, utensils, food, hats, combs etc.
- Frequent handwashing
- Get plenty of rest

PLEASE REMEMBER:

- Sending a child back to school before they are entirely well and they are still run down usually means they will not be able to resist the next set of germs they encounter.
- **If your child will be out of school, please call the attendance line, 609-267-8565 ext. 2050 or an email can be sent to hhsattendance@westamptonschools.org**
- It is imperative that emergency information be kept up to date at all times so that we can contact you immediately in case of illnesses.

Birthdays

Birthdays: Individual Birthday treats (cupcakes, munchkins, cookies, fruit snack packs, etc.) are generally allowed. Parents are asked to send in enough treats for all students in the class. **Do not send** birthday flowers or balloons/decorations/party favors (i.e. treat bags) for the health and safety protection of all students. Please make sure treats are labeled with ingredients. The quantity and quality of refreshments should be appropriate and not overdone. Birthday invitations may only be passed out at school if the entire class is invited.

Class Parties

There are several class parties throughout the year, preschool teachers and room parents will be communicating the specific dates and times of each event.

Family Involvement

We encourage you to join the Westampton PTO and support the various activities they provide for the children. Two room parents for each preschool class are needed to help coordinate class parties, field day and other events. Volunteers are always needed for PTO events. Attend Back to School nights, PTO meetings, and other school related activities.