

Maynard Preschool Guidebook 2021-2022



Robert Rouleau, Early Childhood Coordinator

GREEN MEADOW PRESCHOOL STAFF

Classroom Teachers:

Megan Baudin, Preschool Special Educator - mbaudin@maynard.k12.ma.us
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Preschool Classroom Assistants:

Erin Copeland
Carol Hilliard
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Support Professional:

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Administration:

Green Meadow Principal, Robert Rouleau - rrouleau@maynard.k12.ma.us
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Administrative Assistants:

Rhonda Rocheleau, Student Services' Administrative Assistant -
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PHILOSOPHY

The Green Meadow Preschool program is based on the fundamental principles of how young children learn. We believe all children can be successful and learn best in a nurturing, predictable and safe environment. As an inclusive preschool program, we recognize that children learn best when included and when viewed individually with distinct abilities and needs.

In response to this philosophy, the program uses a developmental approach and provides experiences to promote curiosity and develop cognitive, language, social, self-help, and motor skills. Through teacher facilitation, children are encouraged to actively explore their environment and acquire skills using a combination of play, small and large group activities, and direct instruction. Open-ended curriculum activities allow children to experience success as they learn and develop at their own rate.

The program provides opportunities for children to demonstrate cooperation, safety, and responsibility towards themselves and others, and each child is encouraged to develop a sense of community within the classroom, the school, and the town.

GOALS

The preschool's primary goal is for all children to develop a life-long love for learning. Experiences are provided that allow children to develop the skills to explore, interact and problem solve and develop the confidence to use these skills in and out of the classroom. To realize this goal, learning activities are based on an individual child's abilities and interests.

Language development is a major goal. Language skills are expanded through learning vocabulary, developing social language skills, interacting with peers and adults, and participating in play activities.

We recognize the importance of community, and to reach this goal, children are given opportunities to participate in group situations where sharing materials and information, taking turns, and engaging in cooperative play are encouraged. Children learn to respect one another and be a good friend.

An important element of a child's education is a strong connection between home and school. Our goal is to create a program that fosters a child's growth

through a collaborative effort involving parents/guardians (hereinafter referred to as "parents") and school personnel.

PRESCHOOL LEARNING

The preschool follows the Massachusetts Department of Early Education and Care Guidelines for Preschool Learning. The Preschool Learning Guidelines reflect Massachusetts' commitment to quality, in order to ensure a solid foundation for learning and school success. In addition, our preschool uses The Creative Curriculum for Preschool, a curriculum that focuses on exploration and discovery as a way to learn, allowing children to develop confidence, creativity, and critical thinking skills. Through a thematic multi-sensory and hands-on approach, the students learn through exploration and play and at their own pace. The curriculum offers daily opportunities to individualize instruction and meet the needs of every learner and addresses a variety of areas of learning including social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies and the arts.

Wilson Foundations, a multisensory language arts program, specifically designed to the developmental levels of preschool students, provides students with an enjoyable introduction to foundational literacy skills.

We are Kind
We are Safe,
We are Learners



SOCIAL CURRICULUM

The Green Meadow School strives to develop a learning community where high social and academic goals are attained. To attain this goal, we have established Core Values which help us to create a positive and respectful learning environment. Students view each action in relation to our Core Values, which reflect the essence of the Green Meadow Community.

To achieve our Core Values for all, Green Meadow School uses an approach known as *The Responsive Classroom*. This approach is built around six central components that integrate teaching, learning, and caring into the daily program. These components are set in the context of commonly shared values such as: honesty, fairness, and respect and are implemented through the development and strengthening of social skills, such as cooperation, assertion, responsibility, empathy and self control.

To foster the achievement of our core the preschool also utilizes the Social Thinking Program which is designed to develop personal, social, and emotional skills in young children. The program is designed to help children gain the skills needed to express feelings, resolve conflicts, relate to others, accept differences, use self-control, cope and make safe and healthy choices. The skills are taught through an age appropriate curriculum that uses games, activities, and guided creative play.

This program is consistent with the strategies and language used in Green Meadow School facilitating student transitions from preschool to kindergarten. Al's Pals is another program which fosters social skills development.

DAILY SCHEDULE

The preschool has half-day sessions from 8:40 to 11:10 and 12:10 to 2:40 and full day sessions from 8:40 to 2:40. We offer a 5 day option (M-F) and a 3 day option (M-W). The daily schedule includes circle time, small/large group activities, snack, story, music, and indoor and outdoor choice time. Outdoor time occurs daily with the exception of days of inclement weather. When weather conditions prohibit children from going outside, an inside movement/music activity will occur.

SNACK

Snacks that are in compliance with the district's wellness policy should be brought from home, as they are not provided by the preschool program. Please notify the school nurse and the preschool staff if your child has any food allergies. During snack time children practice their skills in the areas of counting, self-advocacy, and table manners. Additionally, snack time provides children with a wonderful opportunity to practice their language and social skills as they converse with one another.

LUNCH

Children who attend for the full day eat lunch with preschool staff in one of the preschool classrooms. Parents are responsible for providing the lunch and beverage for their child. Please label your child's lunch with their name. If you send in a hot lunch, please heat it at home and put the food in a clean, primed thermos. The primed thermos will keep the hot food at an appropriate temperature to ensure that bacteria will not form on the food. If your child's lunch has items that need to stay cold, please place a cold pack in your child's lunch bag. We are unable to heat food or keep food cold.

When planning your child's lunch, remember that, due to choking hazards, round, firm foods should not be offered to children younger than four years. (Please see specific instructions regarding lunch foods at the end of this guidebook.)

REST TIME

For children in the full day classroom a rest time occurs at the conclusion of lunch. Each child is provided a mat and parents are required to provide a blanket or sheet for their child. These will be sent home every Friday to be washed and returned on the next day of school. During nap/rest time the lights are turned off, soft music is played and children may sleep or engage in a quiet activity on their mat. If a child falls asleep during this time, the teachers will use their discretion, with prior parental input, as to whether to wake the sleeping child.

CLOTHING

All items must be labeled. The preschool recommends:

- Clothing that allows independence when caring for needs.
- Clothing appropriate for the given weather conditions.
- Snowsuits or other outerwear that go on easily so there can be some independence in dressing.
- Boots large enough to be put on and taken off.
- Mittens rather than gloves.

In preschool children are involved in active learning activities and some of these activities can be messy. Please consider this when choosing clothing for your child. Parents are required to provide an extra set of clothing for their child. Please send this clothing into school in a labeled, zip-loc bag. Please check periodically that this extra set of clothing still fits your child and is appropriate for the weather conditions.

TOILETING

The preschool staff supervises children in toileting and hand washing. If a child has a toileting accident, he/she will be treated with kindness and respect and given assistance changing his/her soiled clothing. Soiled clothing will be double bagged in plastic bags and sent home to be washed. Please replace the extra clothing as soon as possible so that additional clothing is always available for your child.

Children do not need to be toilet trained to attend preschool. If a child is not toilet trained, parents are responsible for providing diapers and wipes. Please regularly check with your child's teacher on the supply of these items. If desired, staff members will work with parents in the implementation of toileting routines.

ARRIVAL AND DEPARTURE

During arrival and departure, children must stay with their parents. Parents are responsible for their children prior to signing them into school and once they have signed their children out of school. Please watch your children carefully while they are in your care.

There is space on the sign in sheet for messages concerning changes in pick up or other important messages. Anything written on the sign-in sheet should also be given to the teacher either verbally or in the form of a note. If someone new is picking up your child, a note must be provided to your child's teacher. When this person arrives to pick up your child, a photo ID must be presented before your child is released.

It is important that your child arrives to school on time. Arrival tardiness prevents your child from participating in all aspects of the day to the maximum and interrupts the learning time of your child and the other students. It is also important that you pick up your child on time. Children can become concerned when a parent is not there at the scheduled time. If you are delayed in picking up your child, please call the main office (978) 897-8246. A Green Meadow staff member will wait with your child until you arrive. More than three late pick-ups in a month will necessitate a meeting between parents and school administrators and may result in termination of enrollment.

Parents **must** park in the Crowe Park parking lot and walk their child to and from the school. Do not park in the staff parking lot or in front of the school building.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

Children are signed into school outside the front of the building. Preschool staff will greet children and parents. Once the children have been signed in, they say goodbye to their families and proceed to the classroom with their teacher. If your child has a difficult time waiting, it is best not to arrive at school early. **Please watch your child carefully while waiting outside of the school.**

Dismissal

At dismissal time, parents wait outside the front of the building. Children will be walked out by preschool staff where parents will sign them out for dismissal. After signing out, parents will walk with their child to the parking lot. **Please watch your child carefully to ensure their safety.**

Parking for Arrival, Dismissal, and School Events

To maintain safety for all, please park in the Crowe Park lot, adjacent to the school, for arrival and dismissal. This eliminates the need for any preschool children and families to cross traffic during the busy arrival and dismissal time. The lot directly across from the school is for staff only.

SIGN IN

(Visitation is limited due to Covid 19 Regulations)

With the exception of the standard arrival and dismissal times, parents must **always** sign in at the Green Meadow School office when they are entering the school. A visitor's badge will be given to wear and you must sign-out when leaving.

FAMILY CELEBRATIONS

The preschool does not have a holiday-based curriculum. We do, however, encourage families to share information about important events within their family. This gives the children a sense of pride and helps all to learn about each other and other cultures. For many families, the recognition of a child's birthday is an important family celebration. In class we recognize this day by singing *Happy Birthday* and presenting the child with either a birthday crown or necklace. Please contact us if you do not wish this to occur.

SPECIAL PRESCHOOL ACTIVITIES

(On Hold due to Covid 19 Regulations)

There are many special activities during the year in which parents are able to participate. Following is a list of some of the events:

- A Meet and Greet prior to the start of the school year.
- A Curriculum Back to School Night in September.
- Family Open House in April.
- Parent teacher conferences in December and April.
- End of the Year Celebration.

Please read the weekly newsletters to learn more about these events and others throughout the year. Please make every attempt to attend classroom events as the

children enjoy sharing their classroom with their families. If you are not able to attend, perhaps another family member or close friend could attend in your place. If someone else is attending, please inform your child's classroom teacher.

HOLIDAYS AND VACATIONS

The preschool follows the Maynard Public School's calendar and is not in session on legal holidays or school vacation weeks. Parents are notified in the newsletters if there are any changes from the preschool calendar.

VISITING/VOLUNTEERING

(On Hold due to Covid 19 Regulations)

Parents are encouraged to become active participants in their child's education. Volunteering can add to a parent's understanding of early childhood development and gives parents a sense of how the program addresses the total development of their child. It is also a time for parents to participate with their children in preschool activities.

Parents can help in the classroom in a variety of ways, sharing a special skill or activity, assisting with paperwork, reading a book at circle time, and/or working with the children within the classroom. Confidentiality is important and volunteers are not allowed to share information regarding any child. If you are interested in volunteering, please schedule this with your child's teacher.

All parents who want to volunteer must attend the parent volunteer workshop. If you are unable to attend, please contact the Student Services Office. In addition to the volunteer workshop, parents must agree to have a criminal background check done.

PARENT COMMUNICATION

Every Thursday, information from the Green Meadow School is sent home in your child's backpack. Please read the information in a timely fashion as dated material and important information is often enclosed. At the beginning of each week, a classroom newsletter is distributed. The newsletters provide information about the upcoming week in preschool and help to facilitate a dialog between parents and children as to what the children are doing in school. Please read the newsletters as they often contain important information about upcoming events.

If you have questions, comments and/or concerns, please contact your child's teacher. During the school day, teachers are busy with children and will not be able

to answer your phone calls. Please call the office and leave a message for your child's teacher. Emailing is also an effective way of communicating.

The Green Meadow Preschool Staff strives to maintain open communication between parents. In the event a parent feels uncomfortable sharing their concerns with the teachers, the parent should contact Green Meadow School's Early Childhood coordinator, Robert Rouleau

CONFIDENTIALITY

The preschool respects the confidentiality of the students within our program. All information about a student is confidential and staff/volunteers must not disclose to anyone any information about a student.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held in December and April. At these conferences' teachers will discuss a child's progress and experiences in the program. Additional conferences can be scheduled as needed. If you have any questions/concerns, please schedule a conference with your child's teacher.

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SCHOOL PICTURES

Each year individual and class pictures are taken by a professional photographer who visits the school. Advanced notice is given to the students and the parents. If a child is absent or if the photo quality is not as expected, retakes are scheduled at a later date. All students receive a class picture even if they do not purchase a picture package.

MEDIA

Upon entrance into school, each family will be given a Media Consent Form to complete. Please complete and return this form to the school office. No child will have their picture or name appear in the media without written consent of the parent.

ABSENCES

When your child is going to be absent, please call the Green Meadow School Attendance Line at (978) 897-0310 to report this absence. If a child is absent

from school for an extended period of time and intends to return after the absence, tuition payments **must** continue to be made during the absence.

HEALTH AND ILLNESS

The Green Meadow Preschool Program makes a strong effort to prevent the spread of illness by adhering to the following procedures:

- Instituting a consistent hand washing policy for children and adults.
- Airing out the classroom at the end of the day.
- Encouraging children to cover their mouths when sneezing and coughing.
- Disposing of tissues in the wastebasket.
- Cleaning toys/shelves, as needed, at the end of each day.

The Green Meadow Preschool Program Health Policy states:

- Any child who is prescribed an antibiotic by their pediatrician must be on the antibiotic for 24 hours before returning to school.
- Any child having a fever of 100° is required to leave school. We strongly suggest that you consult with your child's pediatrician as to the course of action you should take. A child may not return until he/she has been fever free for 24 hours without medication.
- Any child who is vomiting is required to leave school. We strongly suggest that you consult with your child's pediatrician as to the course of action you should take. A child must be free from vomiting for 24 hours and tolerating a normal diet before returning to school.
- Any child who had two or more loose, watery stools is required to leave school. We strongly suggest that you consult with your child's pediatrician as to the course of action you should take. A child must be diarrhea free for 24 hours before returning to school.
- If your child develops symptoms of a childhood disease/illness (i.e. chicken pox), an undetermined rash that covers a good portion of the body (i.e. hives) or open sores, we may require a doctor's note be submitted before the child returns to school.
- If your child is listless, lethargic, or noticeably upset and out of character, you will be informed and may be required to bring your child home.
- If your child has a profuse nasal discharge, your child must remain at home until the condition improves.
- If your child contracts conjunctivitis and is put on antibiotic ointment, he/she may return to the program once they have been using the ointment for 24 hours. If your health care provider chooses not to prescribe

medication, you must bring a note from him/her stating that your child does not present a health threat to others.

- If your child contracts head lice, he/she must be treated and checked by the school nurse prior to returning to school.
- If your child is not well enough to go outside, then he/she must remain at home.
- If it becomes necessary for your child to be picked up due to illness, we appreciate a prompt response. We will expect you within one hour; otherwise, the designated emergency contact will be called.
- **If your child is not feeling well, DO NOT send them to school.** An ill child may be unhappy and not able to participate in the classroom activities. In addition, by sending an ill child to school you are impacting the health of the staff and the other children in the classroom.

MEDICATION

Medication can only be administered by the Green Meadow school nurse. The school nurse will administer medication only if:

- A Medication Order, signed by the pediatrician and a Parent Permission Form are required for any long-term medication or over-the-counter medication to be given at school.
- A Parent Permission Form is required for any short-term medication (less than 10 days) to be given at school.
- All medications must be received at school in their original packaging with the label showing the child's name, medication, dosage and administration instructions.

SAFETY

As part of our safety procedures, school doors are locked during the school day. To enter the building every visitor must ring the front door bell, be buzzed in by an office staff member, report directly to the main office to sign-in and identify the purpose for being in the school. Students are not permitted to leave school grounds during the day unless a parent/guardian notifies the classroom teacher and signs them out in the office. All adults dismissing students should be prepared to provide proper identification upon request.

Special safety presentations such as Fire Safety and "Officer Phil" (**N/A at**

this time) programs are presented to students annually. In conjunction with the fire and police departments, our school has practice safety and fire drills both for exiting the school in case of internal danger and finding safe locations inside the school in case of external danger. Teachers explain and guide our youngest learners through these drills in a thoughtful and age-appropriate manner. All adults and visitors in the building must participate in these drills as well. **(N/A at this time)**

EMERGENCY PROCEDURES

If a child is injured while at school, the following procedures will be followed:

- If emergency medical attention is necessary an ambulance will be called. A teacher or an administrator will accompany the child to the hospital.
- Poison control will be called if poisoning is suspected.
- After calling for medical assistance, we will contact the child's parent. If the parent is not reachable, we will proceed to call the emergency contacts that have been provided.
- An accident report will be filed for all injuries that require medical attention.

ENROLLMENT PROCEDURES

Parents wishing to enroll their child in the Green Meadow Preschool Program should:

- Call the Preschool Coordinator, Robert Rouleau, at (978) 897-8246 to schedule an appointment to visit the program and/or learn more about the program.
- Attend the Preschool Information Night held in January. **(May be rescheduled due to Covid 19)**

Parents should know that:

- Registrations and deposits are accepted at the conclusion of the Information Night and during the two weeks that follow that evening.
- Enrollment is on a first-come, first-served basis.
- Full day, AM, and PM requests and teacher preferences are considered, but not guaranteed. If there isn't enough space in a specific class for all those who request it, a wait list will be maintained.
- A wait list is maintained when program capacity is reached.
- There are spaces within the preschool reserved for children who have identified special needs.

- Tuition assistance may be available. Please call Robert Rouleau @ (978) 897-8246 for more information.

REQUIRED RECORDS

All information in a student's file is strictly confidential. Written consent must be obtained from the parents to share this information with anyone. Each child's file contains the following:

- Program enrollment form
- Emergency medical form
- Documentation of any injuries
- Classroom progress reports
- Permission to release name, address, phone number
- Emergency contacts
- Photo/video release

Please let your child's teacher know of any change in information as soon as possible.

TUITION

The yearly tuition is divided into ten equal payments, payable August to May. Families are billed by the school district's business office and payments are due on the first day of every month. Families do have the option of paying for the entire year in one payment. All checks should be made payable to the Maynard Public Schools. **Payments more than 30 days overdue will result in the child's termination from the preschool program.**

The preschool depends upon your tuition to provide a high-quality program. We ask that you pay your tuition in a timely manner. If tuition remains unpaid after a student has been withdrawn, the school district will proceed to collect these funds through the small claims court system.

TERMINATION AND SUSPENSION

In the unlikely event there is a determination made that the Green Meadow Preschool Program is not an appropriate setting for a child, termination or suspension from the program may occur. This would not occur without written documentation. If parents choose to withdraw their child from the program, written notification of the child's last day must be submitted one month in advance.

INCLEMENT WEATHER

It is the policy of the school system to close or delay the opening of school in cases of extreme weather or travel conditions. The Superintendent of Schools will make this decision after consultation with the Maynard Police Department, the bus company, and the Highway Department. Every effort is made to make this decision by 5:00 AM.

In the event that school is canceled or delayed, notice will be provided to families via the following:

- Automated phone call to each home between 6:00 - 6:30 AM or, in rare instances, the evening before. In order to receive this phone call, it is essential that Green Meadow has your correct contact information.
- Announcement on WBZ TV and radio (1030AM) and @ <http://wbztv.com/schoolclosings>

Important information:

- If school is delayed, there will be no AM preschool.
- If there is an early dismissal there will be no afternoon preschool
- There will be **no make-up days** for the $\frac{1}{2}$ day cancellations due to inclement weather.

EMERGENCY DISMISSAL OF SCHOOLS

If weather conditions become hazardous while children are in school, or if an emergency arises in the school building, the School Administration may call for an early dismissal. If this should happen, the following steps will be taken:

- Administrators at the schools and the bus company will be alerted that a dismissal is necessary.
- The Police Department will be alerted of the decision to dismiss early.
- Crossing Guards will be stationed at their usual intersections.
- The broadcasting stations used in school closings will be contacted.
- Fowler and Maynard High School students will be dismissed as soon as possible and before the younger siblings.
- Parents will be contacted using the automated phone system.

NON-DISCRIMINATION POLICY

The Maynard Public Schools are committed to ensuring equal educational opportunities for all students, and do not discriminate on the basis of a student's disability, race, color, gender, religion, national origin, or sexual orientation. (Massachusetts General Laws, Chapter 76, Section 5)

GREEN MEADOW SCHOOL AND DISTRICT POLICIES

Refer to the Green Meadow Student Handbook for relevant Green Meadow and Maynard Public School policies. The Green Meadow Student Handbook can be found on the Green Meadow School website.

FOOD GUIDELINES

The foods listed here pose a choking hazard to children under the age of four. Small, round, firm foods that can slip down the throat, those that are stringy or sticky and those that swell when moist are the most dangerous. Staff will not serve them to children under the age of four, unless they are able to prepare these foods in a manner that reduces their potential to cause a child to choke.

Parents should not pack these foods in their child's lunch unless they have been properly prepared according to the following guidelines:

Apples - Always chop apples and other firm fruits in small, bite size pieces or cook until soft in texture.

Carrots - Raw carrots should be finely shredded or cooked thoroughly.

Celery - Its stringy quality makes celery difficult for young children to chew and swallow properly. With a peeler, remove the stringy outside layer of the celery stick and cut into bite size pieces before serving.

Grapes - Cut grapes in half lengthwise before serving. Remove all seeds and, similarly, cherries should be pitted and chopped before serving.

Hot Dogs - Should not be served to children under four. For children four and over, slice the hotdog lengthwise and then cut into thin, bite-size pieces. -.,

Peanut Butter - The safest way to prepare peanut butter is to spread a very thin layer on a slice of bread and serve with a beverage. Children under four should never eat large clumps of peanut butter from a spoon or finger.

Raisins - Children two to four years old should be served only moist raisins or ones that have been cooked in foods like pudding or bread.

Popcorn - Should not be served to children under four years old. Its size, shape and irregular edges create a prime choking hazard.

Meat on a bone - All meat should be removed from the bone and cut into small, bite-size pieces.

If you are providing a hot lunch, please heat at home and place in a thermos. Additionally, if you are packing food that needs to be peeled cut up or taken off a bone, please be sure to complete these tasks at home. It is difficult for teachers who are caring for a large group of children to perform those tasks and attend to every child's needs at lunchtime.

The teachers will not be able to serve a child a food that does not meet these guidelines



Green Meadow Preschool

Important Information for All Students

2021-2022

- ❖ Preschool classes have 2 options - 5 Day Program and a 3 Day Program (M-W)
- ❖ Currently - Morning session is 8:40 - 11:10
- ❖ Currently - Afternoon session is 12:10 - 2:40

- ❖ Currently - Full day class is 8:40 - 2:40
- ❖ Tuition for $\frac{1}{2}$ day 3-day program is \$2,700 a year and the $\frac{1}{2}$ day 5-day program is \$4,500 a year. Both will be billed monthly (10 months) during the school year.
- ❖ Tuition for full day 3-day program is \$5,400 a year and the full day 5-day program is \$9,000 a year. Both will be billed monthly (10 months) during the school year.
- ❖ Snacks are not provided and should be brought from home.
- ❖ Preschool closely follows the Green Meadow School calendar.
- ❖ Parents are responsible for transportation
- ❖ Children do not need to be toilet trained to attend.
- ❖ Parents are welcome to volunteer in the classroom. (*Currently not available due to Covid 19 Regulations*)
- ❖ Parents that volunteer must attend the volunteer orientation workshop that is held in the fall and complete the required paperwork. (*on hold due to Covid 19*)
- ❖ Tours of the preschool classrooms are available upon request.
- ❖ For more information, contact Robert Rouleau at 978-897-8246.

2020-2021 Green Meadow School

Required Preschool Paperwork

For all students (new & returning)

- ☐ Green Meadow School Registration Form
- ☐ Preschool Registration Form
- ☐ Home Language Survey
- ☐ Health Screening Form

For new students only:

- ☐ Latest Proof of Physical Document from Child's Physician
- ☐ Updated Immunization Records

See Immunization requirements

- ☐ Student Information Form
- ☐ Home Language Survey
- ☐ Birth Certificate (copy)

Return your paperwork to:

Kathy Sullivan

Maynard Public Schools

Green Meadow School

5 Tiger Drive

Maynard, MA 01754