

Edgecomb Eddy School

Pre-K Program

Handbook



revised: September 2022

Mission Statement:

The mission of Edgecomb Eddy School's Pre-K Program is to prepare students for satisfaction of Maine's Early Learning and Development Standards using a developmentally appropriate curriculum that incorporates both social and academic needs.

Registration:

Schools will begin sending out and receiving registration materials for the upcoming school year on March 1st.

Eligibility:

- This program is offered to all children who live in Edgecomb, Alna, and Westport.
- Children who turn four on or before October 15th of the current school year have priority for registration. Families will be contacted by August 13 regarding registration confirmation. If there are remaining spaces, then we will consider enrolling students who turn 5 between July 1 and October 15. The Pre-K team will consult about this option with parents/guardians before making a decision.
- Based on recommendation of the Pre-K team in agreement with parents/guardians, a child may be allowed to repeat Pre-K.

•Other Eligible Students:

At the end of August, once all eligible Edgecomb, Alna, and Westport students have enrolled, any available slots may be granted to other four year olds based on the following priority:

- 4-year old children of Edgecomb Eddy School employees
- 4-year olds from other sending districts
- 5-year olds (in date range - July 1st through October 15th) from Edgecomb, Westport, Alna

In a situation where Edgecomb Eddy's Pre-K has all seats full, but an eligible residential student moves in, they will be wait-listed in the event

that a spot opens up. Once a student is enrolled in the Edgecomb Eddy Pre-K, they may not be bumped out.

Exception(s) to the October 15th date:

•**Chapter 101 (676):** Parents of children whose fifth birthday falls between July 1st and October 15th and who already receive Free Appropriate Public Education (FAPE) services through Child Development Services (CDS) have the right to choose not to enroll their children in kindergarten until the start of the following school year and to have their child continue receiving FAPE services from CDS in the interim. These children would have an active Individualized Education Plan (IEP) in place through CDS by December 1 of the previous school year. An IEP meeting must occur between April 1st and April 15th in order for the District and CDS to present to parent(s) how each could provide programming for the child. This allows the parents to make an informed decision. Parents must inform the CDS site in writing on or before May 1st of the year their child becomes school age eligible. A teacher from the 4-Year-Old program must be present from the District.

Birth Certificates:

Maine state law requires that schools receive a copy of an original birth certificate in order to enroll in public schools.

Immunizations:

Maine state law requires that children attending a public school program be in compliance with their immunizations, unless exempted under the law.

4-Year-Olds must have the following:

- 4 DTaP
- 3 Polio
- 2 MMR

- 1 Varicella

Classroom Schedules:

Our Pre-K program is a full day starting academic learning at **8:00** and ends at **2:30** (with an exception to early release Wednesdays, which is **1:30**.) Students attend Monday through Friday. Parents must commit to this established schedule for the program.

Transportation:

Edgecomb Eddy transportation services are available for Edgecomb resident students. RSU 12 transportation services are available for Alna and Westport resident students.

Class sizes and Staff:

The classroom will not exceed a maximum staff-to-child ratio of 1 to 8 with a maximum class size of 16 children, with one teacher and one educational technician per classroom.

Child Development Services:

The Child Development Services (CDS) system is an Intermediate Educational Unit that provides both Early Intervention (birth - two years) and Free Appropriate Public Education (FAPE for ages three - five years) under the supervision of the Maine Department of Education. CDS provides case management and direct instruction for families with children from birth through age five. Informational pamphlets about CDS are available at Edgecomb Eddy School.

For more information on Child Development Services, visit:

<http://www.maine.gov/education/speced/cds/index.html>

Screening:

Public schools screen each child prior to or at the beginning of the school year to determine if special education services are needed. Screening is the first step of the assessment process for special education services and is a requirement of the ChildFind law. However, screening does not provide enough information to determine if a student requires special education.

The areas evaluated in a screening include:

- Visual-Motor/Adaptive: block building, drawing, and copying forms
- Language and Cognition: verbal expression and memory
- Gross Motor: jumping, hopping and other physical coordination tasks

The screening takes 15-20 minutes to administer to each child. If the screening reveals a possible need for special education services, staff will refer the child to Child Development Services within 10 school days. Final identification of students with disabilities and programming for such students occurs only after appropriate evaluations are completed. A team made up of the CDS coordinator, teacher, service providers (ie. Occupational Therapy, Speech), and parent/guardian will meet to determine what services are needed and to write the student's Individualized Education Plan (IEP).

For more information on the ChildFind policy, please visit the District website at <https://www.aos98schools.org/o/ees>, under the policies link, to read Policy File: IHBAC.

Serving Children with Special Needs:

As in any K-12 public school program, schools are required to provide services and programming to children with special needs. Edgecomb Eddy works with Child Development Services (CDS) to evaluate students' needs, create Individualized Education Plans (IEP), and implement service plans with providers for these students. Actual services for Pre-K students are provided by CDS, not the public school. A teacher from the Edgecomb Eddy's Pre-K Program must be present at all IEP meetings.

Progress Reports:

Trimester progress reports are completed as well as one parent teacher conference per year. Parents have the option of having two conferences over the course of the year if desired. Every parent will have a fall conference, and the optional conference should occur in the spring if requested or suggested by the Pre-K teacher. Assessments will be collected to document student progress for fine and gross motor skills, social and emotional development, early literacy and math skills, and listening and speaking skills. This program complies with Maine's Early Learning and Development Standards.

Food:

Parents are encouraged to provide daily snacks and drinks based on your student's preferences. School breakfast and lunch are available at school or students may bring lunch and beverage from home. Families are encouraged to fill out the free and reduced lunch application to help the school fund the food programs.

Toileting:

- Edgecomb Eddy's Pre-K Program will not refuse to enroll a child who is not toilet trained. Parent(s)/legal guardian are required to supply clean clothes and pull-ups, if needed.
- No child shall be punished for soiling, wetting, or not using the toilet.
- If a toileting issue arises, the staff will work in the following ways to address toileting issues:
 1. Communicate with the family to establish whether there are medical needs involved. If there are medical needs, staff will work with the family using a medical plan of care to support the child.
 2. Meet with parents to develop a plan for toilet training.