

**Downe Township School District
Preschool Parent Handbook**



**220 Main Street
Newport, NJ 08345
(856) 447-4673
www.downeschool.org**

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Philosophy and Curriculum

Downe Township School promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community. In each child, we strive to cultivate:

- Being independent
- A sense of belonging
- Respect for others
- Enthusiasm for exploration

Our Curriculum

Downe Township School follows the play-based learning framework of Creative Curriculum® for Preschool. Creative Curriculum® is a comprehensive system of learning based on research and knowledge regarding all areas of child development – social/emotional, physical, cognitive, and language.

The teachers use their own experiences, as well as the children’s interests, to adapt the curriculum to be unique to each class. Classroom observations and assessments become important tools for the teachers to communicate with parents.

Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. Creative Curriculum® for Preschool provides extensive guidance for teachers in the content areas of literacy, math, science, social skills, and the arts. As children make choices about where to play in the classroom, they are learning a variety of skills. For example, building with blocks promotes material exploration, as well as spatial planning, symbolic representation, dramatic play, and social interactions. In the area of art, teachers emphasize the process rather than the finished product. As children use art materials, they are planning and carrying out a task and also using symbols to represent their ideas.

Our play-based curriculum offers children many opportunities for positive interactions with other children and adults. We treat each child with respect and reinforce his/her value as an individual and as a unique member of Downe Township School.

Nondiscriminatory Policy

Downe Township School admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies.

Staff Qualifications

Downe Township School's preschool teachers meet or exceed the New Jersey Department of Education licensing requirements. Each preschool teachers holds at least a four-year college degree and have completed required basic coursework in early childhood education.

Every year, Downe Township staff must complete a required number of professional development hours. All of the staff have experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our play-based philosophy.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. We take confidentiality very seriously and make every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. We recommend that conversations about a child, behavior, or incident be conducted in private, away from the child and other members of the school community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

Communication

Communication between home and school is vital to a successful preschool program. Teachers and parents are encouraged to maintain an open line of communication to promote a successful school year for our preschoolers.

School-Wide (Nonemergency) Information:

- The Downe Township School office communicates with parents in a number of ways:
 - Email
 - Class Dojo
 - Blackboard Connect calls
 - District website
 - Parent orientation
 - Back-to-School Night
 - Notices sent home

Classroom Information

Classroom Schedules:

Students will arrive to school and need to be dropped off at their designated area. If you are dropping off your child please do so quickly so that it is not stressful on the child or you. Please do not carry your child in or out of school. It is important for your child to be able to become independent and gain confidence by walking themselves into school and stand with their teacher. When the students arrive in the classroom they are responsible for hanging up their belongings by themselves and sit down for breakfast. If you feed your child at home it is always nice to pack a small healthy snack for them because that is the time they get to sit and talk with their friends. The students will then carry on with their daily tasks of morning meeting, specials, small groups, center time, story time, lunch and outside time, along with rest and snack before being dismissed for the day. (Snack please pack a small healthy snack for them to enjoy. We do not provide this.) There is no snack on ½ days! Please be on time for drop off and pick up times. At the end of the day for pick up they will either be placed on a bus by their teacher and buckled in or be waiting to be picked up. If you are picking your child up please bring a photo ID! If your child is normally a bus student and needs to be picked up you must send in a note in the morning. Class Dojo cannot be used to make changes to your child's pick-up routine.

Lunch Calendars:

Each month the teacher will send home two lunch calendars in your child's folder. Please circle what you would like your child to eat for the month and return the one calendar as soon as possible. You keep the other calendar at home for your records. The cafeteria needs to be able to know if your child needs a lunch a day in advance. When sending in money for lunch payment please send the money in a sealed envelope with your child's first and last name along with stating that it is lunch money. This keeps it clear and there are no questions of misplacing money or not knowing who the money belongs to.

Special Events:

The teachers will plan special events for your students throughout the school year. The teachers will send home notes in your child's folder or send one on the class dojo.

The Downe Township Teachers communicates with parents in a number of ways:

- Monthly Calendars with upcoming events in the daily folder
- Daily use of classroom Dojo
- Telephone calls
- Parent/Teacher Conference (Fall & Spring)

****Please be sure to check the contents of your child's backpack each night so that you can find important notes, art projects, and so forth.**

For information about bringing food for birthday and classroom parties, please make sure to review the “Food” section. In accordance with our **Class Party and Birthday policy**, only store-bought foods can be served, and the food provided must be preceded by a completed list of ingredients and food label notifications, submitted to the teacher before serving.

Please see the “Emergencies” section of the handbook and our Emergency Plan (about how communications will occur during a school-wide emergency).

Harassment, Intimidation, and Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Parents are asked to refrain from advising their child(ren) to avoid or ignore possible incidences of harassment, intimidation and bullying. The anti-bullying messages given to students at school encourage students to report incidences right away. See Policy 5131.1 for additional information.

Preschool Intervention and Referral Team (PIRT)

Downe Township School has a team of individuals who work together to support our preschool students in the most effective ways possible. The Preschool Intervention and Referral Team (PIRT) helps preschool staff modify children’s challenging behaviors (i.e. physical, social, language, and emotional) that block successful participation in a general preschool classroom through development and implementation of intervention plans. Intervention plans will address a variety of behaviors (i.e. a child who hits, a child who needs assistance with socializing, a child with separation anxiety from the caregiver, a child unable to learn new concepts, a child who cannot eat independently with utensils, a child who does not speak). Our PIRT is a dynamic group of educators who are focused and determined on providing each and every preschool student with the best education possible.

Preschool Intervention and Referral Team Responsibilities:

- Support classroom teachers in order to provide strategies for children who are exhibiting difficulty in the classroom as indicated through the screening process or the observation of the classroom teachers and staff.

- Provide support including written strategies for classroom staff, modeling strategies in the classroom when appropriate, providing professional development and providing consultation to classroom staff, parents, and administrators.
- Provide ongoing professional development based upon the PBS pyramid for district staff (i.e. administrators, teacher assistants, master teachers, teachers)
- Coordinate data from ESI-R screenings and follow through with children scoring re-screen and refer.
- Facilitate transition of all PIRT case files to other programs as necessary (i.e. Kindergarten, CST).
- Consult with necessary professionals as applicable (i.e. classroom teacher, administrators, social workers, family workers, parents).
- Conduct classroom visits as necessary to implement the PIRT intervention plan. These visits may include observations, providing feedback regarding the child or support plan, providing recommendations and modeling strategies when appropriate.

Child-Specific Information

- During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note, Dojo message, or email is preferred.
- Parent-teacher **conferences** are held in the fall and on an “as needed” basis. At these conferences, teachers and parents will discuss your child’s developmental progress.
- If, at any time, you have special concerns, please feel free to contact your child’s teacher – use email, send a note, send a Class Dojo message, or call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call the office, and we will relay the message. The teacher will respond as soon as possible.
- If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please **do not discuss** problems or concerns in the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child’s behavior, and it is useful for staff to be aware of these developments. Downe Township School staff will always respect your privacy.
- **If your child is going to be out of school for any reason, please let the office know.** For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay. **If we do not receive a phone call from you, the school nurse will call you to verify your child’s absence. Please follow up by sending in a note with your**

child when they return to school for our records. If the nurse sends your child home and he/she cannot return the next day a note is required to excuse the absence.

Admissions

Downe Township admits students of any race, color, and national and ethnic origin. There is no entrance exam. If parents have any major educational, social, or developmental concerns about their child, parents need to discuss these concerns with the classroom teacher. It is important that a positive and appropriate learning environment be established for each child directly related to their needs. Parents need to complete an enrollment packet, provide 4 items to prove residency, and provide a copy of their child's birth certificate.

These forms must be on file before a child may attend school:

1. Immunization record or religious or medical exemption (in case of medical exemption, must be written by doctor)
2. Annual health history completed by the parents
3. Physical completed by doctor only required once upon entering the district
4. Annual Tylenol consent form signed (either agreeing or not to administration of Tylenol)
5. If child has asthma then asthma action plan completed by doctor and signed by parents
6. If child needs any medication, a medication order form must be filled out by doctor and signed by parents. Medication must be brought in by parent or guardian in original container. Students may not transport medication!
7. Consent form for Bathroom/Personal Assistance

Procedures for Enrollment and Withdrawal

Enrollment:

- Registration for enrollment begins in the spring.
- Enrollment priority is given to resident students, students with special needs, and students receiving free/reduced lunch. Consideration is also given to length of time in the district.
- Each classroom has a maximum capacity of 18 students. Once we reach maximum capacity, we will form a waiting list, with resident students being placed first.
- The cut-off date for determination is August 1st. If we exceed our maximum capacity, we may have to perform a lottery to determine which students receive seats. Letters will be sent out after August 1st to notify families of their placement status.

Tuition

- Our preschool program is free for resident students. Non-resident students may attend our program if space is available at the cost of \$3000 per year for the first child and \$2000 for siblings. Checks are to be made payable to Downe Township Board of Education.
- Payments are due on the following dates: 1st Quarter: September 1st, 2nd Quarter: November 1st, 3rd Quarter: February 1st, 4th Quarter: April 1st
- **First quarter payment must be received by September 1st, in order for your child to begin. All other quarters must be paid within 30 days of the due date or a \$150.00 late fee will be charged for the collection process.**
- The school district has the legal authority and the responsibility to collect tuition from non-resident students. If payment is not made in a timely manner, future enrollment may be jeopardized.

Positive Discipline Policy

Downe Township School is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of our school's values, including self-control, respect for others, and positive self-esteem.

Teachers model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of Creative Curriculum[®], and it helps children grow as successful, lifelong learners.

Downe Township School's commitment to an age-appropriate and play-based curriculum ensures that activities are child centered and promote positive social interactions. Teachers carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a child's behavior.

2. The teacher will discuss the child's behavior with a parent and inform him or her of learning-based strategies the teacher will implement.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with teacher, parent, and administrator to discuss options to help the child further develop appropriate social skills.
5. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and administration to seek support from outside resources. The plan may include removal of a child from the classroom and/or calling the parent to take the child home. Repeated severe problems may result in a referral to our school's PIRT team and/or our Child Study Team for an evaluation.

Behavior Policy Specific to Biting:

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with Downe Township's overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control. Any incidents of biting will be referred to the school nurse for treatment. Parents will be notified of these incidents by the classroom teacher. If this behavior continues, a meeting will be required between the parents, teacher, and administration.

What to Bring

Items to bring:

- Bookbag
- Blanket
- Lunchbox if packing lunch
- Extra clothes (socks, underwear, t-shirt, pants, shorts) (NO TANKTOPS!!)
- **See teacher for specific items that are needed for their classroom**

Please remember to label each item that your child brings to school (lunch box, backpack, coat, sweater, hat, mittens, boots, etc.).

- **No toys or stuffed animals should be brought to school**

Dress

- Your child should be dressed for active and participatory play. Downe Township School does not want a child's creativity stifled because he/she is wearing clothing that should not get dirty. Shorts may be worn from April 15th until October 15th.
- Your child should wear sturdy, protective shoes, preferably sneakers (no flip flops or Crocs®), which will enable him/her to run, climb, and ride bikes with ease.
- Children go outside most days, so please dress your child appropriately.
- In the winter, hat and mittens are needed every day.
- On Gym days students **must wear sneakers** to school (**NOT in their bookbag to be put on for gym**) as well as if a child is wearing a dress please put shorts on underneath so that they are covered during activities. Please note that your child will not be permitted to participate in PE if they do not have the proper footwear.
- Please note that tank tops are **NOT PERMITTED**. Short-sleeves only!!!!

Extra Clothes

In school, at all times, each child should have at least one set of seasonal clothes that fit – pants, shirt, underwear, socks — which should remain in the child's classroom. Each teacher will have a container with child's name on it to store the extra clothes. When you send in your extra clothes please send them in a sealed ziplock bag with their name on it so that it does not get missed placed in another student's container.

Backpack

At Downe Township School we encourage children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away his/her own things. Each day your child needs to bring a backpack that is clearly marked with their name (make sure that the bookbag is appropriate size that can hold the following: his or her lunch box, rest blanket, art, treasures, and daily folder.)

- Blankets will be sent home every Friday to be washed and returned on Mondays
- There is no rest time on single-session days.

**Please be sure to check the contents of this bag each night so that you can find important notes, view art projects, and so forth.

Food at Downe Township School

BREAKFAST:

Even if your child eats at home they like to eat with their friends. Please send in a small healthy snack for breakfast. If your child needs to order breakfast please let the teacher know through a note in their folder or Class Dojo.

LUNCH

Students may order lunch at school or pack a lunch from home. Please label your child's lunch box clearly with your child's name on the outside of the lunch box. Lunches are stored in the classroom until lunchtime. Please use thermoses to keep food warm, if necessary. **Staff will not heat food for lunch. (Exceptions may be made in PSD)**

Downe Township School encourages parents to promote good eating habits by sending in nutritious items for lunch. Please pack a relatively small lunch, with **no candy**, and no more than one small dessert. Downe Township School offers milk for purchase in the cafeteria, or you can send in a box drink (**no sippy cups please**). (**Exceptions may be made in PSD**)

LUNCH MENUS:

Please circle what you would like your child to eat on the menu the teacher sends home. You will receive two menus. One you return with circled options for the teacher to order for your child. The other menu you keep at home for your records. Please send your circled menu back as soon as possible the teacher needs to be able to communicate with the kitchen in a timely manner. The kitchen needs to know what your child wants for lunch a day in advance.

SNACK:

Snack time will be part of each preschooler's daily schedule. Please send in your child's snack labeled with their name. On half days there will be no snack. To promote healthy habits beginning at an early age, we discourage snacks high in sugar, high fructose corn syrup, and dyes. Preschoolers are developing and growing and their bodies need to be fueled with healthy foods so they can learn.

Acceptable healthy snack options include:

FRUITS/VEGETABLES

- Any fresh fruit (apples, oranges, bananas, grapes, pears, plums, clementines, strawberries, melons, berries, etc.)
- Applesauce cups (and assorted variety fruit flavored applesauce)
- Raisins, Craisins, and other dried fruits
- Fruit cups (peaches, pears, oranges, pineapple, fruit cocktail, fruit blends, etc.)
- Fresh vegetables (baby carrots, celery sticks, grape tomatoes, cucumber slices, broccoli, pepper strips, etc.)
- Vegetable dips

CHEESE/DAIRY

- Yogurt in individual cups or tubes
- String cheese or other cheeses (1 oz.)
- Drinkable yogurt or smoothies
- Cottage cheese

Crackers:

- Triscuits, Wheat Thins, Vegetable Thins (all flavors)
- Ritz crackers/dinosaurs/sticks
- Town House, Club, Toasteds crackers
- Cheez-Its, Cheese Nips, Better Cheddars
- Wheatables, Air Crisps, Munch'ems, Keebler Snack Stix
- Goldfish crackers
- Graham crackers, graham cracker sticks
- Teddy Grahams or Teddy Graham character brands
- Goldfish graham snacks
- Animal crackers (Austin Zoo, Barnum)
- Vanilla wafers
- Pirate brand snacks (pirates booty, smart puffs, etc.)

Cereals: (No sugary cereals, no frosted cereals, no cereals with marshmallows)

- Cheerios (**NOT Frosted**)
- Chex (Rice, Corn, Wheat)
- Corn Flakes
- Crispix
- Kashi (Go Lean Crunch, Good Friends, Cinnamon Raisin Crunch, Heart to Heart) cereals
- Kix
- Life
- Wheaties
- Other unsweetened cereal without nuts

Other snack ideas: etc...

- Small bagels (Lenders or Thomas brand) with cream cheese (no nut type)
- Popcorn
- Pretzels (most all brands, but some Snyder's products are not peanut/nut free)
- Nutrigrain cereal bars/yogurt bars
- Special K Bars Special K Snack Bites
- Fig Newtons (all flavors)
- Rice cakes
- Quaker Quakes (mini rice cakes)/Mini Delights (all flavors safe)
- Muffins – mini or regular – Hostess and Kroger

CHARGED LUNCHESES

Students may charge a meal on the occasion when they may have lost or forgotten their lunch money. The following procedures will be followed in the cafeteria: **Policy 3542.2 School Meals Program Arrears will be sent home with students on the 1st day of school. This Policy is also available on our website and can be picked up in the Front Office.**

- A. A student will only be allowed to charge up to 5 lunches maximum and when they have reached a 5 lunch charge limit, the student will be provided with and charged for a peanut butter and jelly sandwich and milk.
- B. After the third charge, a letter will be sent home with the student; a copy of the letter will be mailed to the student's parents or guardians. After 5 charges, a letter will be sent with the student and mailed home and followed up by a phone call from the cafeteria manager or designee.
- C. Students **will not** be permitted to purchase snacks if they have accumulated cafeteria debt. Students will not be permitted to attend school-sponsored recreational activities such as dances and field day if they have cafeteria debt of 5 or more charges until the debt is paid.
- D. Parents may apply for free or reduced lunches any time during the year in the event of temporary or unforeseen financial hardships.

BIRTHDAYS AND CLASS PARTIES

Simple birthday snacks may be provided by parents to recognize children's birthdays. Please set a date with the teacher one week in advance. Less notice may result in a date other than your first choice. This time is necessary to assess the safety of all children who use your child's classroom, primarily with regard to life-threatening allergies. Be prepared to tell the teacher the snack that you would like to serve so that other parents can send a safe alternate treat, if needed. Snacks provided by families must be store bought and should be small portions (one cookie, mini-muffin, doughnut hole, etc.). Store-bought foods provided for birthdays must be preceded by a complete list of ingredients, submitted to the teacher prior to serving. You can drop the snack off at the main office in the morning.

Each class will have its own distinct way, determined by the teacher, to honor birthdays. We ask that parents not distribute favors, goody bags, or paper goods.

Thank you for your attention to these matters. Advance planning is vital to the safety of our children and to smooth daily classroom procedures.

Arrival and Dismissal

- **Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.**

Arrival:

- The teachers will be ready to start class at 9:10 am. Students may arrive between **8:50 and 9:10**. Resident students will be assigned a bus with pick up and drop off times. Bus passes will be mailed home prior to the start of school. Students may also be dropped off at the side door by parents during arrival time and line up with their teacher. Drop offs are difficult at times so please drop and go. Do not follow your child to their classroom, it makes for a more difficult transition for your child.
- Late arrival: Please be considerate and try to arrive on time. Frequent late arrivals are disruptive to the class and your child's school day. When you arrive late, please go directly to the main office to sign in. **No student will be admitted past 11:00 am!**

Dismissal

Teacher Responsibilities

Teachers will put students on the bus and buckle them in. If your student normally rides the bus and you are picking them up please send a note in and call the main office to make sure that your child is being put where they need to be.

Parent pick-up:

- Students may be picked up at side door dismissal on regular session days between 3:15-3:30. Students will be called down and come outside to meet you. Please have your photo ID available. Most preschool students are new to us, so please be patient as our staff learns who you are. Your child's safety is our first priority.
- If someone other than a parent or emergency contact will be picking up your child, or if you are making a change to their regular routine, please notify your child's teacher in writing by sending in a note. Class Dojo cannot be used for dismissal communication. We must have a written note to keep on file in the office. We discourage last minute phone calls as it upsets our preschoolers and makes dismissal time confusing for staff members.

- It is important that all children be picked up on time. Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up.
- Late pick-up: Please keep our school phone number, (856) 447-4673, programmed in your cell phone in case you are running late so that the staff can let your child know that you are on your way.
- Early pick-up: Please notify your child's teacher by sending in a note in advance if you need to pick up your child early. We discourage last minute calls to avoid end of the day confusion. You will not be allowed to make changes to your child's dismissal procedures on a regular school day after 2:50 pm. If you come to the school to pick up your child after that time, you will be directed to wait for our side door dismissal at 3:15. The same will occur for single-session days. No students will be released after 12:50 for early dismissal. You will be directed to side door to wait.

Authorized pick-up:

- Anytime someone other than the typical pick-up person picks up your child, please let your child's teacher know.
- If your child is to be picked up by someone other than a parent or the "persons authorized to pick up child" (listed on your child's *Emergency Form*), you must provide written notification via note in each instance. Give the person's full name and inform this person that we will require proof of identification before releasing your child.
- In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the *Emergency Form* in order for us to be assured that our staff is speaking to the parent.
- **It is against the law to leave unsupervised children in your car in the parking lot at any time.**

Illness

- Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- We use the EMERGENCY FORM to contact parents or another designated adult if your child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:
 - temperature higher than 100°F
 - loss of appetite

- nausea or vomiting
- red, pink, or crusted eyes
- stomach ache
- earache
- diarrhea
- rash/infection of skin
- pale or flushed face
- headache
- thick or greenish mucus from nose
- persistent cough
- loss of energy/decrease in activity/falling asleep
- sore throat

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME. Please note: THAT OUR SCHOOL NURSE WILL FOLLOW ALL GUIDANCE FROM THE CDC AND HEALTH DEPARTMENT RELATED TO COVID-19.

24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.

- **Fever free:** A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- **Antibiotic timeline:** A child should be on antibiotics for at least 24 hours before returning to school
- **We strictly observe this health department regulation for children (and staff) to protect the health of everyone at our school.**
- **Parents must notify the office immediately if a child:**
 - Is diagnosed with any **communicable diseases** including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that we can inform the parents within your child’s classroom to be on the lookout for symptoms. Please remember that we will not release the name of the child or family involved. We simply post “There has been a case of _____ reported”
 - Has any **allergies** or if you have any concerns about any aspect of your child's health.
 - Is taking **medication**, as medicine may affect your child's behavior.
- If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.

- Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play. Please send your child to school dressed for the weather each day.

Head lice sometimes occurs in school because it is contagious and may be passed from child to child. You may want to look online for more information and to find examples of what lice look like in order to check your child's head correctly (www.cdc.gov/lice/head/treatment).

- Please inform us immediately if your child has lice. We are required to follow certain procedures regarding the cleaning and removal of materials (dress-ups, etc.) within a classroom with lice.
- We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur. Please get into the habit of routinely checking your child's head. If all parents check heads regularly, we can avoid any outbreaks in the school.

Inclement Weather Policy

School closing and delays are made to assure the safety of our children.

If a decision is made to close school early, delay opening, or to cancel school you will be notified via our school's Blackboard Connect automated call system. In addition, it will be posted on our school website and posted on TV on channels 6 and 10.

An up-to-date school calendar is accessible on our website at www.downeschool.org.

- **Downe Township School reserves the right to close because of local power outages, snow removal, or other circumstances that may affect our ability to operate during inclement weather. An effort will be made to contact parents via our Blackboard Connect system as well as posting on our school website in the event of emergency closings.**

Emergencies

Downe Township School has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack. The safety of the children and staff is always the school's primary concern.

Downe Township School requires that staff members take emergency preparedness training and maintain an emergency preparedness plan for the school. Staff undergo emergency training every year, and the school has two emergency evacuation drills including monthly fire drills with the children.

Communication with Parents of an Emergency Situation

We will communicate with parents during an emergency through either our Blackboard Connect phone system, Class Dojo, and/or email.

Emergency Phone Contact Information for Each Child

Our school maintains emergency phone and email lists to notify parents of any unexpected events, such as a school closing or an evacuation. The *Emergency Form* will be supplied during the enrollment process. These forms must be completed and returned to the office as soon as possible. It is important, if possible, that parents provide an emergency phone number that can receive text messages. If your phone cannot receive text messages, please let us know so that the school can make other arrangements for reaching you. It is the responsibility of the parent to keep emergency information up to date. If any changes occur, please notify your child's teacher and the main office immediately.

Field Trips

- Field trips can be an important and enriching experience for our children. Teachers plan trips appropriate for their class that will provide a well-rounded experience.
- Information and permission slips will be sent home in school bags each time a field trip is planned. In order to attend a field trip, each child needs a signed permission.
- Any child in the class who requires any type of emergency medication (for allergic reactions, etc.) should be accompanied by either the school nurse or one of his/her parents who will bring the child's necessary medication for the field trip.
- No siblings may accompany you and your child on the field trip. A sibling is a distraction for the chaperoning parent and for the group and can present a liability for everyone.

Playground

We go out on the playground every day in all types of weather please remember to dress your child accordingly. Our playground has been thoughtfully designed to provide the children a safe place in which they can play and thrive in a beautiful environment. Their safety as they play is of paramount importance to our teaching staff.

PLAYGROUND RULES FOR THE CHILDREN:

- **SLIDE:** Children are only to slide down the slide, feet first one at a time.
- **RIDING TOYS:** All riding toys need to stay on the designated area.
- **SAND:** The sand needs to stay in the sandbox area. Children are not to carry the sand in to the rest of the playground. The sand toys must stay in the sand or be put away.
- **CLOTHING:** All children need to wear their shoes and socks while playing on the playground. Students will go outside every day after lunch with their teachers again please pay attention to what the weather will be like and dress your child accordingly.

Volunteer Opportunities

Downe Township School encourages parents to become involved in our school. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the class. Here are some ways you can help:

- Class representative/room parent
- Join our PTO
- Fundraising
- School beautification

Parent/Guardian Downe Township Preschool Handbook Sign-Off Sheet

Preschool Handbook: Please initial on the line below and sign and return to your child's teacher.

_____ I acknowledge that I have received a copy of the Downe Township Preschool handbook and that it is my responsibility to read it and become familiar with the expectations, rules, and policies, of the program. I agree to adhere to these requirements and I understand that, if needed, I can request to meet with my child's teacher to discuss any concerns.

Child's Name _____

Teacher _____

Parent/Guardian Signature _____