

**Plainfield Preschool  
Family Handbook**

**2023-2024**



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**Plainfield Public Schools**  
**Early Childhood Center**  
651 Norwich Road  
Plainfield, CT 06374  
860.564.6400

Courtney Langlois, *Principal*  
Kristen Jahn, *School Nurse*  
Nona Windrow, *Secretary*

## **Plainfield Public Schools Preschool Program Philosophy**

The preschool program will create a nurturing, caring, and happy atmosphere for children that are both safe and reassuring for them and their parents.

Creative play and learning will be encouraged. Self-confidence and individuality will be fostered along with experiences needed for social success.

The staff will consider each child individually and be aware of the child's developmental stage of learning. They will provide opportunities that will allow children to build on their areas of strength and interests.

Utilizing a consistent team approach, we will provide a stable base for the flexibility and open-mindedness needed when programming for young children. The staff will work together with the family to provide the educational and social skills each child will need for successful entry into kindergarten.

## **EQUAL OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational activities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school sources.

The Assistant Superintendent for Pupil Services, Scott Sugarman, is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

The Plainfield School District does not discriminate on the basis of disability by denying access to benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Mr. Scott Sugarman.

## **PRESCHOOL PROGRAM GOALS & OBJECTIVES**

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To provide appropriate supervision, equipment, materials, activities, and opportunities for children to develop in the following areas:

**Cognitive** (concepts, colors, shapes, sequencing)

**Social** (sharing, group participation, problem solving)

**Gross Motor** (manipulatives, puzzles, art expression, writing, cutting)

**Receptive Language** (processing information, following directions, reciting stories)

**Expressive Language** (using words vs. actions, experience stories, expressing feelings, building vocabulary, using complete sentences)

**Creativity** (art, music, dance, creative play)

**Safety and Living Skills** (health, nutrition, traffic and safety awareness)

**Self Help** (dressing, grooming, independent skills)

To always consider the philosophy when programming;

To be a resource for the parents and the community in general;

To involve parents actively in our program;

To abide by the criteria established by The National Association for the Education of Young Children;

To provide on-going staff training to update them on current research and educational trends.

## **STAFF PROFESSIONAL DEVELOPMENT**

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Staff members are required to fulfill a specified number of hours of professional development each year. The information gained through these trainings helps to improve the quality of the learning experience plans developed for the curriculum. Not every staff person can attend every workshop. Therefore, staff members bring back information they have gained through the training and share it with the rest of the staff at staff meetings. The staff discusses the value of the information and how it can be incorporated into future planning.

Mandatory training that includes such things as Mandated Reporting and CPR/First Aid help keep the staff apprised of any updates or changes. These trainings help provide a safe environment for the children with trained staff available to meet emergencies as they occur.

Each staff member has attended training in using the CT Early Learning Developmental Standards (CT ELDS). These trainings prepare staff to develop Learning Experience Plans around the eight domains and the Dual Language Framework within the CT ELDS. All current staff members have attended training in using the CT Documentation and Observation for Teaching System. These trainings prepare all staff in the process of recording objective observations and how to use those observations in the assessment process.

**BASIC INFORMATION**

***Staff Names and Titles***

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*Principal:* Courtney Langlois

*Director of Pupil Services:* Jessica Fitch

Room 101:

Teacher- Amanda Crocker

Paraeducator- TBD

Room 102:

Teacher- Kaitlin Rivers

Paraeducator- Joanna Sanders

Room 103:

Teacher- Lauren Frederickson

Paraeducator- Jenn Nottage

Room 104:

Teacher- Angela Stone

Paraeducator- Melissa Yaworski

Room 105:

Teacher- Ailiegh Galante, Special Education/ILP

Paraeducators-

Room 106:

Instructional Coach- Charlene Brodeur

All teachers in The Preschool Program are dually certified teachers. Dually certified teachers hold CT Teaching Certification for general education as well as special education. All paraeducators in the preschool program are either working on the Child Development Associate or have an Associate's Degree in Early Childhood Education. All staff members work continuously on professional development to keep up on new and important practices in the field of Early Childhood.

***Feature Centers in The Preschool Classrooms***

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*Writing Center:* The children use writing utensils to enhance their fine motor skills while they identify letters of the alphabet and create their own stories.

*Listening Center:* A book on tape or the children's own voices may be available daily to listen to as they follow along with the story.

*Art Center:* Come and paint at our large easels or draw with our sparkly crayons! Your child may also sit down at a table to cut, glue, or tape together their own creations.

*Housekeeping/Dramatic Play Center:* Your child may make breakfast, lunch, or dinner for their friends or take a pretend role of their choice. This center often is turned into a specialty center such as Pizza Palace, Veterinarian's Clinic, or Flower Shop, etc.

*Block Center:* Build a tower, knock it down, and build it back up again! Your child may use squares, rectangles, and triangles, among other shapes to create their own structures.

*Science/Math Centers:* Look for ongoing experiments and seasonal science equipment available to manipulate. Our math center often has weights and measuring tools along with lots of number exposure.

*Sensory Table:* The tables' contents are ever changing. It's been filled with everything from water or sand to dried corn or ice sculptures. Feel free to touch and explore.

*Manipulative Center:* Toys are switched out weekly to enhance small motor skills. Legos, geoboards, unifix cubes, and kinex are just a few.

*Quiet Corner:* Almost everyone needs some alone time throughout the day. One child at a time can visit this center to rest or relax with a book, puzzle, or to draw. When they've finished with their personal time, they are welcome to re-join our day.

### **Eligibility**

Any child, regardless of racial, ethnic, and economic status, who is 4 years of age by December 31<sup>st</sup> of that year, or 3 years old having been identified with special education needs, and resides in the Town of Plainfield, which includes the villages of Plainfield, Moosup, Central Village, and Wauregan, is eligible to register for the preschool program. If all sessions of preschool are full, a waitlist will be created. Once an opening becomes available, the next child on the waitlist will be offered a spot in our program.

### **Toileting Policy**

Children should be independently using the toilet before entering the program. If a child is not toilet trained, staff will work with the family so there is a consistent, developmentally appropriate approach to toilet training. A supportive environment will be maintained with frequent reminders and adult assistance as needed. Staff will follow the CDC's *Safe and Healthy Diapering* procedures for students that require diapering.

### **Hand Washing Policy**

It is standard practice that children wash hands before eating, after toileting, after coughing or blowing their nose and any other time we may be in danger of spreading germs. We also require all staff and children to wash their hands upon arrival at school.

### **Green Cleaning Program in Schools (CT PUBLIC ACT 09-81)**

The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district. The Plainfield Public School district is committed to the implementation of this law by providing the staff and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state-owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: Green Seal or Eco Logo
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed on attachment "A"
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school districts program as stated in the new law; "NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT"

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff. Any questions concerning the program can be directed to: The facilities manager of the Plainfield Public Schools 651 Norwich Road. Plainfield CT 06374 Office Phone number: 860-564-6459

### Requirements

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Our preschool program is partially funded through the State of Connecticut School Readiness Grant and thus **must** collect family income data. **We collect four consecutive weeks' worth of pay stubs or a W-2 form every 12 months or as necessary.**

This is a half-day program that meets every day, Monday through Friday, except for teacher professional development, parent conference, holidays and school vacation days. Students are enrolled for either a morning session (**9am – 11:30am**) or an afternoon session (**1:00 – 3:30pm**) depending on location of residence within the town of Plainfield. Transportation is provided for all enrolled students. Families may opt to provide their own transportation. If parents provide their own transportation, the program will work to accommodate specific session requests based on student enrollment numbers/class size.

### Absences

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When a child will be absent from school, please call **860-564-6400** to notify the school. Per Plainfield Public School Policy, written documentation is required for all absences:

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the

parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.

3. For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:

a. student illness:

- (1) signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
- (2) signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.

b. religious holidays: none.

c. mandated court appearances:

- (1) a police summons;
- (2) a subpoena;
- (3) a notice to appear;
- (4) a signed note from a court official; or
- (5) other official, written documentation of the legal requirement to appear in court.

d. funeral or death in the family, or other emergency beyond the control of the student's family: written document must explain the nature of the emergency.

e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.

f. lack of transportation that is normally provided by a district other than the one the student attends: none.

4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by email.

5. The Plainfield Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.

6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

### ***Registration Information***

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Before a child can attend The Preschool Program, the following paperwork must be received:

1. A recent (within one year) Health Assessment Form including immunization records signed by your physician. An annual physical is required by the State of Connecticut.
2. A blood lead level test is required and filled in on your child's health form.
3. Any necessary medication forms
4. Program Registration form
5. Personal Information form
6. Original birth certificate with a raised seal (original will be returned)
7. Family Income Data
8. Various forms required by The Plainfield Public Schools



### *Under Immunized Children*

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Children with medical exemptions shall be permitted to attend a licensed child care program or school except in the case of an outbreak of a vaccine-preventable disease. In the event of an outbreak of vaccine preventable disease, all susceptible children will be excluded from child care or school settings based on public health officials' determination that the child care facility or school is a significant site for disease exposure, transmission and spread into the community. Children without proof of immunity, including children with religious and medical exemptions shall be excluded from these settings for this reason and will not be able to return until (1) the danger of the outbreak has passed as determined by public health officials, (2) the child becomes ill with the disease and completely recovers, or (3) the child is immunized.

### *Weather*

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The Preschool follows the Plainfield Public School schedule in regards to snow closings. Morning announcements will be made no later than 7:00 AM. Listen to WINY or WILI radio stations, watch Channel 3 news or visit their website @ [www.wfsb.com](http://www.wfsb.com) for weather closing and delays. In addition, a district wide notification will go out through our School Messenger system. If the school is closed, our program is closed.

When the Plainfield Public Schools has a **delayed opening, preschool will be canceled for the day due to transportation**. When the Plainfield Public Schools closes early, we will close as well.

### *Preschool Program Schedule*

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The Morning Session runs from 9-11:30am and the Afternoon Session runs from 1-3:30pm, Monday through Friday. The Preschool Program follows the Plainfield Public School Yearly Calendar. **On district scheduled early release days there will be no morning or afternoon preschool.**

### *Sign in/out - Pick up Policies*

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We need on file the names of all people allowed to pick up your child. Photo identification will be required for anyone picking up your child. If you choose to add someone new to your pickup list, you must do so in person. Adding people over the phone will not be accepted.

The state law requires that all children under 6 and 60 lbs. be in a car seat or booster restraint. Please make sure that the person dropping off and picking up your child has the appropriate restraint equipment. As mandated reporters, we must report all cases of neglect to DCF (Department of Children and Families).

If a parent/guardian or family member arrives to pick-up their child and seems unable to safely transport said child due to an obvious physical condition, staff may contact an alternate pick-up person. In the case of a violation of a court order documented in the child's file, the police will be notified.

**Medication**

If your child requires medication (prescription and/or over the counter) during school hours, an Authorization of Administration of Medication form must be filled out and signed by a parent/guardian and a physician. All medications must come in their original packaging which includes the prescription. All medications must be given to the School Nurse and/or Building Administrator. Medications will be kept in a locked cabinet, and must be properly labeled with the exception of emergency medications which are kept out of the reach of children in an unlocked medication box.

**Health Plan**

Should your child have an identified medical and/or dental need, a school based health plan will be developed collaboratively with the family, the school nurse and the classroom teacher. This health plan would identify the trained adult that will oversee your child's needs while in the school environment and specify any medical management that may be necessary. We have a registered nurse on site at all times when students are in the building. *Mrs. Kristen Jahn* is the nurse at the Early Childhood Center. You can reach out to her by calling 860-564-6400 to discuss your child's unique medical and dental needs.

**Family Participation**

We invite families to actively participate in their child's preschool experience. It's a wonderful way to let your child see the connection between home and school. We welcome your ideas and suggestions. Let us know if you would like to join us or help with an activity or project in our classroom.

Parents will be provided weekly newsletters or learning experience plans outlining the learning experiences/activities scheduled for the week. Teachers communicate regularly with families via email, telephone, and direct messages sharing student work/pictures via ClassDojo.

Many opportunities are available for families to participate outside of the classroom. The Northeast Early Childhood Council meets bi-monthly by ZOOM from September through May. All community members are welcome to attend. If you are interested in becoming a member of this committee, please reach out to Courtney Langlois at 860.564.6400.

**Positive Relationships Between Staff & Families**

Positive and productive communication between school and home can be a contributing factor to a student's success. But even with the best of intentions on both sides, concerns sometimes arise. If you have a conflict or concern, the first step is to bring it to the attention of the classroom teacher. Should there continue to be questions/concerns, families or staff may request a meeting with the *Preschool Supervisor, Courtney Langlois*. Mrs. Langlois will listen to the concerns of all parties involved, attempt to clarify the problem and come to a resolution that is satisfactory to all parties. If this does not result in a satisfactory resolution the following steps are in place:

\* The parent and/or staff member are referred to the *Assistant Superintendent, Scott Sugarman* (860-564-6457). Mr. Sugarman will meet with the family member and/or the staff member to listen to the concerns and gain an understanding of the problem.

\* Mr. Sugarman will then meet with both the parent and the staff member and the PreK Supervisor to try and resolve the problem at hand. A possible solution might include a modification of an existing policy and/or procedure or a compromise that suits both parties.

\*Should a concern arise around student assessment practices within the district, the same procedure will be followed.

### ***Birthday Celebrations***

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We cannot accept snacks that are baked at home. Snacks brought into our program must be prepackaged and labeled. Fresh fruit that has yet to be peeled may be accepted.

You may use the children's mailboxes to distribute birthday invitations. However, if you choose to use this system, you must invite all class members. If you choose to only invite a specific few, we ask that you do it on your own, outside of school.

### ***Snacks***

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Milk will be offered free or at reduced rates for eligible children through CACFP (Child and Adult Care Food Program). We ask that you pack a healthy snack for your child. Healthy snacks include a fruit and/or a vegetable. Appropriate drinks include milk, 100% juice or water. Please try to send things that your child will eat. We will not force a child to eat when they do not wish to.

As a NAEYC accredited program, we must avoid feeding children hot dogs (whole or sliced into rounds), whole grapes, nuts, popcorn, raw peas, hard pretzels, raw carrots, spoonful of peanut butter, and meat that can be swallowed whole. Please *do not* send these items listed, as it is against NAEYC policy to feed them to your child.

### ***Serving Meals or Snack***

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When serving meals to children all staff follow these food safety preparation steps to keep everyone healthy:

- Do not touch ready-to-eat foods with your bare hands, always use gloves, tongs, or utensils.
- Wash fruits and vegetables under running water before you cut and serve it.
- Warm foods should be served at a temperature of at least 140°F.
- Always check foods for the best before dates before serving, and toss anything beyond its date.
- Stored food should be clearly labeled with what it is and when it was prepared.
- Food should be served wearing gloves and with tongs to avoid touching the food with bare hands.
- Perishable foods left out of the fridge longer than four hours must be tossed, with cold foods requiring a temperature of no more than 40° F.
- Microwaves are not used in the preschool program to warm food or beverages for students.

### ***Illness***

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Please do not send your child to school feeling ill, as they will be promptly sent home. This includes (but is not limited to) children with fevers or a contagious disease. If a child becomes ill during the day, the nurse will decide if a child is too unhealthy to remain on site. Students who are ill will remain in the nurse's office or other designated location under the supervision of the School Nurse and/or designee.

### ***Sick Policy***

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We assess the child's condition based on staff's observation and prior knowledge of the child.

The parent/guardian is called if:

1. The child has a temperature of over 100 degrees.
2. The child vomits or has severe diarrhea.
3. The child may have an infectious and/or communicable disease. Some examples might be chicken pox, pink eye, impetigo or lice.
4. If the child is too ill to participate in the program activities.
5. The staff in charge or the school nurse feels the child needs to see a doctor or dentist and/or not remain in school.

Children must be **fever free and vomit free for 24 hours before returning to the school**. If the child is put on prescription medication, they must have had 24 hours of it before returning to school. Any medications must be accompanied by the authorization form signed by the parent and doctor.

Policies for specific illnesses will be provided as needed.

### ***Clothing and Other Belongings***

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Please provide a spare change of clothes that can be kept at school. Please label all clothing and belongings. Please make sure your child arrives at school with appropriate clothing for the weather as students will go outside each day unless it rains or is bitter cold. Please provide comfortable and appropriate footwear for your child. **Sandals and flip flops will not be allowed as many injuries have occurred from their use.**

### ***Discipline Policy***

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We use positive guidance and show children how to interact with others in acceptable ways. We help them to express their feelings and needs and to work together to solve problems. Our program uses discipline techniques based on developmentally appropriate practice, including positive guidance, redirection, and setting clear limits that encourage children to develop self-control, self-discipline, and positive self-esteem. Time out is only used in extreme circumstances when the child needs to have time away from the group. Occasional outbursts are to be expected, but if consistent undesirable behavior continues, conferences with the parents will be held to consider possible strategies and/or solutions that best serve the needs of the child. Should a teacher continue to have concerns related to a child's social/emotional/behavioral development, an individualized behavior plan would be developed. Referral to special education services may or may not occur as well.

No staff member is permitted to use abusive, neglectful, physical, corporal, humiliating or frightening treatment or punishment. This could include but is not limited to, name calling, threatening, ridiculing, humiliation or sarcasm, withholding food, spanking, slapping, pinching, shaking, jerking, squeezing, kicking, biting, excessive tickling, pulling of one's ears, or hair, or striking children. Staff shall not tie nor bind children and shall not physically restrain children except for the protection and safety of the child or others, using least restrictive methods, as appropriate. In the event of an emergency situation, only staff members who are specifically trained in the safe, appropriate use of protective holds are allowed to provide this level of support. Families are notified and invited to meet with school staff. Above all else, your child's safety is our number one concern.

In accordance with Section 10-2331 of the Ct. General Statutes, out-of-school suspensions and/or expulsions for students attending preschool programs operated by local or regional boards of education, charter schools or interdistrict magnet schools are prohibited. When a student's behavior impacts their ability to learn or function safely in the classroom the following procedure will be implemented. A meeting with the family to discuss prosocial supports. An individual behavior plan which may include a social story, modifications to the classroom environment or materials and/or modifications to the classroom schedule may be created and implemented. To help determine the function of the behavior, a chart may be used to track when the behavior happens and what the exact behavior is. If behaviors continue to escalate, a Child Study Team (CST) which includes a teacher, an administrator, and may include one or more special service providers, can meet to discuss and develop a plan to address behaviors. Beyond that a Planning & Placement Team Meeting (PPT) may be scheduled with district special education personnel to help formulate a plan to address the behaviors. Other sources of support may include Child First (outpatient behavioral health) or The Early Childhood Consultation Partnership (ECCP). A full list of referral services in CT can be accessed by calling 211.

### **Parent Conferences**

We hold parent-teacher conferences twice during the school year. During this time, we discuss your child's progress and how they are adjusting to the program. Conferences may also be held upon request from the parents or staff.

### **Confidentiality**

The content of your child's educational records along with their health and safety file is kept confidential and maintained in secure locked filing cabinets in the office. Access to confidential records is limited to those with invested educational interest, but is immediately available upon request to:

- Administrators and teaching staff who have consent from a parent or legal guardian to access the records
- The child's parents or legal guardians
- Regulatory authorities

Only teachers and administrators, and those with authorization (*such as OT, PT, Social Worker, Speech Therapist, School Psychologist*) have the ability to access your child's file which is kept in a locked filing cabinet in the office. Parents/Guardians may access the file upon request and

can obtain copies of documents. Conversations and incidents that involve a family or child are to be held in the strictest of confidence between the staff and those involved in the situation.

### **Mandated Reporting**

The State of CT requires that all staff members report to the State Department of Children and Families any and all suspected cases of child abuse. Therefore, we are obligated by law to report such occurrences.

- As soon as practicable, but not later than 12 hours, with or without the principal's agreement, the staff member must report the abuse or negligence to DCF, the police, or The Abuse Hotline (1-800-842-2288).
- The reporter must report information, in the form of a verbal report, followed by a written report. A copy of the written report must be kept on file with the principal. The report must tell what occurred, when, and who was involved.
- If the alleged perpetrator is one of our own staff, the child's parents must be informed by letter within 48 hours. We must have at least one parent's consent in order to talk with the child about the incident.
- There will be zero tolerance. The staff member would be removed from their position until the investigation is complete. Administrative responsibilities would focus on the protection of the child.
- Administrative responsibilities would maximize protecting the child, once there is an allegation.
- After an investigation, if the allegation is confirmed, the staff person would be suspended, and the State Commissioner of Education would be notified.

### **Health Insurance & Dental Screenings**

Included in the packet each family receives during the intake interview is an information form for the Connecticut Husky Insurance Plan. If you wish to apply for Husky fill out the form and mail it to the address on the bottom of the form or call the Husky information hotline at 1-877-284-8759.

Each family will receive paperwork in their child's mailbox, concerning the dental van which visits in the fall and again in late winter or early spring. You can schedule your child for an exam and cleaning by filling out the dental forms you receive and returning them to a staff member. Fees are determined through a sliding fee scale. Vision and hearing screenings will be conducted annually through our *School Nurse, Kristen Jahn*.

### **Services Provided**

The Plainfield Preschool is part of the Plainfield Public Schools. Children who need special services are referred to CST's (Child Study Team) Meetings where parents, teacher, administrators, and special service providers meet to discuss the needs of the child. PPT's (Planning and Placement Team) meetings are held to discuss the implementation of special education and related services. All services are administered in the public-school building through the supervisor of special education. All assessments will be completed by trained personnel including teachers, psychologists, speech pathologists or social workers.



### ***Referrals***

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Plainfield Public Schools has a Family Resource Center (FRC). The center provides many different services (both educational and social) for families and adults. Services include but are not limited to GED programs, job training, and public library services. The FRC strives to connect families to the appropriate services needed such as parent workshops. Monthly newsletters are provided for each family with information on the programs available during that time. If you need any further information, please feel free to ask us or call the FRC yourself at 564-6411.

Additionally, our district social worker is available to support students and families with crisis management services as well as responsive support services. Our social worker works closely with community providers and agencies to support the development of the whole child and the overall functioning of the family. If you need Social Worker Support, please call 860.564.6400.

### ***Program Evaluation***

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Parents complete an annual evaluation of the program every spring and receive a tally of the results. Each summer, teacher and parent representatives from the classroom meet to review the program requirements. The results of the surveys are shared with families, stakeholders and the Board of Education. The results are analyzed and used to develop stakeholder goals for the program.

### ***Transition to Kindergarten***

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The preschool staff communicates with the Kindergarten teachers in the two elementary buildings through school staff meetings, professional development, and individual communication. Teachers collectively work to develop Kindergarten class lists to ensure the most appropriate placement. When possible, teachers try to match their students with the receiving teacher they find will be most suitable for their child. All assessment materials and the child's profile are passed on to the Kindergarten teachers at the time of enrollment. Extra assistance can be given to children who need more assistance in transitioning. In order to support the transition to Kindergarten, students will be provided a visit to the receiving school for a school tour. Families will also be provided the opportunity to visit the receiving school.

### ***Safety and Abuse Policies***

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#### ***Safety Rules***

- A child is never to be left unattended, for any reason.
- A ratio of 1 adult to 10 students is to be maintained at all times, including on the playground, during large group activities and on field trips.
- No more than 20 students will be assigned to a preschool class.
- Each child is informed of the playground and bus rules and is expected to abide by them at all times.
- On field trips, staff must accompany children into the public restrooms. Chaperones are never left alone with any child other than their own child. Before leaving the classroom, we call on each child to make sure each child is accounted for. Once all the children and staff have boarded the bus and before we depart, we again call each child using the sign-in sheet for the day. When we arrive at our destination each staff member has a list

of students and chaperones that will be in their group. Periodically throughout the trip staff call out the name of each child in their group (the child must respond, “here I am.”). At the end of the trip once all the children, families and staff have boarded the bus, we again call out each child’s name. Children also wear tags that have the name, address and phone number of our program listed.

### Building Security and Access

The Early Childhood Center maintains a secure building at all times. All exterior doors remain closed and locked. No exterior door is ever left propped open. Entrances/exits are constantly monitored using security cameras. All visitors must enter through the main entrance and be buzzed into the building. **Upon entering, visitors must sign in and provide a current driver’s license.** The Plainfield Public Schools use the Raptor System to check-in each visitor to our school.

## Transportation

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### Bussing

1. When loading the bus, drivers use a checklist to mark each student that enters the bus. Assigned seating is used as a measure of accountability.
2. A parent/guardian must be present for pick-up and drop-off of all prek students. If a parent/guardian is not at the bus stop for a drop-off, children will be brought back to the school. The parents/guardians are then contacted and are expected to make arrangements for pick-up of the child.
3. Each bus driver is provided with an up to date list of the children on each run and where each child is to be dropped off. The bus driver ensures that only children who are authorized to get off the bus are allowed to disembark. Updated changes are communicated to the bus driver in writing.
4. At the end of each bus run, buses are thoroughly checked to ensure that there are no children left on the bus.

### Idling Vehicles

The Plainfield School District highly discourages idling vehicles such as buses and families’ vehicles while on school grounds. Please refer to the State Regulations on idling vehicles listed below.

The [Regulations of Connecticut State Agencies \(RCSA\) section 22a-174-18\(b\)\(3\)](#) states, a mobile source shall not operate for more than 3 consecutive minutes when such mobile source is not in motion except if the vehicle is operating for one of the conditions exempted in the regulation. Examples of these exemptions include, but are not limited to, when a vehicle is operating:

- while stuck in traffic
- defrosting, heating and cooling equipment to ensure the safety and/or health of the driver and passengers
- auxiliary equipment such as refrigeration units, pumps or lifts
- while undergoing maintenance
- in order to reach the manufacturer's recommended operating temperature
- while the ambient temperature is less than 20 Degrees Fahrenheit



### Supervision of Children

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The preschool program's primary goal is to provide a safe atmosphere for all children to learn. Two staff members will be present at all times and children are *never* left unattended. Staff will position themselves to be able to see as many children in the room as possible.

Bathrooms are located within the classrooms. Bathroom doors are left ajar and/or the curtain closed for privacy during toileting routines.

Staff sit with children during snack time to monitor this activity.

Staff will frequently check on children who are out of sight, but in hearing range and vice versa. Children are lined up and counted before they go outside to play. A designated staff member will be the last person out the door and will do a final check of the classroom for any children, including the checking of bathrooms. The reverse procedure will take place as the children come inside with the last staff member checking the playground.

At the beginning of the day, the teacher will note how many students are present that day and write this number on the whiteboard located on the inside of the classroom door. Staff members will frequently conduct head counts throughout the classroom session. If a specialist needs to provide individual instruction to a student outside of the classroom, they will note on the whiteboard that they have a student with them and adjust the number of children remaining in the classroom.

### Bullying

In accordance with state law, it is the policy of the Plainfield Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden. Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying activity on school property or at a school sponsored activity may be subject to discipline.

### Reporting Negligence and/or Abuse

The State of CT requires that all staff members report to the State Department of Children and Families any and all suspected cases of child abuse. Therefore, we are obligated by law to report such occurrences.

- As soon as practicable, but not later than 12 hours, with or without the principal's agreement, the staff member must report the abuse or negligence to DCF, the police, or The Abuse Hotline (1-800-842-2288).
- The reporter must report information, in the form of a verbal report, followed by a written report. A copy of the written report must be kept on file with the principal. The report must tell what occurred, when, and who was involved.
- If the alleged perpetrator is one of our own staff, the child's parents must be informed by letter within 48 hours. We must have at least one parent's consent in order to talk with the child about the incident.
- There will be zero tolerance. The staff member would be removed from their position until the investigation is complete. Administrative responsibilities would focus on the protection of the child.
- Administrative responsibilities would maximize protecting the child, once there is an allegation.
- After an investigation, if the allegation is confirmed, the staff person would be suspended, and the State Commissioner of Education would be notified.

