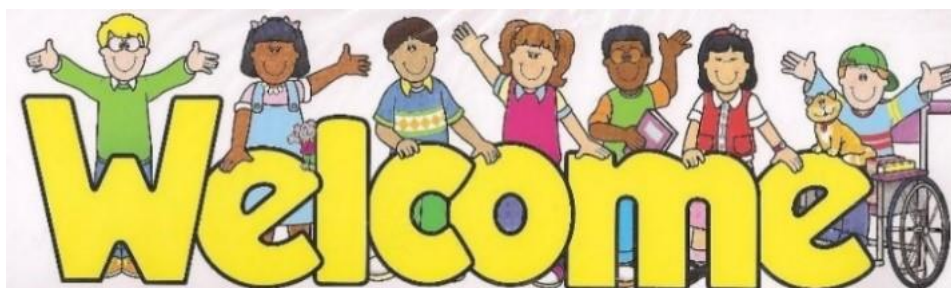


PROJECT EARLY PRESCHOOL
HANDBOOK
2023-2024



BURRELL ELEMENTARY SCHOOL
16 MORSE STREET
FOXBOROUGH, MA.
02035



Dear Parents/Guardians:

Welcome to the Foxborough Public Schools, Project Early Preschool Program. Project Early Preschool consists of two integrated language based preschool classrooms offering two and a half hour sessions (morning/afternoon) of integrated preschool learning experiences, two, three and four days per week. Integrated programming brings children who are typically developing and children with learning differences together as partners in learning, at their own individual development level. A third classroom is designed for children with disabilities who present with higher levels of need and who require more intensive instruction, support, and programming. Integration is provided for children in this classroom with a smaller number of peers, as appropriate, depending on the individual needs of each student.

Project Early Preschool follows the Massachusetts Curriculum Standards along with curriculum that enhances and maximizes learning for all children. Highly qualified and experienced staff collaborate to promote growth in the social, emotional, physical, cognitive, adaptive and language development of all students. Experiences and activities are presented in an exciting, multi-sensory, multi-modality, and developmentally appropriate approach to learning. Project Early Preschool provides a safe, accepting, nurturing, and supportive environment. All students participate in a variety of small and large group activities, where learning is facilitated and scaffolded by experienced classroom teachers, assistants, and therapists, (OT, PT, BCBA, Counselors, Speech/Language Therapist) through play.

The Foxborough Public School District believes that working in partnerships with families is essential to the growth and development of all students. We value your input, support, and participation in your child's educational experience. We encourage home/school information sharing and collaboration. We are looking forward to an exciting and productive school year.

Again, WELCOME TO PROJECT EARLY PRESCHOOL!

Regards,

Kathy Joyce

Kathy Joyce
Preschool Coordinator/Special Educator
Phone: 508-543-1605 ext. 52510
Email: joycek@foxborough.k12.ma.us

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Program Descriptions

Project Early Preschool Programs are located at the Burrell Elementary School, 16 Morse Street, in Foxborough. The program is designed to provide rich learning experiences that will promote a solid foundation of preschool skills for all children. Learning is maximized through a developmentally appropriate, multi-sensory, hands-on approach, to skill acquisition in language-based classrooms. Areas of focus include social/emotional skills, cognitive skills, language skills, motor skills, as well as building self-regulation, problem solving, and attention skills.

Integrated Classroom Dynamics:

Each integrated classroom has a capacity of 16 children consisting of 8 children who have a disability and 8 peer models, selected via blind lottery each spring.

Each classroom has a highly qualified experienced staff consisting of a certified/licensed special education/early childhood education teacher and 2 educational assistants.

Classroom Offerings:

- Rich curriculum that supports growth in physical, social/emotional and approaches to play and learning, cognitive, adaptive and language skills
- Progress monitoring through observation, informal assessment, and data collection
- Small/large group instruction
- Highly structured routines and schedules accompanied by visual supports
- Music & movement activities
- Teacher designed games and materials to support a variety of learning styles
- Concept development
- Home/school communication and participation
- Parent conferences
- In class support from speech/language therapist, occupational therapist, and physical therapist

Sub Separate Classroom Dynamics:

This classroom serves children who have disabilities with high level of need, in a smaller student to high teacher ratio. The primary focus of this program is to develop the foundational skills necessary for children to be successful both at school, at home, and in the community. This program provides a “jump start” for students with a higher level of instruction and skill

development. Our goal is for all students to work toward participating successfully in the Project Early Integrated classrooms with their same aged peers. Learning is maximized in the classroom with the use of the principles of ABA as its primary approach to learning, higher staff to student ratio, as well as through opportunities for individual and small group instruction. The curriculum is adapted and used as appropriate to facilitate skill building in the areas of social/emotional development, physical development, cognitive development, adaptive, and language development.

This classroom has a maximum of 9 students with staffing patterns to support the individual needs of each student. Programming is flexible and can include half day, full day, and can include integration.

Classroom Offerings:

- Curriculum that focuses on independence, skill acquisition in all areas of development including: functional play, life skills, self-help skills, behavior, attention and communication
- Individualized curriculum utilizing multiple opportunities for practice and repetition of skills to provide mastery and generalization
- Concept development through real life opportunities and experiences to facilitate understanding of the world around us
- Individualized behavior plans to increase pro-social behavior and interaction across environments
- Progress monitoring through observation, informal assessment, and data collection
- Individual/small group/whole group instruction
- Clear, consistent expectations
- Total communication approach to learning
- Visual support/picture schedules/social stories
- Learning through multiple modalities including music and movement
- Teacher designed materials and adapted books
- Home/school communication and participation
- Support from SLP, OT, PT both in and/or out of the classroom setting
- Principles of ABA including but not limited to discrete trial

Preschool Screening

The Foxborough Public Schools offers free screening for children, residing in Foxborough, ages 3-5, who may have speech/language, motor, social/emotional, or cognitive learning challenges. Parents who have questions or concerns about any area of their child's development are encouraged to contact, Kathy Joyce, Pre-K Coordinator (508-543-1605 or joycek@foxborough.k12.ma.us) for a screening. Preschool screenings are held monthly and by appointment only.



Preschool Sessions: Days and Times

Morning Sessions 9:00-11:30 AM
(Mon/Wed/Fri or Tues/Thurs)

Afternoon Sessions 12:30-3:00 PM
(Mon/Wed/Fri, Tues/Thurs, or M/T/Th/F)

Special Education/Related Service Providers Contact Information

Speech/Language Therapist

Cathy Mulcahy

Phone: 508-543-1605

Email: mulcahyc@foxborough.k12.ma.us

Speech/Language Therapist

Pam Bartolini

Phone: 508-543-1605

Email: bartolinip@foxborough.k12.ma.us

Occupational Therapist

Kerri LeBlanc

Phone: 508-543-1605

Email: leblanck@foxborough.k12.ma.us

Physical Therapist

Lisa MacDonnell

Phone: 508-543-1605

Email: macdonnelll@foxborough.k12.ma.us

Classroom Teacher Contact Information

Room 122
Morning/Afternoon Sessions
Jessica LaCava
508-543-1605 ext. 52122
lacava@foxborough.k12.ma.us

Room 120 Morning/Afternoon Sessions
Classroom Teacher: Kerri Kirby/Kathy Joyce
508-543-1605 ext. 52120
kirbyk@foxborough.k12.ma.us

joycek@foxborough.k12.ma.us

Room 121 Morning/Afternoon Sessions
Classroom Teacher: Stephanie Whitehouse
508-543-1605 ext. 52121
whitehouses@foxborough.k12.ma.us



Arrival and Departure

Foxborough Public Schools **does not provide transportation** to preschoolers entering through the lottery system. Parents/Guardians must transport their children to and from preschool. Always notify your classroom teacher, in writing, if anyone other than you (baby sitter, grandparent, car pool), will be picking up your child from school. All vehicles are expected to have an appropriate car/booster seat for children riding in them.


All preschoolers will enter/exit the Burrell School at the back of the Burrell School, via the driveway on Cocasset Street (across from Stockbridge Rd). Project Early Preschool uses a "LIVE" drop off and "LIVE" pickup procedure. As you enter the preschool driveway, please remain in line along the right hand side of the driveway below the circular drive until you have been signaled to proceed when the buses have safely exited.. PLEASE DO NOT PULL UP TO THE PRESCHOOL ENTRANCE OF THE BUILDING upon your arrival. The space in front of the building is strictly for school buses until the drop off/pick up period begins. Please wait in your car upon your arrival.

Drop -Off: When the buses have left the preschool, a staff member will signal for the first 5 cars to pull up to the round driveway in the outside lane (closest to the building) in front of the exit. Please turn off your vehicle. A staff member will signal for the next five cars to pull forward on the inside lane (furthest from the building) in the circular drive in front of the Preschool entrance and will be asked to turn off their vehicle. When all vehicles have parked, parents/guardians should walk their student to the Preschool door where they will be greeted by the Pre-K staff and brought into the building. When all parents/guardians have returned safely to their vehicle, a staff member will signal for the inside lane to exit the drive, followed by the outside lane of vehicles. This procedure will repeat for the next group of 10 cars ready to drop off students.

Pick Up- At pick up, the same procedure will be followed as the drop off. Once the school buses have been loaded and exit the driveway, parents/guardians will be asked to pull forward in the inside lane (5 cars) and the outside lane (5 cars). When the group of cars has parked, please exit your car and move to the entrance and the red, yellow, green colored cones that designate each classroom teacher's pick up spot. Please initial the dismissal sheet that will be presented by your child's teacher. **Please return with your child to your car and prepare to depart as soon as you are able to keep the process moving quickly and safely.** When all vehicles have been safely loaded a staff member will signal the inside lane to exit, followed by the outside lane. This procedure will repeat for the next group of vehicles.

Building Safety

To ensure the safety of all children and staff at school all outside doors are locked and secured throughout the school day. Please arrive on time to provide a smooth transition to and from school for your child. If you are late arriving to school or picking up early from school, please park in the circular drive of the building and proceed to the back entrance of the Preschool. Please ring the bell and we will send a staff member to meet you and your child at the door. Remember late arrivals can make it difficult for children to enter the group confidently. Early dismissals are sometimes unavoidable due to doctor appointments, dentist visits, etc. Please remember that continual early dismissals and late arrivals disrupt the classroom flow. Our morning sessions begin at 9:00 AM and end at 11:30 AM. Afternoon sessions begin at 12:30 PM and end at 3:00 PM each day. To ensure minimal disruptions and smooth transitions for all, please be prompt on both arrival and departure.



Absence Note

Dear _____, _____ was absent
from school on _____
due to:

☐ Illness ☐ Doctor/ dentist
appointment ☐ Other _____

Parent Signature _____

ABSENCES

It is important to report your child's absence from preschool. If your child will not be attending school on his/her regularly scheduled session, please call the Burrell School at 508-543-1605, and let us know.



Health and School Exclusion Policy

To help prevent serious illness and meet the federal standards, all children are required to have all the recommended inoculations. Prior to your child's first day of school, we must have a current Massachusetts School Health Record form, completed by your child's pediatrician, a copy of your child's birth certificate, and a copy of their lead screening results. **No child will be allowed to start school without all of these required health forms submitted.**

If your child becomes ill/hurt during the school day, the school nurse will assess your child and will call you. Please be sure all contact phone numbers, including cell phone numbers are current and accurate. At times, you may be asked to pick up your child and if you can't be reached, the nurse will call on of the people that you have designated on the emergency for.

School Nurse: Heather Kelley 508-543-1605 or kellyh@foxborough.k12.ma.us

EXCLUSION FROM SCHOOL POLICY

Parents are asked through the School Handbook and health notices at the beginning of each school year, to keep a child home from school if they exhibit ANY of the following:

- Fever above 100 degrees, vomiting or diarrhea within the past 24 hours
- Contagious symptoms such as diarrhea, vomiting, frequent productive cough, nasal discharge, or red draining eyes
- Undiagnosed rash or skin eruption
- Head lice and/or nits
- Overall inability to productively participate in regular school activities
- Covid-19 symptoms or positive test results



School Cancellation

In the event of severe weather, Project Early Preschool will be cancelled whenever the Foxborough Public Schools are canceled. Families will be notified of school closings via the Connect Ed. Telephone message/email message from Amy Berdos, Superintendent of Schools. In addition, school closings will also be announced by local news stations and on the FPS homepage. In the event of a delayed opening, morning preschool sessions will be cancelled.



Home/School Communication

Home/school communication is an essential component in the partnership between teachers and families. All teachers can be contacted via email, phone, classroom communication folders, or Class Dojo. Please see the teacher contact page for your child's teacher's contact information. Communication folders will be provided to each family and will be used to share information in an ongoing manner. Folders should be carried to and from school each day via your child's backpack. Individual parent/teacher conferences are held in November. Please feel free to contact your child's teacher throughout the school year to discuss concerns, share information, and ask questions.



Birthday/Holiday Celebrations

We welcome the opportunity to acknowledge each child's birthday by decorating/wearing a crown, carrying out special jobs in the classroom, singing happy birthday, sharing a favorite book, etc. **Please do not send in any food items for birthday celebrations.** Some of our children have life threatening allergies. "Holiday Celebrations" will incorporate seasonal/cultural aspects (Fall Harvest, Winter Light, etc.) **All classrooms are peanut free.** All snacks should be labeled with ingredients. Prepackaged snacks should be nut free and not processed in a place that processes peanuts. Please see the school nurse's "safe" snacks list.



Daily Preschool Supplies

Appropriate Dress:

- Preschoolers should be dressed in casual comfortable, weather appropriate, “play” clothes. For optimal participation in the preschool experience, children should wear **sneakers** and clothes that allow them to play and learn without the worry of getting dirty or making a mess. They will get dirty and messy!!!!

Extra Clothes:

- Diapers/pullups should be sent in the backpack for those not yet toilet trained.
- Preschoolers should bring a complete set of clothing, to remain in their backpack, daily in case of any unexpected accident (toileting, spills, falls, wet feet, etc.).
- Preschoolers should dress for the weather. Outdoor play is an important aspect of your child’s development. Please send your child with weather appropriate gear (raincoats, boots, sweatshirts, jackets, snow pants/snow boots, mittens, hats, etc.)
- As you know, New England weather changes quickly. Layers are best. Please plan accordingly.

Backpack:

- Preschoolers need a backpack to carry to and from school each day. Please choose a size that can accommodate the extra clothes, personal items, notebook, art projects, and a lunch box. In this case **BIGGER is BETTER!**

Snack:

- Preschoolers need a healthy snack or two and a drink. Please do not send in food that needs to be prepared or heated. **Peanut free please!** Please check the labels on your child’s snack packages. Remember your child is at school for 2 and a half hours. They do not need a meal! Please have a good breakfast or lunch prior to arriving at school.



Tuition payments are due at the beginning of each month. Bills/Statements are sent out from the Administrative Offices at the Igo School. Monthly payments remain the same regardless of your child's attendance. The monthly rates are based on the school year and take into consideration holidays, school vacation weeks, and professional development days. All billing questions should be directed to:

Pam McCauley
508-543-1660
mccauleyp@foxborough.k12.ma.us

Families experiencing financial difficulties are urged to fill out a reduced tuition application by contacting Pam McCauley at the number or email listed above.

Rates for the 2023-2024 school year are as follows:

Two ½ day sessions per week: \$1300.00 yearly
Three ½ day sessions per week: \$1800.00 yearly
Four ½ day sessions per week: \$2300.00n yearly

Please make all checks payable to Foxborough Public Schools and mail payments to:
Foxborough Public Schools
60 South Street
Foxboro, Ma. 02035
Attn: Pam McCauley