



Things to know

about

the

Randolph Public Schools

Pre-K Program

2017 - 2018

Pre-K at John F. Kennedy School

20 Hurley Drive

Randolph, Massachusetts 02368

(781) 961-6211

WELCOME
TO
RANDOLPH PUBLIC SCHOOLS
PRE-K PROGRAM AT JOHN F. KENNEDY SCHOOL
20 Hurley Drive
Randolph, Massachusetts 02368
781-961-6211



REGISTRATION INFORMATION

Before a child may enter the Pre-K, the following must be submitted to the Family Resource Center at Randolph High School:

1. A completed Registration Form.
 2. An original Birth Certificate.
 3. A copy of Guardian/Custody Papers, if applicable.
 4. Copies of three (3) forms of Proof of Residency, one from each of three groups. (See registration form for further details.) Documents must be pre-printed with the complete name and full address of the student's parent, guardian, or responsible adult.
 5. A record of all State Mandated Immunizations.
 6. A copy of the most recent Physical Exam (completed within a year).
 7. A copy of School Records (assessments, discipline, individualized educational programs, progress reports, report cards, transcripts, etc., where applicable).
- Call at 781-961-6247 or email registrationoffice@randolph.k12.ma.us with any questions.

TIME SCHEDULE FOR PRE-K

A.M. SESSION	8:20 – 10:50
P.M. SESSION	11:50 – 2:20
FULL DAY PROGRAM	8:20 – 2:20

On scheduled Early Dismissal days

- Morning and Full Day children are dismissed at 10:50
- Afternoon children have no classes

EMEGENCY INFORMATION SHEET

In times of emergency, it is vital that the school office be able to contact parents or guardians immediately and directly. Therefore, each school requires that an emergency information sheet be completed on both sides, signed, and returned to school. Two local relatives or friends must be listed on the back of the page as alternative contact people. Please inform those people that you have submitted their names. Teachers will collect the sheets and submit them to the school office.

****Any change in address, telephone number, workplace, or emergency contact persons must be reported to the school immediately. All information must be kept current.***

ABSENCES AND HEALTH REGULATIONS

Absences: If your child is unable to attend school, a note explaining his/her absence is required on the day s/he returns to school. If your child's absence is likely to last longer than three days, please telephone the school to report the cause of the absence. Absences of five or more consecutive days require a note from a physician prior to school readmittance.

Allergies: Please inform the school nurse and your child's teacher if your child suffers from any allergies or has any food restrictions. *Children are not allowed to share snacks. Children will be served only those foods sent by their families.*

Pediculosis (Head Lice): The school nurse routinely checks children's heads for this condition. A parent should notify the school nurse in the event that s/he notices evidence of head lice or nits in a child's hair. The nurse will then suggest a procedure to follow.

Illness: Please ***do not send your child to school with a contagious disease or condition*** such as chicken pox, strep throat, nausea/vomiting, diarrhea, fever, a severe cold or cough, conjunctivitis, or an undiagnosed rash. ***A child must be well for 24 hours before returning to school.*** In accordance with Massachusetts State rules and regulations, the following information about incubation periods is provided for you:

1. For chicken pox: 12 to 21 days
2. For mumps: 12 to 26 days, although commonly 18 days
3. For streptococcus type infections, including scarlet fever: 1 to 3 days

If your child is ill at school, the school nurse will determine if s/he is well enough to remain. Parents, guardians, or designees listed on the child's emergency card will be contacted and expected to arrange for the child's transportation home if deemed necessary by the school nurse.

Should your child contract any communicable disease, your doctor is your best source for deciding the appropriate course of action. A doctor's certificate is required upon return to school.

Medication: No student is permitted to take any medicine at the Pre-K, prescription or non-prescription, including inhalers, without submitting a doctor's written request. Forms for this purpose are available through the school nurse with whom all arrangements must be made. Medications can only be given by the school nurse. Please contact the school nurse at 781-961-6211 ext. 508 with any questions about medication.

Accidents/Illnesses at School: In the event of an accident or illness, the school will assist parents with a child's health care in the following ways:

1. Provide immediate care and first aid as deemed necessary by the school nurse.
2. Notify the parent, guardian, and/or person identified on the emergency card of a child's illness or accident occurring in school during school hours.

ARRIVAL AND DISMISSAL

In order to ensure a safe and orderly arrival and dismissal for all our Pre-Kers, we ask that parents who drive their children follow these simple procedures:

Please enter the JFK school grounds via Hurley Drive, off Mill Street. The Pre-K program enters and exits through Door #8 located at the side of the building. The back road leading to Thompson Drive has been designated as a **Pre-K Parking Area** for use during drop-off and pick-up times **only**. Please exit the grounds via Thompson Drive onto North Street.

Pre-K students who require special transportation are driven to and from school by a contracted van service. The vans drop off and pick up at **Door #8**. These children are met by classroom staff members, line up with those children who are driven by families, and are then escorted to their classrooms.

****When coming to school to drop off students at arrival time...***

Every effort must be made to arrive **promptly** as a courtesy to all children and teachers.

Morning and Full-Day student arrival: 8:20

Afternoon student arrival: 11:50

Please wait outdoors or in vehicles until staff open **Door #8**. ***There is no waiting area inside the building.*** Parents are asked to ***hold their children's hands*** as they approach the door, sign in, and bring their children to their teachers. We ask that parents then ***leave promptly*** to free up our limited parking spaces for incoming students. ***A Visitor's Badge will be required for any parent leaving the Door #8 area to access another area of the building.***

****When returning to school to pick up students at dismissal time...***

Again, every effort must be made to arrive **promptly** as a courtesy to all children and teachers.

Morning student dismissal: 10:50

Afternoon and Full-Day student dismissal: 2:20

Please wait outdoors or in vehicles until staff open **Door #8**. ***There is no waiting area inside the building.*** Children will be brought to the hallway inside **Door #8** where parents will sign in, wait for their child's verbal dismissal by a teacher, and ***hold their hands*** as they return with them to their vehicles. ***A Visitor's Badge will be required for any parent leaving the Door #8 area to access another area of the building.***

Parents who drive their children to school should call the school office at 781-961-6211 ext. 518 to notify the school if their child will be absent or late at arrival or if drivers will be late at dismissal time.

Be sure to write a note to your child's teacher in the News Book or call the school office if you plan to pick up your child *before* the regular dismissal time. Children must be picked up in the office or other location named by the school. ***Parents/guardians may not go directly to classrooms to pick up their children.*** Also, please write a note to your child's teacher in the News Book or call the school office if your child will be going home in a different vehicle or with a different person than is usual. Without written parental consent, staff must send the child home in the usual way. ***Be aware*** that the school ***will not*** release a student to anyone other than a custodial parent without that parent/guardian's consent and valid photo identification. ***Any person unfamiliar to school staff will be asked to provide photo identification.***

If parents arrive at school late for drop-off or pick up, or at any time other than scheduled arrival or dismissal times, Door #8 will be locked. Parents must then enter through the main front door and stop at the main school office. Teachers will be paged to come to the office to escort children to class or to dismiss them to parents.

We thank you in advance for your cooperation with these guidelines that have been put in place
for the safety of your children.

VISITING CLASSROOMS

We welcome visitors! *To ensure safety for all and to minimize disruption of the learning process, all visitors must report to the office, sign in, and get a visitor's badge and permission before continuing to their child's classroom.* At the end of the visit, badges must be returned to the office and visitors must sign out. Visitors who wish to meet with a teacher or an administrator must make an appointment.

Those interested in volunteering may be asked to help in the classrooms, during special celebrations, or with preparation work. If a parent becomes a volunteer on an ongoing basis, a CORI check is required. Contact your child's teacher via the News Book if you are interested in volunteering.

TRANSPORTATION

Pre-K children who receive Special Education services under Massachusetts Special Education Regulations are entitled to transportation to and from school within the town of Randolph. (Parents of tuition-paying Peer Partner students must make their own transportation arrangements.)

Any questions or comments regarding our transportation service should be directed to Ms. Suzanne St. Cyr at the Transportation Office at 781-961-6220, Ext. 542. If your child will be absent and uses our transportation program, it is important that you call the Randolph transportation office to cancel the day's service. Please do so as early in the day as possible.

Children who utilize transportation must ride in the assigned van route consistently. Any changes must be submitted in advance in writing and approved by the Transportation Office.

INCLEMENT WEATHER

Delayed Opening: When weather conditions are stormy but predicted to clear, the opening of schools in town may be delayed by up to two hours. On such days, the morning session of Pre-K will be cancelled.

Early Dismissal: When weather conditions worsen during the day or are predicted to continue, schools in town may dismiss early up to 90 minutes prior to the usual closing time. The decision will be made no later than 11:00 A.M. On such days, the afternoon session of Pre-K will be cancelled.

No School...Delayed School...Early Dismissal Announcements...Other School News: Randolph Public Schools notifies staff and parents of necessary information including weather-related cancellations using Connect-Ed, an automated telephone messaging program. These calls go out either the night before or early in the morning. Please make sure to **notify the school if you have had a change in your phone number**. School closing information will also be available on TV and radio stations and on the Randolph Public Schools website. In addition, information will be posted on Facebook and Twitter. *Parents are urged to use their best judgment when deciding whether to send Pre-K children to school in inclement weather when school has not been cancelled.*

ITEMS TO BE BROUGHT TO SCHOOL

Each child should have:

1. A **large** zippered backpack in which to transport, News Books, art projects, and snacks. Lunch boxes are optional, but must be able to fit **inside** the backpack so that children may have **both hands free** while walking in the halls and entering and leaving the building.
2. One light snack and a drink. *Please do not send glass bottles or carbonated beverages.*
3. A zip-lock bag containing an extra complete change of clothing, including underwear and socks, to be kept in school. Some families also leave an extra sweater in school in case of unexpected cold weather. Whenever possible, label clothing. Children do not always recognize their belongings. As items are used, please replace them the following school day. Children with special needs who wear diapers must bring in a supply of wipes and Velcro-closure diapers to be kept in school. *Pull-ups that do not open at the sides are not practical for school use*, as they require the removal of shoes and socks at changing time, which is very time-consuming for all staff members. A child may wear pull-ups to school if s/he is in the habit of wearing them at home, but must keep diapers or pull-ups with Velcro openings in the classroom for changing purposes.
4. Clothing and outerwear worn should be suitable for daily outdoor play, weather permitting. Shoes should have non-skid soles, low or flat heels, and closed toes and backs. Flip-flops and clogs are not safe for school wear. Care should be given to dress children in clothing that they can manage independently in the bathroom. Again, whenever possible, label clothing and other personal belongings.

ITEMS TO BE BROUGHT HOME

Your child may bring home:

1. A News Book of ongoing contact between the home and the school. (See explanatory insert in News Book.) Parents are strongly encouraged to use the News Book daily as they are a big part of our program. Day care providers, babysitters, and therapists from outside agencies may be included as well at parents' discretion.

Art projects, crafts, etc. will be sent home as soon as they are dry unless they are being displayed in the classroom or elsewhere in the building.

Each week your child will receive an Activity Sheet outlining general plans for the week. At the beginning of each month, a monthly Curriculum Overview will be included as well.

Written progress reports will be sent home twice a year; mid-year and in June. Parent Conference dates are planned for December 7, 2017 and February 15, 2018. Additional conferences can be arranged by request.

BIRTHDAY CELEBRATIONS

Many of our children have allergies and food sensitivities. Therefore, in compliance with guidelines set by Randolph Public Schools wellness Policy, children are served only the foods sent by their families and are not allowed to share snacks. Teachers will mark birthdays with special songs, stories, games, dances, crowns, etc. in the classrooms. Party items from home such as hats, blowers, and party bags are discouraged. If you plan to invite children from the class to a party outside of school, please do not send invitations to school unless all the children are included. We thank you in advance for your cooperation.

CONTRIBUTIONS

Many personal items needed daily by the children in the Pre-K classrooms are not supplied by the school system. At the beginning of the year we appreciate a donation of a full-sized box of tissues, a roll of paper towels, a package of white paper napkins, a box of long “bendable” drinking straws, a box of gallon- or quart-sized zip-lock bags, a package of brown paper lunch bags, *and/or* a box of plastic spoons from each child. We thank families in advance for their support.

As needs arise, teachers may request various household items for use in art projects such as egg cartons, paper towel rolls, margarine cups, yogurt cups, large brown paper grocery bags, large or small plain white paper plates, white paper lunch bags, etc. *Please wait for a request before sending these items.*

When special events or projects take place in the classroom, parents may be asked to provide either an item needed for the celebration/project *or* something of everyday use in the classroom. Teachers try to vary requests as situations arise.

CONTACTING TEACHERS

While teachers welcome and value the opportunity to meet and talk with parents and guardians, it is difficult for a teacher to do so when class is in session. Therefore, parents are encouraged to communicate in writing via the News Book and to look for responses there as well. Confidential notes may be sent separately in envelopes and should be placed at the back of the News Book. ***Those who need to speak to a teacher may call the school office at 781-961-6211 to make an appointment or leave a message.*** In addition, some teachers find it convenient to communicate via e-mail.

INTEGRATED PRE-K CLASSROOMS

Some of the classrooms are Integrated Pre-K classrooms. Although primarily provided to serve children with special needs, the Integrated Pre-K Program features a comprehensive, language-based, developmentally appropriate early childhood curriculum designed to meet the needs of a variety of learners. In those classrooms, typically developing children from the community are invited to join us as Peer Partners to work, talk, and play alongside children with special needs. At times, Peer Partners who show an interest are invited to visit the other Pre-K classrooms to meet new friends and explore new materials. This partnership enhances the social and language development of all.

TUITION

Tuition for Peer Partners in the Integrated Pre-K classes has been set at \$2,000.00 for the 10-month program. Parents of tuition-paying students pay an annual fee in ten monthly installments.

4 Half Days \$200.00 per month

Payment in the form of a ***bank-issued check or a money order made out to Randolph Public Schools*** is due on the first of each month. Since tuition is pro-rated over the school year, ***rates are the same monthly regardless of absences, vacations, half days, holidays, professional days, snow days, or early release in June.*** Families who prepay for the year will receive a 10% discount making the total \$1,800.00 for the year. Tuition payments must be delivered to Sue Reuter (781-961-6211, extension 517) at the Pre-K Office at John F. Kennedy School.

Personal checks will not be accepted.
Nonpayment of tuition could result in removal from the program.

ADDITIONAL INFORMATION

SPECIFIC TO FULL-DAY PRE-K PROGRAMS

Full-day programs follow the same guidelines as half-day programs with a few changes and additions.

ITEMS TO BE BROUGHT TO SCHOOL

1. A morning snack with a drink *and* a lunch with a drink daily. Ice packs may be desired. We do not refrigerate lunches. (Families are entitled to apply for the school system's income-based free or reduced breakfast and lunch programs. Application forms are available upon request.)
2. A blanket or a flat twin-sized sheet to be used on mats at rest times. Linens will be sent home regularly for laundering.
3. An Extra Large "Ziploc Big Bag" (2 ft. x 1.7 ft.) in which to store rest time linens
4. A toothbrush and toothpaste

CONTRIBUTIONS

Additional items are needed to run the full day programs. These classrooms appreciate contributions of all previously mentioned items, as well as plain white paper plates, 5 ounce paper cups, and plastic knives and forks as well as spoons. Teachers may suggest items as supplies dwindle.

MODIFICATIONS

Modifications may be made to individual programs in order to meet students' specific needs. Teachers discuss necessary changes with parents as cases arise.

RELEASE OF STUDENT INFORMATION

Publications

On occasion, the school system may publish a student's name and class in relation to a school-sponsored activity. A parent/guardian objecting to such a publication should **notify the building principal in writing** prior to the student's entry into such an activity.

Also, from time to time, a list of names, addresses, and telephone numbers of Pre-Kers may be made available to parents wishing to arrange play dates, make carpooling arrangements, etc. **If you do not wish to be included, please notify your child's teacher in writing via the News Book.**

Videotaping and photographing

Some school activities are videotaped for use on local cable television. Photographs of school activities may be taken by the press. Parents/guardians who **do not** want their child to participate in video recording or newspaper pictures, etc., must **notify the building principal in writing of their explicit request that their child not appear in such photos or videos.**

...Continued on next page...

Student Records

The school department does not release information about students without parental consent. Before school staff can be allowed to speak to persons from outside agencies about a student, parents must sign a release of information form.

According to the state regulations, the following persons may receive school records:

- The student's parents or legal guardian if the student is under the age of 14.
- Any person authorized, in writing, by the parent/guardian.
- Certain state agencies, such as the Department of Children & Families or the courts, under specific circumstances.

In accordance with the Education Reform Act, the Randolph Public School system forwards student records to the new school when a student transfers. Parental consent is not required to forward these records.

Regulations related to student records are available at the Office of the Superintendent.

Eligible non-custodial parents are also entitled to their children's records. They must submit a written request to the school principal annually, and should contact the school to request information regarding necessary requirements.

We thank you for choosing
Randolph Public Schools
Pre-K at John F. Kennedy School
20 Hurley Drive
Randolph, Massachusetts 02368

Please sign, tear off, and return the next page to acknowledge that you have received, read, and understand this handbook.

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Student Name _____

Signature of Parent/Guardian _____

Date _____