

Essex North Supervisory Union  
Canaan Schools

Preschool Handbook

2021-2022

## Philosophy

The ENSU (Essex North Supervisory Union) Pre K supports the healthy development of each child by using a combination of play-based and academic-based curriculum with the Vermont Early Learning Standards. We promote a love of learning and exploration with each child while respecting her/his individuality.

## Contact Information

<b>Preschool Teacher / Coordinator:</b>	Chelsea Fairhead	802-266-8910, ext. 3147 E-mail: <a href="mailto:cfairhead@canaanschools.org">cfairhead@canaanschools.org</a>
<b>Canaan Schools Principal's Office:</b>	Chuck(Ryan) Patterson	802-266-8910, ext. 2120 E-mail: <a href="mailto:rpatterson@canaanschools.org">rpatterson@canaanschools.org</a>
<b>Special Education Director:</b>	Jen Lawcewicz	802-266-8910 ext. 3134 E-mail: <a href="mailto:jlawcewicz@canaanschools.org">jlawcewicz@canaanschools.org</a>

## Daily Schedule

**Drop Off: 7:30 AM - 8:00 AM**

**Pick Up: 12:00 PM**

*Please drop off and pick up at these times, if you will be late or early please inform the Preschool Teacher.*

07:30 AM – 08:00 AM:	Drop Off and Greetings
08:00 AM – 08:30 AM:	Free Play
08:30 AM – 08:40 AM:	Morning Meeting
08:40 AM – 09:25 AM:	Large Group Time
09:25 AM – 09:40 AM:	Circle
09:40 AM – 11:00 AM:	Centers Time/Snack
11:00 AM – 11:40 AM:	Outdoor/Active Play
11:40 AM – 11:50 AM:	End of the Day Circle
11:50 AM – 12:00 PM:	Prepare for Dismissal
12:00 PM:	Pick-Up

\*schedule subject to change

## Healthy Snacks

Please provide a healthy snack for your child. The following list contains some suggestions.

- Apple slices
- Applesauce and graham crackers
- Banana, apple or blueberry bread
- Fruit
- Yogurt
- Real cheese and crackers or peanut butter and crackers
- Ham and cheese roll-ups
- Air-popped popcorn
- Pretzels
- Rice cakes with peanut butter or cream cheese
- Carrot, cucumber, or celery sticks
- And many more healthy options

-- School Milk will be offered for purchase ( \$0.60 each)

-- Breakfast is available for (7:30-7:50)

-- Instructions to pay: <https://abbeygroup.net/k12paymentcenter/>

-- To Make Payment: <https://www.k12paymentcenter.com/>

## Progress Reports

Progress Reports will go out twice a year during Parent/Teacher conferences. Parent/Teacher Conference will be held in November, while the other will be held in April.

The Progress Reports are written in checklist format and enable parents/guardians to see an overview of how his/her child is developing in the preschool classroom. The Parent/Teacher conferences are a great opportunity for any questions the parents may have about their child's progress and involvement in the classroom.

## Parent Involvement

There are many ways for parents to take part in their child's preschool program and learning:

- Parent/Teacher Conferences: These conferences will be held twice a year and provide a great opportunity for parents and teachers to give input on the progress of each child. Additional conferences are available upon request.
- Read the Newsletter and talk with your preschooler about the activities he/she is doing.
- Help gather and prepare materials for projects and activities, which can be done from your own home.
- Field trips

## Health and Wellness

Your preschool child should come to school in good health and be fully able to participate in all activities, including outdoor play. The following are some of the reasons that the preschool staff will involve the school nurse:

- Diarrhea
- Vomiting
- Fever of 100 degrees or more
- Congestion with fever
- Unexplained rash/rash with fever
- Constant coughing
- Evidence of head lice or other parasites
- Rapid or difficult breathing
- Symptoms of a communicable disease
- Unusual fatigue, persistent crying, persistent pain of which a child complains repeatedly
- Bumps (especially to the head, neck, back) and bruises, scrapes from fall

Any child who is ill or injured will be dismissed through the School Nurse. The nurse will notify

parent(s) of the child's illness/injury and dismissal should be as soon as possible. Current telephone numbers and emergency numbers are critical.

Children who appear ill should be kept home from school.

The following are reasons the nurse would send a student in preschool home:

- Fever – Defined as children who develop a fever of 100 degrees orally while at the Preschool. Children with a 100 degree fever will not be readmitted to the center until their temperature has been normal for 24 hours without the use of Tylenol.
- Vomiting - Defined as one or more episodes. Child must be free from vomiting for 24 hours before returning to school.
- Diarrhea – Defined as three or more loose stools within one day. Child must be free of diarrhea for 24 hours before returning.
- Rashes—Rashes that are not identified or that have not been diagnosed as non-communicable by a physician will need to be seen by a doctor.
- Colds – Defined as severe colds with fever, uncontrollable coughing and or sneezing and thick nose drainage.
- Lice- live bugs
- Injury- Defined as one that requires further medical evaluation beyond the school nurse assessment.

### Lice

Head lice are difficult to prevent and control in settings where children and their personal items, such as coats and hats, have such close contact. Our lice policies are in place to protect our staff as well as the children. Head checks will be done any time the staff feels necessary.

Any child found to have live lice or nits will be sent home. If you find live lice or nits on your children you should keep them home until treatment is completed.

Children who have been found to have lice and/or nits must be treated and be **nit free** before they may return to the Preschool. **The returning child's parent/guardian must allow extra time for the returning child to be checked by staff before the parent/guardian leaves the building,** if nits are found the child will not be allowed to stay.

Staff will check children who have been affected periodically for two (2) weeks to help prevent reoccurrence.

## Behavior Rules and Regulations

We want to create a safe and positive environment for students, staff, and families within our school. The preschool staff teaches age-appropriate behaviors to preschool students and emphasizes the need for the preschoolers to respect and show kindness towards their peers and teachers. The preschool staff utilizes many ways to help young preschoolers learn self-regulation, as well as cooperation with peers.

- Redirection and encouragement
- Focusing on and reinforcing appropriate behaviors
- Allowing children to make appropriate choices
- Encouraging and supporting the children to “use their words”
- Guiding and assisting children in learning ways to solve conflicts independently and in appropriate ways

On-going aggressive behavior towards peers and teachers will be addressed by a parent and teacher conference. If behavior persists the principal will become involved and further measures will be taken.

## Bus Rules

Please call the bus company to see if there is room on the bus for your child. It is important that you tell the bus driver where your child gets on and off the bus.

### **Lavallee’s Bus Service 802-822-5267**

Students are expected to follow the guidelines listed below when riding on a school’s bus. Failure to follow these rules could result in a student having his or her bus riding privileges suspended and ultimately revoked.

1. Don’t cross a major road until the bus stops traffic in both directions.
2. Please be waiting for the bus when it arrives to pick you up.
3. Stay seated and keep your books and belongings secure while the bus is in motion.
4. Obey the bus driver at all times. The driver has absolute control and authority over bus passengers, and drivers will receive full cooperation from the school in matters concerning behavior aboard the buses. Besides the basic transportation rules, **all school rules apply while riding or waiting for the bus.**

## Confidentiality

All employees of ENSU and Canaan Schools are bound by the federal laws of confidentiality, which govern the management of school records and personally identifiable information. Confidentiality is an important issue for everyone involved in the preschool program - parents, children, staff members, volunteers, visitors, and other professionals. It is essential that everyone adhere to a policy of absolute confidentiality. With that said, we request that you, as parents, respect this and do not request information about other children, parents, families and personnel. As a parent, you are assured that any personal information relating to your child/family shall remain in confidence and shall only be released by written consent of those involved.

## Mandated Reporters

Teachers, along with other social service providers such as doctors, nurses and day care employees are required to report suspected instances of abuse and neglect. Your signature acknowledging that you have read and understood this handbook also states that you are aware of this law.

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Preschool

**Preschool Handbook  
Parent/Guardian Signature Page**

I have read and agree to follow the policies, procedures, and information included in this handbook.

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Child's Name

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Teacher's Name

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Parent/Guardian's Name

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Parent/Guardian's Signature

Date