

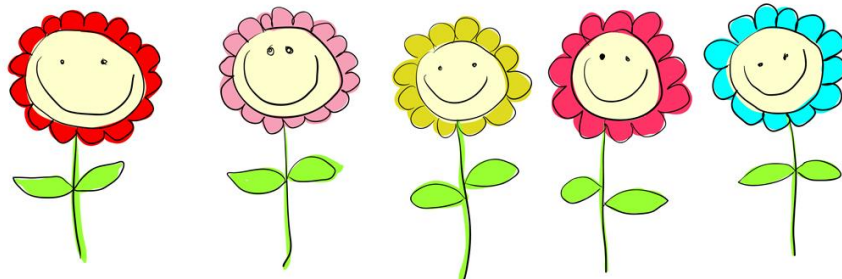
Hatfield Preschool Handbook 2016-2017

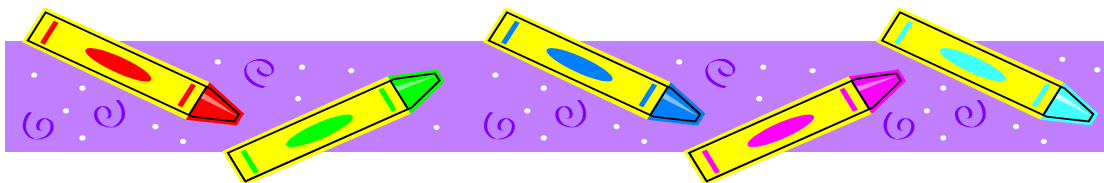
Welcome to the Hatfield Preschool Program! Establishing good communication between school and home is an excellent way to start your child's education. This packet contains general information that will help you learn more about the preschool program. We hope the information is helpful to you as begin the preschool year! Please do not hesitate to contact us if you have any questions.

We look forward to working with you, and to a wonderful year in preschool!

Ms. Patti Benson
Preschool Teacher

Mrs. Jennifer Chapin
Building Principal and Director of Preschool





Communication

Communication is an important part of your child's educational experience. To ensure that we keep the lines of communication open, we will do the following throughout the year:

Classroom Newsletters: They will include news, activities, and a closer look at the types of skills that are being addressed. Important dates and reminders go in newsletters as well, so be sure to read them! Newsletters are posted each Sunday night on the preschool webpage: pattibensonpreschool.weebly.com

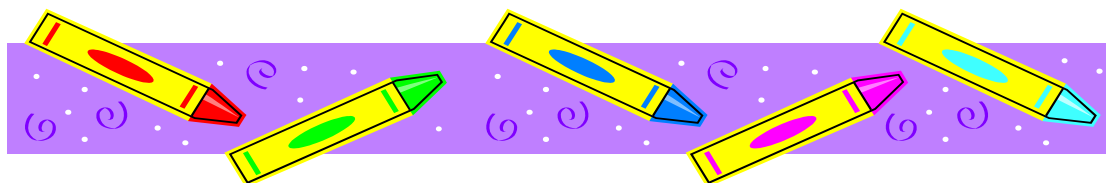
Progress Reports: We will send home progress reports in November and June. These will address the learning objectives as outlined in our curriculum. (The curriculum is discussed in further detail below).

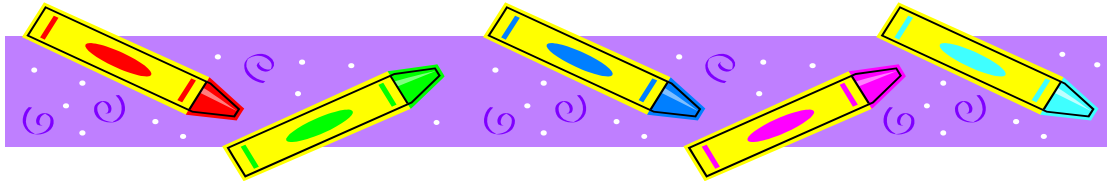
Conferences: We hold parent-teacher conferences in December. Of course, you are always welcome to schedule a conference at other times during the year, if there are concerns you would like to discuss.

Elementary School Handbook: Another helpful source of information for you is the Hatfield Elementary School Handbook, which is on the school website (hatfieldps.net/elementary). This Handbook is a great reference where you can find school telephone numbers (including the absentee line), school policies (such as when a sick child may return to school), cancellation information (snow days) and more.

Contact Information: Please do not hesitate to contact your child's teacher.

pbenson@hatfieldps.net 413-247-5010 (school) 413-320-3208 (home)





Curriculum

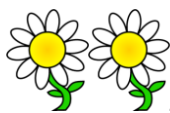
The Hatfield Preschool uses ***The Creative Curriculum***, a well-known preschool curriculum which aligns to the Massachusetts Curriculum Frameworks that are used throughout all schools in Massachusetts, pre-K through 12th grade.

The Creative Curriculum addresses the four major areas of child development: Social/Emotional Development, Physical Development (fine and gross motor), Cognitive Development, and Language Development. Early math and literacy skills are woven throughout the curriculum, along with science, social studies, health, wellness, music, and art.

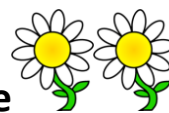
We also use the ***Second Step Program***, a wonderful anti-bullying curriculum that makes use of puppets, songs, and stories to teach preschoolers valuable skills such as empathy and self-control. A Second Step "Family Letter" will be sent home each week so you can practice these skills at home with your child.

Your child will also receive bi-weekly issues of the **Scholastic News Magazine** entitled "**My Big World.**" This is a child-friendly science and social studies magazine that also addresses pre-academic math and reading skills. The preschoolers love it and so do we!





All in a Day's Play...Your Preschooler's Schedule



The daily schedule may vary slightly, based on weather, special events, group and individual needs, etc. A typical preschool day will follow a schedule similar to this:

8:15	Arrival
8:20	Morning Circle
8:30	Specials: P.E. (Gym), Library, Art, Music, Technology, Social Skills Lesson
9:00	Healthy Snack
9:20	Choice Time (children can choose learning centers such as art center, blocks, listening center, classroom library, water table, sand table, dramatic play, manipulatives, educational toys, science table, etc.)
10:00	Outdoor Recess (The playground is our Outdoor Classroom!)
10:45	Lunch Preparation (bathroom, wash hands)
11:00	Lunch
11:30	Afternoon Circle
11:45	Half-Day Dismissal / Afternoon Choice Time (learning centers and also teacher-led table-top activities)
12:30	Story-time
12:45	Rest
1:30	Healthy Snack
1:45	Outdoor Recess (The playground is our Outdoor Classroom!)
2:25	Dismissal



Discipline Policy



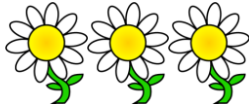
The staff at Hatfield Preschool are committed to creating a safe, nurturing environment for all preschoolers to learn and grow. Our preschool rules are "Be Safe and Be Kind." Just as they are learning about literacy, math, and the world around them, preschoolers are also learning about how to get along in a group, use good manners, cooperate with their teachers, and exercise self-control.

Teachers help children achieve these goals through these proactive measures:

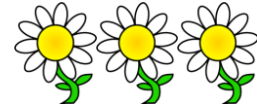
- Give children clear expectations and simple rules.
- Model appropriate behavior.
- Offer simple, age-appropriate choices.
- Praise positive behaviors.
- Know each child. Offer support to children who find certain situations to be challenging or overwhelming.
- Offer quiet/cozy spots in the classroom where children can be "alone" when they choose.
- Be mindful of the fact that young children who are hungry, tired, lonely, or confused have a harder time listening. Offer frequent opportunities for eating, resting, and connecting throughout the day.
- Speak kindly, offer encouragement, and maintain warm, positive, age-appropriate expectations.

Mistakes and mis-steps are to be expected from young children. We at Hatfield Preschool view "misbehavior" as a "teachable moment." The following steps are to be taken when misbehavior occurs:

- Remind the child of appropriate behavior.
- Offer appropriate choices.
- If necessary, redirect the child to another activity.
- If necessary, help the child to make amends (example: if you make a mess, help clean it up; if you hurt someone's feelings, find a way to make them feel better).
- If a child is becoming overwrought, emotional, or unable to listen, he/she may be asked to "take a break." This means the child should leave the activity where the misbehavior is occurring, and take a few quiet moments in a quiet part of the classroom to gain control and calm down. The student will be encouraged to rejoin classroom activities within five minutes or less.



More Helpful Information



Arrival and Dismissal

Please park in the gym parking lot and walk your child directly into the classroom each day. The doors will be unlocked at 8:15am. Pick up time is 2:25 to 2:30pm.

Visiting / Volunteering

Per state regulations, preschool parents are welcome to visit the program unannounced at any time their child is present (but must sign-in at the office first). We ask that you be mindful of the teacher's plans and routines however. If you would like to volunteer in the classroom, you must complete a CORI form (available at the high school office).

Snack Time

We ask that you send in healthy snacks- please do not send sweets in for snack. Healthy nutrition is part of our curriculum! Also, pre-school-aged children are still young enough to be upset if someone else has a dessert and they do not; this tends to make snack time more stressful, taking the focus off just enjoying our food and friends at snack time. Thank you for your understanding. If you have any healthy, kid-friendly recipes that you would like to share, please do not hesitate to pass them on to us...we love cooking with the children!

Rest Time

If your child is a full day preschooler, s/he will have a rest time each afternoon. Please send in a SMALL blanket, pillow, and stuffed animal for naptime. These items can stay at school, and will be sent home every 2 weeks for laundering.

Show and Tell

Your child is always welcome to bring the following items:

- 1) "Nature Treasures" for our science table- acorns, flowers, bird nest, etc
- 2) Favorite books- we will read them at storytime or choice time
- 3) Art made by your preschoolers- we will share it at circle time

We ask that you do NOT send in toys. We tell the students, "Home toys stay at home!"

Medication

All medicine must be administered by our school nurse and stored in the nurse's office. Medication must be brought in by parents – children may not bring medicine in their backpacks. Parents must meet with the nurse and fill out the appropriate forms if medicine is to be administered at school.

Birthdays / Wellness Policy

We love to celebrate birthdays and try to make it a special day for your child! **Please remember that birthday snacks sent in for the class must adhere to the Wellness Policy (in the HES Handbook).** Acceptable snacks include healthy items such as fruit salad, vegetable trays, whole grain crackers and cheese, etc. Here at school, we will make it a special day in the following ways:

- ❖ Encouraging you to send in your child's favorite healthy snack to share with the class (perhaps clementines, cheese and crackers, whole grain muffins).
- ❖ Singing to the birthday child and making him / her a birthday crown
- ❖ Reading your child's favorite book at story time

Licensing / Program Supervision / Mandated Reporting

As a preschool in a licensed public school, we are a license-exempt preschool program. However, our program is overseen by the Department of Early Education and Care, and we strictly adhere to all licensing rules and regulations. Parents may contact the DEEC for information as well as for a statement regarding our program's compliance history. The contact information is as follows:

Department of Early Education and Care, Western Regional Office

1441 Main Street, Suite 230, Springfield, MA 01103

Phone: 413-788-8401; Fax: 413-784-1227

Department of Children and Families (DCF)

Please note that all educators working in Massachusetts preschools are mandated reporters, and must, by law, report suspected child abuse or neglect to the Department of Children and Families.

