

# CRIMSON TIDE LAB PRESCHOOL



## **FAMILY HANDBOOK**

"Our greatest natural resource is the minds of our children." Walt Disney

### **Crimson Tide Lab Preschool**

Managed by: The Concord Regional Technical Center

Principal: Anne Fowler

Located at: Abbot-Downing School

152 South St. Concord NH 03301 603-225-0827

[tidepreschool@thecrtc.net](mailto:tidepreschool@thecrtc.net)

<http://theCRTC.net>

Hello Families!

Thank you for your interest in the Crimson Tide Lab Preschool! We are looking forward to a great school year filled with laughter, learning, and friends! We hope you will join us for the fun!

On the website, you will see links to all of our registration forms. If you are interested in sending your child to our preschool you will need to fill out these forms. Please make sure that you **MAKE A COPY**(click on “file” on the top left and then “make a copy” - name the new file **your child’s name**) of all forms, fill out the copied forms and email them back to me at [jstrong-rain@sau8.org](mailto:jstrong-rain@sau8.org). This paperwork - along with a one week deposit (mailed to: CRTC attention Kathy Connor: 170 Warren St. Concord NH. Please be sure to write your child’s name in the memo line) will ensure your child’s slot in the fall. In addition **ALL CHILDREN NEED AN UP TO DATE HEALTH FORM (dated within the last year) AND IMMUNIZATIONS ON FILE BEFORE THE SCHOOL YEARS STARTS.** Your child will *not* be able to start school without all registration and medical forms on file.

On the website you will also find a link to the Crimson Tide Lab Preschool Handbook. Please familiarize yourself with the contents of the handbook as it contains information that will assist you in planning for your child’s care during the school year. By reading the handbook you are agreeing to abide by Crimson Tide Lab Preschool policies and procedures.

As we get closer to the beginning of the school year (August) I will be mailing out more information about our themes, schedule, and calendar. In the meantime please feel free to contact me at [jstrong-rain@sau8.org](mailto:jstrong-rain@sau8.org) with any questions or concerns.

Thank you for entrusting your child’s care and learning to us!

Jennifer Strong-Rain

Crimson Tide Lab Preschool Instructor

**Thank you for joining the Crimson Tide Lab Preschool Community:**

Our mission is to provide a safe, developmentally appropriate environment for all students to learn, grow and play. We strive to provide a meaningful teaching experience for the high school student teachers and a high quality education program for the preschool children.

Our vision is to utilize research-driven best practices to provide an exceptional educational and social experience for preschool and high school students.

Crimson Tide Lab Preschool (CTLP) is the laboratory school for the *Education and Behavioral Science* program at the Concord Regional Technical Center (CRTC).

**Faculty and Staff:**

- Patty Miller, Crimson Tide Preschool Instructor
- Valerie Koch and Debbie Hoyt, Education and Behavioral Science Program, Teachers
- Melissa Catenza, Paraprofessional

**Hours of Operation:**

Monday- Friday: 7:00-12:30

- Children can come 3-5 days a week (based on a pre-established schedule which MUST include Thursday and Friday).
- Children must arrive between 7:00 and 8:00 am.
- We charge a \$1/minute fee for late pick up that will be due at the next payment date.
- A small number of students from the **Concord Developmental Preschool** come to the Crimson Tide Lab Preschool from 7:45 to 12:30. For those students, a maximum of three hours of each day are dedicated to special education; the remaining hours are for general preschool enrichment.

**Concord School District, Concord Regional Technical Center, and the Abbot-Downing School:**

The Crimson Tide Lab Preschool is connected to the Concord School District, managed by the CRTC and hosted by Abbot-Downing; but we are not a public preschool.

Preschool is not part of the public school offerings for Concord residents (special needs students aside). The Crimson Tide Lab Preschool therefore does offer the same services provided to a typical K-12 student. Lastly, the Director of the CRTC is the administrator responsible; the Principal of the Abbot-Downing School is not the administrator responsible for the program.

**Our Philosophy:**

- Children are unique individuals, each with their own pattern of growth and development. We respect different learning styles and levels of ability.
- Children build trust when caregivers follow a consistent schedule, carry through with plans, and make meaningful contact with each child everyday.
- Lessons should provide children with the opportunity to learn by doing.
- We provide opportunities for sharing, turn-taking, making friends, resolving conflicts, solving problems, helping others, accepting and respecting others, cooperation, and building self-esteem.
- Positive interactions with children are one of the most important elements in early childhood education. The teacher should be a listener, facilitator, mediator, observer, player, and extender of play.
- We provide children with clear expectations for behavior and respond to issues in a firm and positive manner. We believe in natural and logical consequences, positive guidance, and peer problem solving.

**The Curriculum:**

- Active play and structured lessons encourage physical, social, emotional, and cognitive development from the following curriculum areas: Literature, Math, Art, Science, Social Studies, and Circle Time.
- We plan lessons and activities according to age-appropriate themes to help reinforce concepts and vocabulary development.
- The Responsive Classroom approach brings together social and academic learning.

**Tuition:**

- Tuition for the 2020-21 school year is as follows: 5 mornings a week - \$150 / 4 mornings a week - \$130/ 3 mornings a week - \$110
- Our tax ID# is 02-6000929.

**Arrivals and Departures:**

- You will be given two CTLP badges for dropping off and picking up your child.
- If you pick up or drop off during any other time of the day please report to the office.
- Each child must be signed "in" and "out" on the daily attendance sheet in the classroom.
- Adults are required to sign children "in" at arrival and "out" at departure. Children who come to school via Concord School District transportation will have staff sign them "in" and "out".
- Please notify a staff member if your child will be picked up by someone other than a parent. The names of any persons authorized to pick up your child must be placed on

your child's pick-up list. Authorized person(s) must report to the main office and show ID prior to coming to the classroom.

**Dress code:**

- Children should dress casual. Clothes inevitably get dirty (art projects, food, etc) at school. Clothing and footwear should be appropriate for outdoor play and/or activities in the gym (closed toes sneakers work best).

**Snow Days:**

- CTLP will be closed when the Concord School District cancels.
- When Concord School District delays opening by two hours, CTLP will also delay opening by two hours.
- Concord School District bus transportation is NOT provided on delayed opening days.
- We will notify families of snow days on local radio and television stations, the Concord School district website, and social media.

**Safety:**

- If a child is injured between 7:30 am and 12:30, they will be brought to the school nurse.
- If needed, the school nurse will call you to pick up your child. Once the nurse has called, it is expected that you pick your child up within **30** minutes.
- CTLP will hold fire drills and lockdown drills to prepare the children, staff, and students to respond appropriately in the event of an emergency.

**Physicals and Immunizations:**

*Refer to to the Crimson Tide Lab Preschool Parent Guardian Contract; Appendix 1*

**Illness:**

Please In accordance with the New Hampshire State Licensing regulations, a child will remain at home if the child has:

- A fever of 100 degrees or higher
- Vomiting
- Diarrhea
- Contagious skin rash or lesions

***CHILDREN MUST BE SYMPTOM FREE (without the aid of medicines) FOR 24 HOURS!!***

We will call home if the child has any of the above conditions and/or if illness prevents your child from participating in routine activities. Your child must be picked up within **30** minutes of the call. If the immediate family does not respond, we will use the emergency contact information until we reach an individual who can come pick up your child.

**Please notify Abbot Downing School at 225-0827 by 9:00 AM if your child will be absent from the program and explain WHY your child will be absent (fever, flu, family day, etc).**

**Medication:**

CTLTP cannot administer medication. A parent or designee (with written permission) may administer the necessary doses at suitable times during the school day. The Abbot-Downing school nurse may also be able to administer medication. This needs to be set up directly with the Abbot-Downing school nurse. First aid will be administered as necessary, either by CTLTP staff or the Abbot-Downing school nurse.

**Child Abuse and Neglect:**

CTLTP staff are mandated reporters of abuse and neglect according to New Hampshire statute, 169-C:29. Under New Hampshire law, every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police.

**Meals and Snacks:**

- Children must bring a morning snack and lunch each day (utensils must be provided too). Please also pack drinks/water.
- A microwave is available
- Please provide eating utensils
- All lunch boxes should have an ice pack in them
- Concord School District lunches can be purchased through the district. Please refer to [www.sau8.org](http://www.sau8.org) for further information.

**Going Outside:**

- Children need fresh air no matter the season. Unless the weather conditions are extreme, we will go outside for some time every day.
- In the winter we will go out as long as the temperature or wind-chill is zero degrees or above.
- Please be sure that children are dressed appropriately for the weather.
- We will not apply sunscreen or bug spray. Please be sure to apply prior to school.

**Field Trips:**

We will occasionally take a walking field trip to a local entity like Rollins Park, Concord High School or the public library. We do not use specific field trip forms for such trips.

**Termination/Separation of Enrollment:**

*Refer to to the Crimson Tide Lab School Parent Guardian Contract; Appendix 1*

**Pictures/Videos:**

*Refer to to the Crimson Tide Lab School Parent Guardian Contract; Appendix 2*

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