



NEWMARKET PRESCHOOL PROGRAM

PARENT HANDBOOK

Important Phone Numbers:***Newmarket Preschool Voicemail- (for messages to teachers) 603-292-7951******Newmarket Elementary School Main Office: 603-659-2192*****Email addresses:*****Kristina Cochran, Preschool Coordinator*** cochrank@newmarket.k12.nh.us***Anne Cocci, Preschool Teacher*** coccia@newmarket.k12.nh.us***Meg Foehl, Preschool Teacher*** foehlm@newmarket.k12.nh.us

NEWMARKET PRESCHOOL PROGRAM

We are an early childhood program serving children ages 3-5 years old who live in Newmarket. We have 2 classrooms, each running a morning and afternoon session Monday-Thursday. It is the goal of this program to have parents, teachers, and therapists (if involved with your child) work together in meeting the unique needs of each child.

The primary goals of our program are to foster social-emotional, cognitive, and physical development, preparing children for future learning while promoting independence and positive self-esteem.

This handbook has been written to help you become familiar with our program. We hope that it will answer many of your questions. If questions arise that are not addressed here, please feel free to contact us. We will be happy to respond to any questions or concerns that you may have.

PRESCHOOL SCHEDULE:

Morning Program (3-year olds):

8:30-11:00

Afternoon Program (4-year olds - going to kindergarten the following year)

12:30-3:00

A TYPICAL DAY IN PRESCHOOL:

Table Task – The children participate in a teacher directed activity focusing on pre-literacy, math readiness, cooking, or social play skills

Circle Time – We talk about the calendar, check the weather, participate in “Rhyme Time” and Numbers activity, and sing a song chosen by the “helper of the day”.

Teacher Choice – A few areas of the classroom are opened with activities. The children take turns using different materials/areas of the class over the course of the week.

Teacher/Therapist Directed Activities – Speech and Language Pathologists, Occupational Therapists and teachers plan activities based on the needs of individual and groups of students

Snack Time – A time to socialize and practice turn taking and other social skills. Parents send a healthy snack and a water bottle for their child each day. (If there is a nut allergy in your child’s class, the teacher will notify you and snacks will need to be nut-free.)

Free Play – The children choose an area of the room in which to play.

Outdoor time/Motor Routine in class – We work on gross motor skills and give children an opportunity to use some of their boundless energy!

SCHOOL CALENDAR:

The Newmarket Preschool Program follows the same school vacation calendar as the Newmarket Elementary School. We often begin a week or so later and end a week or so earlier in June. Please refer to the school district calendar for dates of vacations and holidays. We will notify you if there are any changes in the calendar.

In the event of inclement weather or change to school opening for a single day, the following procedure will be followed:

Beginning at approximately 6:00 am, the “No School” or “Delayed Opening” time will be announced on WMUR. Parents will also receive automated calls from the district, provided that the school has your current phone number. Please make sure we have your updated contact information.

If there is a 2-hour delay or other late start, the morning session will be canceled, but the afternoon class will still be in session.

There are also times when school is in session when an emergency arises (such as a boiler break, development of bad weather, etc). In this event, school may be

dismissed early. If this happens, we will contact you at home or your emergency number.

PEER MODEL TUITION

Peer model students are charged a monthly tuition to attend the preschool program. Your first monthly payment will be due by August 31st for the month of September. Thereafter, each month's payment is due by the 10th of each month. If payment is not received by the 10th of each month, a late charge fee of \$25.00 will be added to your bill. **If payment is not received by the end of the month, your child will no longer be allowed to attend the program.**

PEER MODEL EXPECTATIONS:

A good peer model typically demonstrates positive social-emotional skills, follows directions, and communicates effectively, including playing nicely with others and using clear language. Peer models **must** be toilet trained. If a peer model does not continuously demonstrate peer model behavior, a team meeting will be called to discuss whether he/she can continue to keep his/her peer model slot.

DROP OFF/PICK UP PROCEDURES:

Please park your car in the parking lot and bring your child to the sidewalk close to the kindergarten doors. Wait for your child's teacher to come and take the class inside. At pick up time, wait along the sidewalk and your child's teacher will walk him/her to you.

Please note that a \$10 late fee will be assessed and added to the monthly bill if parents arrive after the time for pick-up. If you are habitually late to picking up your child, you may surrender your child's spot within the program.

PARENT/STAFF COMMUNICATION:

In addition to formal and informal parent contact, the teachers utilize the CLASS DOJO site to share classroom goings-on, upcoming events and messages about preschool. The best way to contact your child's teacher is through "chat" on ClassDojo. Preschool teachers are also available by email or phone (292-7951). During class times, the teachers are unable to answer the phone, but will be able to retrieve voicemails after class time. If you have questions, please just ask.

STUDENT AWARENESS:

Each student has a right to a healthy, safe learning environment. Teachers and students will work together to encourage such an environment.

The Newmarket Elementary School policy is to establish meaningful rules which

focus on safety and respect for people and property.

Keys to cooperation begin with RESPECT FOR ONESELF AND OTHERS. Some behaviors and actions that reflect this attitude are:

1. Use only kind words with each other.
2. Follow directions.
3. Stay in assigned areas.
4. Walk and talk quietly in the building.
5. Keep hands, feet, and objects to yourself.

EMERGENCY DRILLS:

Emergency drill exercises are conducted periodically to assure that every child is aware of procedures used in case of an emergency. The staff is there to assist all of the children and to be aware of children who will need extra help.

SICK CHILD POLICY:

When your child is sick, it is important that he/she stay at home. It is difficult for a child to participate in school if he/she is sick. It is important not only for your child, but also to keep classmates and staff in good health. *Please call the school or notify your child's teacher on ClassDojo if your child is going to be out of school.*

Reasons for staying at home include:

Diarrhea	Headache
Persistent cough	Nausea or vomiting
Earache	Skin rashes or sores
Eye infection	Sore throat
Fever – 100 degrees or higher	Communicable diseases

If your child develops any of these symptoms during school hours, we will call you to come to pick up your child as soon as possible.

As a general rule, a child who has a temperature of 100 or more should not be sent to school until the temperature has remained normal (98.6) without medication for at least 24 hours. Remember, a child with even a low-grade temperature should not be sent to school.

The school has facilities for minor first aid treatment, but should not be expected to care for a child who is ill before leaving home. It is also important for parents to remember that they are responsible for transportation of their child (even if

he/she normally rides the bus) if he/she becomes ill during the school day.

OUR GOAL IS TO MAKE YOUR CHILD'S FIRST SCHOOL EXPERIENCE AS SUCCESSFUL AND WONDERFUL AS POSSIBLE! THANK YOU FOR ALL YOU DO AS YOUR CHILD'S FIRST TEACHER TO ENCOURAGE LEARNING AND VALUE EDUCATION!