

PROJECT EARLY PRESCHOOL  
HANDBOOK  
2019-2020



BURRELL ELEMENTARY SCHOOL  
16 MORSE STREET  
FOXBOROUGH, MA.  
02035



Dear Parents/Guardians:

Welcome to the Foxborough Public Schools, Project Early Preschool Program. Project Early Preschool consists of two integrated language based preschool classrooms offering two and a half hour sessions (morning/afternoon) of integrated preschool learning experiences, two, three and four days per week. Integrated programming brings children who are typically developing and children with learning differences together as partners in learning, at their own individual development level. A third classroom is designed for children with disabilities who present with higher levels of need and who require more intensive instruction. Integration is provided, for children in this classroom, with smaller number of peers, as appropriate, depending on the individual needs of each student.

Project Early Preschool follows the Massachusetts Curriculum Standards along with curriculum that enhances and maximizes learning for all children. Highly qualified, experienced staff work together to promote growth in the social, emotional, physical, cognitive, and language development of all students. Experiences and activities are presented in an exciting, multi-sensory, multi-modality, and developmentally appropriate approach to learning. Project Early Preschool provides a safe, accepting, and nurturing environment. All students participate in a variety of small and large group activities, where learning is facilitated and scaffolded by experienced classroom teachers, assistants, and therapists, (OT, PT, Speech/Language Therapist) through play.

The Foxborough Public School District believes that working in partnerships with families is essential to the growth and development of all students. We value your input, support, and participation in your child's educational experience. We encourage home/school information sharing and collaboration. We are looking forward to an exciting and productive school year.

Again, WELCOME TO PROJECT EARLY PRESCHOOL!!!!

Regards,

*Dianna Parr*

Dianna Parr  
Prek Coordinator/Special Educator  
Phone: 508-543-1605  
Email: [parrd@foxborough.k12.ma.us](mailto:parrd@foxborough.k12.ma.us)



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## Program Descriptions

Project Early Preschool Programs are located at the Burrell Elementary School, in Foxborough. The program is designed to provide rich learning experiences that will promote solid foundation of preschool skills for all children. Learning is maximized through developmentally appropriate, multi-sensory, hands on approach, to skill acquisition in language-based classrooms. Areas of focus include: social/emotional skills, cognitive skills, language skills, motor skills, as well as building self-regulation, problem solving, and attention skills.

### Integrated Classroom Dynamics:

Each integrated classroom has a capacity of 16 children consisting of 8 children who have a disability and 8 peer models, selected via blind lottery each spring.

Each classroom has a highly qualified experienced staff consisting of a certified/licensed special education/early childhood education teacher and 2 educational assistants.

### Classroom Offerings:

- Rich curriculum that supports growth in physical, social/emotional, cognitive, and language skills
- Progress monitoring through observation, informal assessment, and data collection
- Small/large group instruction
- Highly structured routines and schedules accompanied by visual supports
- Music & movement activities
- Teacher designed games and materials to support a variety of learning styles
- Concept development
- Home/school communication and participation
- Parent conferences
- In class support from speech/language therapist, occupational therapist, and physical therapist

### Sub Separate Classroom Dynamics:

This classroom serves children who have disabilities with high level of need, in a small student to high teacher ratio. The primary focus of this program is to develop the foundational skills necessary for children to be successful both at school, at home and in the community. This program provides a “jump start” for students with higher level of instruction and skill (1)

development. Our goal is for all students to work toward participating successfully in the Project Early Integrated classrooms as their skill sets improve. Learning is maximized in the classroom with the use of the principles of ABA as its primary approach to learning, high staff to student ratio, as well as through opportunities for individual and small group instruction. The curriculum is adapted and used as appropriate to facilitate skill building in the areas of social/emotional development, physical development, cognitive development, and language development.

This classroom has a maximum of 9 students with staffing patterns to support the individual needs of each student. Programming is flexible and can include half day, full day, and can include integration.

#### Classroom Offerings:

- Curriculum that focuses on independence, skill acquisition in all areas of development including: functional play, life skills, self-help skills, behavior, attention and communication
- Individualized curriculum utilizing multiple opportunities for practice and repetition of skills to provide mastery and generalization
- Concept development through real life opportunities and experiences to facilitate understanding of the world around us
- Individualized behavior plans to increase pro social behavior and interaction across environments
- Progress monitoring through observation, informal assessment, and data collection
- Individual/small group/whole group instruction
- Clear, consistent expectations
- Total communication approach to learning
- Visual support/picture schedules/social stories
- Learning through multiple modalities including music and movement
- Teacher designed materials and adapted books
- Home/school communication and participation
- Support from SLP, OT, PT both in and/or out of the classroom setting
- Principles of ABA including but not limited to discrete trial

### **Preschool Screening**

The Foxborough Public Schools offer free screening for children ages 3-4 who may have speech/language, motor, social/emotional, or cognitive learning challenges. Parents who have questions or concerns about any area of their child's development are encouraged to contact, Dianna Parr, Pre-k Coordinator (508-543-1605 or [parrd@foxborough.k12.ma.us](mailto:parrd@foxborough.k12.ma.us)) for a screening. Preschool screenings are held monthly and by appointment only. (2)



**Preschool Session Days and Times**

**Morning Sessions 9:15-11:45 AM**  
 (Mon/Wed/Fri or Tues/Thurs)

**Afternoon Sessions 12:45-3:15**  
 (Mon/Wed/Fri, Tues/Thurs, or M/T/Th/F)

Week of				
Monday	Tuesday	Wednesday	Thursday	Friday

**Special Education/Related Service Providers Contact Information**

**Speech/Language Therapist**

Cathy Mulcahy

Phone: 508-543-1605

**Email:** [mulcahy@foxborough.k12.ma.us](mailto:mulcahy@foxborough.k12.ma.us)

**Occupational Therapist**

Abby Lagerval

Phone: 508-543-1605

**Email:** [lagerval@foxborough.k12.ma.us](mailto:lagerval@foxborough.k12.ma.us)

**Physical Therapist**

Lisa MacDonnell

Phone: 508-543-1605

**Email:** [macdonnell@foxborough.k12.ma.us](mailto:macdonnell@foxborough.k12.ma.us)

## **Classroom Teacher Contact Information**

### **Room 10 Morning Sessions**

Classroom Teacher: Courtney Stanton

508-543-1605

[stantonc@foxborough.k12.ma.us](mailto:stantonc@foxborough.k12.ma.us)

Educational Assistants: Kathy McCormack & Amy O'Brien

### **Room 10 Afternoon Sessions**

Classroom Teacher: Dianna Parr

508-543-1605

[parrd@foxborough.k12.ma.us](mailto:parrd@foxborough.k12.ma.us)

### **Room 11 Morning/Afternoon Sessions**

Classroom Teacher: Elisabeth Beane

508-543-1605

[beanee@foxborough.k12.ma.us](mailto:beanee@foxborough.k12.ma.us)

### **Room 11 Morning/Afternoon Sessions**

Classroom Teacher: Stephanie Whitehouse

508-543-1605

[whitehouses@foxborough.k12.ma.us](mailto:whitehouses@foxborough.k12.ma.us)



### **Arrival and Departure**

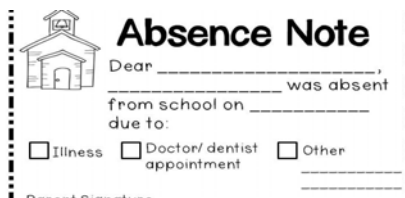
**Foxborough Public Schools does not provide transportation to preschoolers entering through the lottery system. Parents/Guardians must transport their children to and from preschool.**

**Always notify your classroom teacher, in writing, if anyone other than you (baby sitter, grandparent, car pool), will be picking up your child from school. All vehicles are expected to have an appropriate car/booster seat for children riding in them. No child will be placed inside a car without proper safety seating.**

All preschoolers will enter/exit the Burrell School at the front of the school, located on Morse Street. Project Early Preschool uses a "LIVE" drop off and "LIVE" pickup procedure. As you enter the school driveway, please remain in line along the right hand side of the driveway. **PLEASE DO NOT PULL UP TO THE FRONT ENTRANCE OF THE BUILDING** upon your arrival. The space in front of the building is strictly for school buses. **Please wait in your car upon your arrival.** A staff member will assist your child in/out of your vehicle and walk them to the classroom waiting area. Please help keep children safe and the drop off smooth by remaining in your car at all times. **When entering/exiting the Burrell School parking lot/driveway, please use extreme caution, drive slowly, and do not pass any school bus in the driveway or on the road that is displaying a red stop sign!**

### Safety

To ensure the safety of all children and staff at school all outside doors are locked and secured throughout the school day. Please arrive on time to provide a smooth transition to and from school for your child. If you are late arriving to school or picking up from school, please park in the lot in front of the building and proceed to the main office. Remember late arrivals can make it difficult for children to enter the group confidently. Early dismissals are sometimes unavoidable due to doctor appointments, dentist visits, etc. Please remember that continual early dismissals and late arrivals disrupt the classroom flow. Our sessions begin at 9:15 and 12:45 end at 11:45 and 3:15 each day. To ensure minimal disruptions and smooth transitions for all, please be prompt on both arrival and departure.



**Absence Note**

Dear \_\_\_\_\_, \_\_\_\_\_ was absent from school on \_\_\_\_\_ due to:

Illness     Doctor/ dentist appointment     Other \_\_\_\_\_

Parent Signature \_\_\_\_\_

### ABSENCES

It is important to report your child's absence from preschool. If your child will not be attending school on his/her regularly scheduled session, please call the Burrell School at 508-543-1605, and let us know.



### Health and School Exclusion Policy

To help prevent serious illness and meet the federal standards, all children are required to have all the recommended inoculations. **Prior to your child's first day of school, we must have a current Massachusetts School Health Record form, completed by your child's pediatrician, a copy of your child's birth certificate, and a copy of their lead screening results. No child will be allowed to start school without all of these required forms submitted.** (5)



If your child becomes ill/hurt during the school day, the school nurse will assess your child and will call you. Please be sure all contact phone numbers, including cell phone numbers are current and accurate. At times, you may be asked to pick up your child and if you can't be reached, the nurse will call on one of the people that you have designated on the emergency form.

### **EXCLUSION FROM SCHOOL POLICY**

Parents are asked through the School Handbook and health notices at the beginning of each school year, to keep a child home from school if they exhibit ANY of the following:

- Fever above 100 degrees, vomiting or diarrhea within the past 24 hours
- Contagious symptoms such as diarrhea, vomiting, frequent productive cough, nasal discharge, or red draining eyes
- Undiagnosed rash or skin eruption
- Head lice and/or nits
- Overall inability to productively participate in regular school activities



### **Home/School Communication**

Home/school communication is an essential component in the partnership between teachers and families. All teachers can be contacted via email, phone, or classroom communication folders. Please see the teacher contact page for your child's teacher's contact information. Communication folders will be provided to each family and will be used to share information in an ongoing manner. Folders should be carried to and from school each day via backpack. Individual parent/teacher conferences are held in November. Please feel free to contact your child's teacher throughout the school year to discuss concerns, share information, and ask questions.



### **Birthday/Holiday Celebrations**

We welcome the opportunity to acknowledge each child's birthday by decorating/wearing a crown, carrying out special jobs in the classroom, singing happy birthday, sharing a favorite book, etc. Please do not send in any food items for birthday celebrations. Some of our children have life threatening allergies. "Holiday Celebrations" will incorporate seasonal/cultural aspects (Fall Harvest, Winter Light, etc.)



### Daily Preschool Supplies

#### **Appropriate Dress:**

- Preschoolers should be dressed in casual comfortable, weather appropriate, “**play**” **clothes**. For optimal participation in the preschool experience, children should wear sneakers and clothes that allow them to play and learn without the worry of getting dirty or making a mess. They will get dirty and messy!!!!

#### **Extra Clothes:**

- Preschoolers should bring a complete set of clothing, to remain in their backpack, daily in case of any unexpected accident (toileting, spills, falls, wet feet, etc).
- Preschoolers should dress for the weather. Outdoor play is an important aspect of your child’s day. Please send your child with the weather appropriate gear (raincoats, boots, sweatshirts, jackets, snow pants/snow boots, mittens, hats, etc.)
- A you know, New England weather changes quickly. Layers are best. Please plan accordingly.

#### **Backpack:**

- Preschoolers need a backpack to carry to and from school each day. Please choose a size that can accommodate the extra clothes, personal items, notebook, art projects, and a lunch box. In this case BIGGER is BETTER!!!!

#### **Snack:**

- Preschoolers need a healthy snack or two and a drink. Please do not send in food that needs to be prepared or heated. Peanut free please!!!! Please check the labels on your child’s snack packages. Remember your child is at school for 2 and a half hours. They do not need a meal! Please have a good breakfast or lunch prior to arriving at school.



Tuition payments are due at the beginning of each month. Bills are sent out from the Administrative Offices at the Igo School. Monthly payments remain the same regardless of your child's attendance. The monthly rates are based on the school year and take into consideration holidays, school vacation weeks, and professional development days. All billing questions should be directed to:

Pam McCauley

508-543-1660

[mccauleyp@foxborough.k12.ma.us](mailto:mccauleyp@foxborough.k12.ma.us)

Families experiencing financial difficulties are urged to fill out a reduced tuition application by contacting Pam McCauley at the number or email listed above.

Rates for the 2019-2020 school year are as follows:

Two ½ day sessions per week: \$1300.00 yearly

Three ½ day sessions per week: \$1800.00 yearly

Four ½ day sessions per week: \$2300.00n yearly

Please make all checks payable to Foxborough Public Schools and mail payments to:

Foxborough Public Schools

60 South Street

Foxboro, Ma. 02035

Attn: Pam McCauley



### **School Cancellation**

In the event of severe weather, Project Early Preschool will be cancelled whenever the Foxborough Public Schools are canceled. Families will be notified of school closings via the Connect Ed. Telephone message/email message from Amy Berdos, Superintendent of Schools. In addition, school closings will also be announced by local news stations. In the event of a delayed opening, afternoon preschool sessions will be cancelled. (8)