

Leicester
Primary School
Pre-Kindergarten
Handbook



Welcome to Pre-Kindergarten!

The Leicester Primary School Pre-Kindergarten program is designed to foster growth and learning in all areas of development. In order to be eligible for our Pre-Kindergarten program, children need to be three years old by September 1, 2015. The following information is provided to you to help answer some of the questions you may have about the Pre-Kindergarten program. Please feel free to contact us if you have any additional questions or concerns. Our telephone number is 508-892-7050.

Philosophy

We believe that all children are capable of learning through hands-on activities, which foster creativity, and critical thinking skills. We also believe that play is an integral component to building character and the values of respect and responsibility.

The needs of all children will be accommodated in a manner that fosters self-esteem and lifelong learning.

Mission Statement

It is our mission to instill the positive community based values of good character in the children entrusted to our care to help our students become lifelong learners.



The Leicester Primary School Pre-Kindergarten Program

170 Paxton Street
Leicester, MA 01524
(508) 892-7050
www.leicester.k12.ma.us

Principal	Mr. Andrew Rosenshine
Assistant Principal	Mrs. Jennifer Stanick
School Psychologist	Mrs. Elaine Carder
Administrative Assistant	Mrs. Joanne Hovagimian
Secretary	Mrs. Michelle A. Cote
School Nurse	Mrs. Melissa Ledbetter

Superintendent's Office
1078 Main Street
Leicester, MA 01524
(508) 892-7040

Superintendent of Schools	Mrs. Judith Paolucci
Director of Curriculum, Instruction & Assessment	Mrs. Cate Calise
Administrator of Special Education	Ms. Suzanne Morneau

Pre-Kindergarten Staff

Pre-Kindergarten	Mrs. Emily Beaudry Mrs. Julie Mueller Mrs. Jessica Scavone
Paraprofessionals	Mrs. Maureen Doyle Mrs. Frances Maki Mrs. Patricia Palombo Mrs. Arlene Wilson

Speech and Language	Mrs. Kristan Oliver Ms. Sarah Swift
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Occupational Therapy	Mrs. Michele Connor
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Physical Therapy	Mrs. Judy Durso
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Pre-Kindergarten Hours and Calendar

Morning Sessions: 8:45 to 11:15 a.m.

Afternoon Session: 12:30 to 3:00 p.m.

Full Day Session: 8:45 to 3:00 p.m.

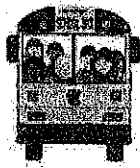
The Pre-Kindergarten follows the Leicester Primary School calendar with the exception of starting one week later and ending one week earlier.

Tuition

All checks should be made payable to the **Town of Leicester**. All payments and concerns regarding tuition should be addressed to Michelle Cote at the Leicester Primary School.

Leicester Primary Pre-Kindergarten
Attn: Michelle Cote
170 Paxton Street
Leicester, Ma 01524
(508) 892-7050 x300

May 1, 2015	Deposit	\$25.00	Tuition fee for 2015-2016
July 1, 2015	Pays for September		2 ½ days T/TH \$124.50
August 1, 2015	Pays for October		3 ½ days M,W,F \$171.50
September 1, 2015	Pays for November		2 Full days T/TH \$266.25
October 1, 2015	Pays for December		3 Full days M,W,F \$367.50
November 1, 2015	Pays for January		5 Full days M-F \$645.00
December 1, 2015	Pays for February		
January 1, 2016	Pays for March		
February 1, 2016	Pays for April		
March 1, 2016	Pays for May/June		



Bus Transportation

The Pre-Kindergarten is currently able to provide transportation for students who live in town. There is a \$50.00 onetime fee for any half day program and \$150.00 onetime fee for the full day program. The bus is provided to or from school depending on the session your child attends. The half day morning program will provide transportation to school with parent/guardian pick up at 11:15 a.m. The afternoon half day session will need to be dropped off at 12:30p.m. by a parent/guardian and bus transportation will be provided home.



School Cancellations

The Primary School Pre-Kindergarten program operates on the same snow day schedule as the Leicester Public Schools. If school is canceled system-wide, there will be no Pre-Kindergarten sessions held on that day.

In the event of cancellation or delay due to inclement weather, announcements will be available through the school website, the school call system, or local news stations. The official starting time of the Primary School is 8:45 a.m. Add the delay time to the official starting time to determine when school will begin. **When a two-hour delay is called, the morning session of Pre-Kindergarten is canceled.** Drop off procedure is the same as on regular school days.

Parent-Teacher Conferences

Parent-teacher conferences are held annually. If you wish to speak with your child's teacher prior to the scheduled conferences, please call or email your child's teacher at the Primary School. Teachers are always available to discuss any concerns and questions you may have regarding your child.

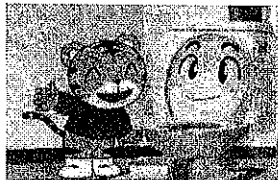
Newsletters

Classroom newsletters and calendars will be sent home on a monthly basis. These are provided to let you know what is happening in class and to provide information for you to talk with your child about his/her day at school. These newsletters & calendars can also be accessed on the Pre-Kindergarten class pages on the school website.



Toilet Training

Children must be toilet trained prior to entering the program. This policy is effective beginning the first day of school.





General Information and Definitions for all Parents

The areas of development listed below are often used when referring to Pre-Kindergarten children and their abilities.

Speech & Language

Speech and language are the skills we use to communicate with others. We form these skills during the first years of life. By age 6, most children learn the basics. Try to talk and read to your child often to boost these skills.

What is the difference between speech and language?

Speech is making the sounds that become words – the physical act of talking.

Language is our system of using words to communicate. It includes using words and gestures to say what we mean, and understanding what others say.

Language is broken into three areas: receptive, expressive, and pragmatic language skills.

Receptive language is the ability to comprehend what others are saying (e.g., ability to follow directions) while expressive language is the ability to use language to express oneself.

Pragmatics is the social use of language (e.g., appropriately greeting others, use of eye contact or protesting appropriately).

Cognitive Development

Cognitive development in young children refers to reasoning, thinking, and problem solving skills. The very best learning for children occurs when they solve problems that are personally important and meaningful to them. A large majority of cognitive learning comes through a child's learning experiences.

Social and Emotional

Social and emotional development and growth relates to a child's feelings, emotions and attitudes, personal and social skills. It also refers to a child's self-concept or how a child feels about himself/herself and his/her abilities.

Motor Development

Motor development consists of gross motor and fine motor development. Gross motor development involves the use of large muscle groups, which are used for walking, running, skipping, etc.

Fine motor development involves the use of small muscle groups used for picking up small objects, buttoning, zippering, and drawing, and printing.

Pre-Kindergarten Arrival and Dismissal Procedures Morning Classes

Arrival

All of the children riding the school bus to school will be assisted off the bus by the Pre-Kindergarten paraprofessionals and into the Primary School where the teachers will be waiting in their rooms. If parents are dropping their Pre-Kindergartner off at school, arrival time is 8:35 a.m. We ask that you drive into the Leicester High School driveway and proceed to the walkway that connects the driveway of LHS to the rear playground of Primary School. **Parking is not allowed in the Primary school parking lot from 8:15-9:00 each day.**

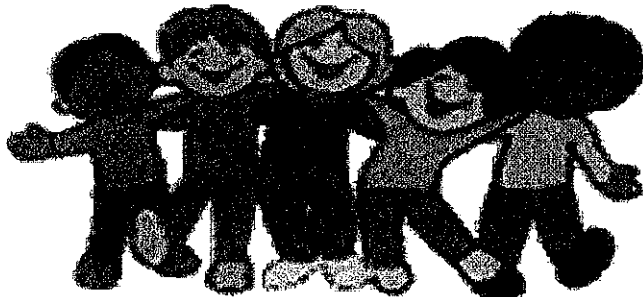
Dismissal

A.M. dismissal will occur at 11:15 a.m. The children who are being picked up by a parent/guardian will be dismissed through the front entrance of the Primary School. A Pre-Kindergarten teacher will open the door to the entrance at 11:15 a.m.

If someone other than a parent is picking up the child, the teacher must be notified. The teacher will not dismiss the child to anyone other than you, unless he/she receives written permission. Be aware that it will be necessary for that person to show a photo ID.

If you need to dismiss your child before the scheduled dismissal time, you will need to be buzzed in through the main office door and see the secretaries in the office and they will notify the teacher.

Your cooperation in this matter is greatly appreciated.
Please understand that this is for the safety of the children.



Pre-Kindergarten Arrival and Dismissal Procedures Afternoon Classes

The Leicester Primary School has a security system to ensure the safety of the children. This system requires that all visitors be buzzed into the building. To eliminate high traffic in the office area during arrival and dismissal of Pre-Kindergarten children, we will follow the procedure below.

Arrival

If parents/guardians are dropping their child off at school, arrival time is 12:30p.m. We ask that you park in the parking spaces available and not along the sidewalk in the fire lane. The front door will be opened at 12:30p.m. by the Pre-Kindergarten staff.

Dismissal

P.M. dismissal will occur at 3:00p.m. The children who are being picked up by a parent/guardian will be dismissed through the door marked Pre-Kindergarten dismissal door at the rear of the building. We ask that you drive into the Leicester High School driveway and proceed to the walkway that connects the driveway of LHS to the rear playground of Primary School.

If someone other than a parent is picking up the child, the teacher must be notified. The teacher will not dismiss the child to anyone other than you, unless he/she receives written permission. Be aware that it may be necessary for that person to show a photo ID.

If you need to dismiss your child before the scheduled dismissal time, you will need to be buzzed in through the main office door and see a secretary in the office and she will notify the teacher.

Your cooperation in this matter is greatly appreciated.
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