

# Natick Preschool

Student Hand Book  
&  
Parent Resource Guide



Natick Preschool  
15 West Street  
Natick, MA 01760  
508.647.6583

# My Important Phone Numbers and Email Addresses



Classroom Phone Number: 508.647.6600 Ext. \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Email Address: \_\_\_\_\_

Student Support Facilitator: \_\_\_\_\_

Principal: MaryBeth Kinkead  
Phone number: 508.647.6583  
Email: mkinkead@natickps.org

Admin. Assistant.: April Davenport  
Phone number: 508.647.6583  
Email: adavenport@natickps.org

School Nurse: Michelle LeBlanc  
Phone number: 508.647.6600 x1632  
Email: mleblanc@natickps.org

## Our Mission

Our mission is to provide children with a high quality preschool education that meets the unique developmental needs of all preschool age children. Our mission includes the following elements:

- ⌘ Provision of rich opportunities to increase children's language, social play, motor and academic readiness.
- ⌘ Maintenance of close communication and collaboration with families and guardians.

## Our Philosophy

Natick Preschool believes that each child has individual needs. We believe that children need varied and rich learning opportunities that are developmentally appropriate, built upon success, and provided in a nurturing and safe environment. Because children develop and learn at different rates, Natick Preschool embraces diversity, providing a broad spectrum of learning opportunities and instructional strategies in language-based classrooms that address the needs of students with and without disabilities. Natick Preschool believes that children learn most effectively within natural social settings that include ample opportunities to play. Embedded in the everyday preschool routines are opportunities for children to increase their language, social skills, play and academic readiness. The Natick Preschool believes that families play an integral part of a quality preschool experience. Maintaining close and ongoing communication and collaboration between families and staff is a high priority.

## Equal Opportunity Statement

Natick Public Schools is committed to equal opportunities for employment and education for all students, parents, members of the school community and staff who are employed by Natick without regard to race, color, religion, sex, natural origin, age, sexual orientation or disability. Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district educational program or activity on the basis of being handicapped, under section 504 of the Rehabilitation Act of 1973 may file a written complaint with the Director of Pupil Personnel.

## Curriculum

Natick Preschool takes pride in providing a curriculum-enriched environment utilizing a transdisciplinary approach to education where the Massachusetts's Frameworks and Common Core are embedded within developmentally appropriate preschool activities. Teachers are encouraged to use these themes as a guideline in developing their own activities, using multi-modality materials and hands-on/practical experiences. The basic themes covered across the year include:

### All About Me

Body awareness  
Self-identification  
Emotions  
Likes and dislikes  
What is a friend?  
My favorite thing

### Natural Environment

Animals  
Habitats  
Weather  
Seasons

### Family

Who is my family?  
Family life  
Where does my family live?  
Family occupations

### Community

People in my neighborhood  
Places in my neighborhood  
Events in my community  
Transportation

### Summer Vacation

Planning for vacation  
Transitions

# Student Schedule

## Mornings:

3 or 4 days 9am – 11:30am

## Afternoons:

3 or 4 days 12:30 – 3:00pm

## Full Day:

M,T,TH,F – 9:00am – 3:00pm

W – 9:00am – 11:30am

## Early Release Days

School will dismiss for ALL students in ALL sessions at 10:20am. There will be no PM sessions on early release days.

## Delayed Openings

When there is a morning delay due to weather, there will be no AM programs.

## Attendance and Dismissal Procedures

Any child arriving after drop off must be brought to the office. If your child is being dismissed, they will only be released to be an authorized adult. Please send a written note to your child's teacher along with the name of the authorized adult picking him/her up.

## Rolling Drop Off and Parking

Natick Preschool adjusts its operational hours to help assist with parking issues and traffic flow. Parents are reminded that parking is only permitted in the designated area. There are a few number of visitor's spaces in the preschool parking lot. You may park and walk your child to the front door. Take advantage of our rolling drop off! You may pull up to the front of the building and a staff member will help your child get out of the car.

## School Cancellation

Natick Preschool closes when Natick Public Schools close. Additionally, the afternoon preschool classes may be cancelled at the Superintendent's discretion due to inclement weather. No school or delayed school openings announcements will be broadcast between 6:00AM and 8:00AM on radio channels WBZ, WHDH and local television channels. Emergency announcements or early closings will be announced on these same stations as well as a generated phone message from Natick Public Schools. Please do not call the Police or Fire Departments for this information. In the rare event of an emergency or severe weather, it may be necessary to close the school during the day. Parents will be notified if this occurs.

## Absence Policy

It is important that the school know if your child is absent or tardy. Please call the school as soon as you know your child will be absent. The absent line number is our main school number which is 508-647-6583. If you notify your child's teacher of upcoming absences, please also call the main office number. Natick Preschool uses a call back system. The nurse and/or administrative assistant will call the parent of any absent student whose absence has not been clarified by a call to the main office of the preschool.

## Absences Due to Illness

Sick children should **never** be sent to school. They should be FEVER-FREE for 24 hours before returning. The following is a list of reasons for keeping a child home or dismissed from school:

|                            |                |
|----------------------------|----------------|
| Colds, cough, runny nose   | Ringworm       |
| Temp > 99.6 degrees        | Impetigo       |
| Undiagnosed rashes         | Lice           |
| Nausea, vomiting, diarrhea | Scabies        |
| Chicken Pox                | Conjunctivitis |

All cases of infectious diseases (such as Chicken Pox) must be reported to the Board of Health. A release certificate issued by the Board of Health is required before the student can be readmitted to school.

## Health Services

The Preschool houses a health clinic to treat students who become ill or injured during school hours. All students **must** have a completed Student Health and Emergency Information form on file at the beginning of **each** year. Please complete both sides as this form contains important health information and emergency contacts for your child. All students are required to have a copy of a current physical with updated immunizations on file in the health clinic. Incoming Preschool students must show documentation of the following immunizations:

|                     |                              |
|---------------------|------------------------------|
| 4 Doses DTap        | 1 Dose Measles/Mumps/Rubella |
| 3 Doses Polio       | 1 Dose Varivax               |
| 3 Doses Hepatitis B | Lead screening               |

## Insurance

An optional school insurance plan is available to all students. Information regarding this can be obtained from the Central Office. They are located at the Natick Town Hall, 13 East Central Street. You may reach them by phone at 508.647.6500. Their office hours are Monday through Friday from 8:00AM – 4:30PM.

## Medication Policy

Only a physician is legally authorized to prescribe medication, this includes over the counter medication. If at all possible medication should be given at home before or after school hours. A student who needs to take any medication during school hours must have a signed permission slip from parent/guardian and the physician. These forms can be downloaded from the Natick Public School Website. Medication (in a pharmacy labeled bottle) is kept locked in the clinic and taken under the supervision of the nurse. Acetaminophen (Tylenol) may be given at the discretion of the school nurse, if the parent/guardian has signed the permission form. Parents/Guardians of students with Epi-Pens must provide 2 Epi-Pens in their original box (one for the classroom and one for the clinic) along with required MD order and parent permission forms.

Please access the Natick Public School web site at: [www.natickps.org](http://www.natickps.org) under Departments/Health for more information regarding the health and well-being of your child.

## Appropriate Dress

Students should come to school appropriately dressed for physical activity and the weather. Sneakers or closed toe shoes are recommended. Boots and snow-gear are requested for cold weather outdoor play. Parents are required to stock and maintain supplies necessary for toileting and diaper changes.

## Daily Preparation

Please remember the importance of your child's daily preparation for school. This includes a snack, lunch if appropriate, daily communication log if appropriate and clothing needed for cold weather/playground time. This also includes anything needed for toilet training and diaper changes. This may also include an extra set of clothing if appropriate. Natick Preschool does not have extra clothing, so parents are encouraged to pack accordingly. Please check with your child's teacher regarding storage and labeling for those personal items.

## Classroom Volunteers/Chaperones

All visitors must check in at the office. Prior to volunteering in any Natick Preschool classroom, you must complete a CORI form. This form is obtained in the office. A copy of your current driver's license is also required.

## Visitors

Classroom volunteers must come to the office and have their arrival announced before proceeding to the classroom.

Observations of students in class need to be scheduled in advance and accompanied by a Natick Preschool staff member.

Parents are kindly requested to respect student confidentiality during any visits to the Natick Preschool classrooms.

## Field Trips

All students must have a signed permission slip form prior to participating in any classroom field trip. There are no exceptions to this rule. A uniform town-wide permission slip is available in the office.

## Snack Time

Please send your child with a nutritious snack and beverage every day. We do not have refrigeration available to store perishables. Please try to limit sweets. Morning students typically eat snack between 10AM and 11AM. Afternoon students typically have their snack between 1:00PM and 2:00PM.

## Parties and Birthdays

Please check with your child's teacher regarding how birthdays are handled in your child's classroom. Please remember to ask about any dietary restrictions in your classroom. Many of our children have allergies and dietary restrictions. All Natick Preschool classrooms are PEANUT FREE.

## Lost and Found

Parents are urged to label all personal items and removable clothing. Lost items are placed in a bin in the hallway. Items are donated to charity during winter break and at the end of the year.

## Privacy and Confidentiality

ALL students are entitled to the full protection under the law regarding their privacy and confidentiality of school information. The school adheres to all state and federal regulations. All volunteers including high school early childhood students are instructed in these policies. We also kindly remind parents of the importance of confidentiality during observations.

## School Council

The Education Reform Act of 1993 mandated the establishment of School Councils for every public school in Massachusetts. The School Council is responsible for assisting and advising the Principal in the areas of:

- Enhancing the educational goals of the school
- Assessing student educational needs
- Reviewing the annual budget
- Formulating the School Improvement Plan

The Council meets monthly in an open meeting. Parents are encouraged to attend. Any issue that a parent or community member would like to have discussed should be brought to the attention of the parent representative, community representative, teacher representative or Principal.

## Family and School Communication

Maintaining open and ongoing lines of communication is important for all families who have children attending Natick Preschool. Parents are encouraged to talk with their child's teacher regarding a preferred method of ongoing communication.

- Website with teacher pages
- Monthly Principal Newsletter
- Plus regular teacher updates and individual communication.

## Change of Address/Telephone Numbers/ Emergency Contact Information

Natick Preschool requires current contact information for all enrolled students, including parent/guardian address, phone numbers, email addresses and emergency contact information. Please notify the office in writing, immediately, should any of your contact information changes throughout the year.

## Tuition

Tuition payments are due on the 1<sup>st</sup> of every month. If payment is not received by that date, your child will not be allowed back to class until payment is received. Tuitions in arrears will result in your child no longer being able to attend the program.

## Payment Options

1. Payment by check - Please make check payable to Natick Public Schools. In the memo line please write your child's full name. Please send payment via backpack in an envelope to my attention or stop by our office. Personal or certified bank checks are accepted. Any personal checks returned for non-payment will incur a \$25 returned check fee that must be paid with the tuition due by certified bank check only.
2. Payment via online - Please go to the district website. On the left hand column, click on the "For Parents" link. This brings you to another menu. Please click on the "Online Payment" link. This brings you to UniPayGold and here you should create an account. This makes it easier for future payments. Under the "Transactions" menu, please place your pointer/cursor over the "children programs" and Natick Preschool will be an option. Please enter all of your information and payment. It is important to list your child's name in the student information. You may also bookmark this link for future use:  
<https://unipaygold.unibank.com/Default.aspx?customerid=685>

