

2022-2023

PARENT/GUARDIAN HANDBOOK



SQUADRONLINESCHOOL

Classroom Telephone: 860-658-3696

Simsbury Department of Continuing Education
155 Firetown Road, Simsbury, CT 06070
Tel. 860-658-3870 ● Fax 860-651-2903
www.simsbury.k12.ct.us/childrensacademy

Nikki Mahan

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Philosophy

Children learn through active exploration of their environment. We believe that children should be given developmentally appropriate activities/ materials and opportunities to explore, experiment, make choices, pursue interests, and solve problems. We believe that play should be child directed and teacher supported. We believe that intervention should occur within natural settings and in meaningful situations.



Curriculum Goals

The goal of the Children's Academy program is to help children become independent, self-confident, inquisitive learners. We use *The Creative Curriculum for Preschool*®, aligned with the State of Connecticut's early learning standards and focusing on 38 objectives for development and learning. It includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive, and language. The curriculum focuses on five components:

- how children develop and learn
- the learning environment
- what children learn
- caring and teaching
- partnering with families



Tuition Policies

- Tuition can either be paid in full or in 9 monthly payments. The total payment or the first monthly payment will be due by August 15th each year. Tuition fees are determined by dividing the total number of school days into 9 equal monthly payments. All tuition payments are due by the 15th of each month with the first payment due in August and the last payment due in April.
- All tuition payments should be mailed to: DCE, 155 Firetown Road, Simsbury, CT 06070. ● A \$25.00 late fee will be charged for all payments not received within 15 days of the due date. ● Tuitions that are 30 days overdue will be grounds for immediate removal from the program.
- Tuition is non-refundable except under extenuating circumstance. The parent/ guardian is responsible for the full tuition. Refunds for withdrawals will be at the discretion of the Director. In order to be considered for a prorated refund, we must at least be notified one month in advance. Dismissals from the program will receive a prorated refund.

School Calendar

We will follow the Simsbury Public School Calendar for all holidays and vacations. We will only follow some of the Early Release days. **No PM extended hours on early release days.** Our program will release early on the following days: October 20th, November 18th & 19th (conferences), December 8th, December 23rd, January 14th, February 18th, March 16th & 17th (conferences), April 27, and May 1. *If you*

wish to withdraw your child temporarily during the school year, there is a deposit of 1 month's tuition required to hold your child's spot.

Cancellations

- ***If Simsbury Public Schools are closed***, we will also be closed.

Regular Session Time Period	Adjusted Session Time Period (w/2 hr. delay)
9:00 am–11:30 am	11:00 am–12:30 pm
9:00 am–1:00 pm	11:00 am–1:00 pm
9:00 am–3:00 pm	11:00 am–3:00 pm
12:00 pm–2:30 pm	<i>Times would not change when there is a delayed opening.</i>

- ***If school is dismissed early*** due to weather conditions or an emergency situation, we will dismiss **30 minutes after** the Squadron Line dismissal time. If your child's session would end prior to the early dismissal, please pick them up at their regular dismissal time (e.g., 11:30am).
- ***Information about Simsbury school closings and early dismissals*** will be reported on local television stations, Channels 3, 8 and 30.
- ***Snow days*** will be made up at the end of the year if possible.

Sick Days

Children with a contagious childhood illness should be kept at home. Not all children have a temperature when they are sick. Use your own judgment, but please be considerate of others and do not send your child to school if he/she is not well. ***In the event of fever or stomach illness, please keep your child at home for 24 hours after the following symptoms have subsided:*** upset stomach, diarrhea, vomiting. Other examples of contagious childhood illness for which you should keep your child at home: ● green discharge or mucus from nose, throats ● excessive coughing, sneezing or congestion ● fever greater than or equal to 100° auxiliary (armpit) ● pink eye (until treated by a physician)



In the event that your child stays home, please call the Children's Academy teachers at Squadron Line (860-658-3696) **before** your child's session begins.



Toys from Home

We always welcome sharing something special to enrich our program. Please do not bring toys from home unless it is your child's turn to share. Do not bring any toy weapon to school, even for show & tell.

Parking & Dismissal

For drop off and pick up, please pull into the designated area. A teacher will greet your child and let them into the building. You must remain with your vehicle. After dropping off or picking up your child, you must pull out of the driveway area. Cars are not permitted to remain in the drop off/pick up area. Any parent/guardian wishing to enter the building **MUST** park in a designated parking spot and enter the building through the school main office. More detailed information regarding drop off and pick up will be sent to parents/guardians before the start of the school year. **Please do not arrive prior to the start of the school day.** Keep a close eye on children when waiting outside the door, and exit promptly after drop off.

Parents/Guardians MAY NOT remain on school property or linger in/around their vehicles after dropoff/pickup.

Every child needs to be signed out by the adult picking him/her up. If you desire your child to be dismissed to an adult other than a parent, the procedure is as follows:

1. The adult needs to be on your release form.
2. You need to send a note in with your child stating the name of the person you are designating to pick up your child with the date and your signature.
3. Advise the adult picking up your child that they will need to provide photo identification in order for your child to be dismissed to them.

After signing out your student, please exit promptly from the driveway and school grounds.



Tardiness & Early Arrivals

Please be considerate and be prompt when picking up your child. We know parents have busy schedules, but our teachers are busy preparing for your child's next day at school as well. There is a ten-minute grace period after each class. If the parent or guardian is late picking up their child, they will be charged \$10.00.

The teacher will remain with the child until the parent or guardian arrives. We won't accept any "early arrivals." The teacher's time before school is used for set-up, planning, and communication.

Waiting in the school lobby or hallways before the start of class is not permissible. Please make an effort to have your child arrive on time for their benefit and to keep disruptions to the class at a minimum.

Lunch & Snacks

- A healthy snack and drink from home that does not require refrigeration and is packed in a separate sack. Fruit juice, crackers, cheese, yogurt, fruit, vegetables, pretzels, raisins, applesauce, muffins, dry cereal, or sandwiches are a few suggestions. Spoons and cups need to be brought. Please save gum and candy for home; it is not permitted in school. No nut products allowed at all due to allergy concerns.
- For those students having lunch at school, parents/guardians may either send their child to school with lunch from home or set up an account to order and purchase lunch from the school cafeteria.
- For families that meet the guidelines, lunch can be purchased at a reduced fee or is free. Contact the Program Director for more information. ● Please know that refrigeration/warming is not available for any snacks/lunches. ● Please label your child's snack/lunch box and water bottle. ● Children will not have the option to purchase snacks (including ice cream) from the school cafeteria.

What Your Child Needs to Bring to School Daily

- Please dress your child in play clothes. Although we use smocks, we do many messy activities that can stain clothes.
- We go outside daily. Please listen to the weather daily and send your child with appropriate outdoor clothes for the weather and ground conditions (snow, mud etc.).
- Due to safety considerations, sneakers or rubber-soled shoes are required for running and climbing on our outdoor playground. Please refrain from wearing clogs, flip flops or sandals without backs. (Children won't be permitted on climbing equipment if wearing any of these.)
- For students attending for a full day, please bring a small blanket, pillow, etc. for rest time if you would like them to take a brief 30-minute rest.



- Your child may bring sunscreen, but they must be able to apply it themselves.



Medical

All children must have a current physical examination before starting school in September. The State of Connecticut requires that we have an updated medical form on file at all times. All medical forms expire one year from date of last physical exam. If the medical form is not up to date, your child will not be able to attend school. In accordance with the State of Connecticut's regulations, all preschool students must have an influenza vaccination by December 31st of each school year in order to remain in school.

For special concerns/accommodations, please be sure to contact the Program Director, Nikki Mahan at 860-658-3870.



Field Trips

Field trips are an important enhancement to the curriculum and overall preschool experience. We hope to plan several field trips over the course of the school year. Students will be transported by school buses. More details will be provided before each field trip.

Birthdays & Holidays

We love to celebrate birthdays. For birthday celebrations, be sure to contact your child's teacher in advance to make arrangements. All classes will celebrate birthdays in a non-food manner. Holiday celebrations are fun for the children and they look forward to them. We include celebrations of holidays from around the world in a festive, non-religious manner. We may also ask parents/guardians to help out with these special occasions.



Progress Report Conferences

Student progress is reported to parents in a variety of ways throughout the year. Using *The Creative Curriculum for Preschool*® assessments, we aim to communicate effectively how each student is developing, both individually and in accordance with Connecticut state standards and benchmarks for preschool children. Progress reports and conferences will be held on Nov. 17th & 18th and March 15th & 16th.

Discipline

Our plan of discipline is fair and consistent. We do not tolerate hitting, biting, kicking, screaming, spitting or bad language. Each child is made aware of these things at the beginning of school and as they arise. We will take the following steps if such problems occur:

1. Discuss the situation with the child, its impact on the classroom and possible consequences.
2. Temporarily separate the child from the group, but in the same room.
3. Inform the parents of the problem and try to ascertain the possible causes, and discuss a course of action to correct the behavior.

If the student is frequently a discipline problem and, in the opinion of the teacher, is disruptive to the class, the teacher/head teacher will meet with parents to plan an appropriate program to modify the student's behavior. The school psychologist is also available for consultation, if desired by the parents. If the teacher feels the child's behavior cannot be controlled and this behavior is potentially dangerous to the class, the child will be asked to leave.

For special concerns/accommodations, please be sure to contact the Program Director, Nikki Mahan at 860-658-3870.

Complaint Procedure

We are always open to feedback and want to do our best to meet the needs of the families in our program. If you have a concern:

- Discuss the problem with the classroom teacher.
- If the problem is not resolved, please contact Nikki Mahan, Director of Division of Youth Services, at nmahan@simsburyschools.net.

Parent/Guardian Involvement

Parents/guardians are encouraged to participate in their child's education and are encouraged to visit the classroom, help with a party or craft activity, read a story or assist the teacher when needed. Please make prior arrangements with the classroom teacher before visiting.

Special Needs Children

The Children's Academy of Simsbury is pleased to provide an inclusive program, which services special needs children in the "least restrictive environment."



Teacher Qualifications

Children's Academy personnel undergo an extensive background check. They submit their fingerprints to the Simsbury Police Department for a federal and state screening process. During the hiring process, each applicant must supply references as to his/her experience and character. Staff are trained in CPR and First Aid and participate in workshops and training seminars offered by Simsbury Public Schools, Children's Academy personnel, and outside agencies. We are very proud of the caliber of professionals that work with Children's Academy children. We strive to hire only the most qualified and experienced applicants.



Library

We will have the opportunity to use the school media center. If you have a talent in story telling or puppetry, or you'd enjoy reading to the class, please see the classroom teacher. We always welcome parents/guardians to read to our classes.



Toilet Training

Children MUST be fully potty-trained and independently able to use the bathroom to attend preschool. Please encourage your child to use the toilet before leaving for school. Dress your child in easy to manage clothing to allow independent use of the toilet at school (i.e. pants without buttons or zippers are easiest). Children are expected to independently pull down their underclothes, wipe themselves, pull up underclothes, flush toilet, and wash their hands.



Summer Programs

The Department of Continuing Education offers summer preschool/kindergarten programs at the local elementary schools to continue the fun and learning from the school year. Contact DCE in April for more details and watch the mail for your summer catalog.



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