

Mansfield Public Schools

**Roland Green
Preschool**



Parent Guidebook

TABLE OF CONTENTS

Staff Directory & Contact Information	Page 2
Program Description	Page 4
Daily Schedule	Page 5
Student Needed Items	Page 5
Student Absence	Page 5
Communication	Page 6
Weather Delay/Safety Protocols	Page 6
Safety	Page 6
Peer Tuition Info	Page 7
Misc. Policies	Page 7
Health Services	Page 9-12

Roland Green Preschool Directory

School Phone Number: 508-261-1561 School Fax Number: 508-261-7415

All staff email format: firstname.lastname@mansfieldschools.com

Website: [Roland Green Preschool Webpage](#)

Administrative Staff:

Superintendent of Schools:	Teresa Murphy	(508)261-7500
Asst. Supt of Teaching & Learning:	Michael Connolly	(508)261-7500
Asst. Supt of Finance & Operations:	Edward Donoghue	(508)261-7500
Director of Special Education:	James Leonard	(508)261-7507
Director of Preschool:	Krista DeMello	(508)261-1561

Teaching Staff:

Red Room:	Brigid Brown, M. Ed.	X40237
Yellow Room:	Laura Johnson, M.Ed.	X40238
Blue Room:	Melissa Leonard, M.Ed.	X40222
Purple Room:	Kristina Delaplain, M. Ed.	X40236
Pink Room:	Jennifer Wakeling, M.Ed.	X40224
Green Room:	Kimberly Stowe, M.Ed.	X40231
Orange Room:	Julie Castagno, M.Ed., BCBA, LABA	X40223

Paraprofessional Staff:

Laurie Bubencik	Carolyn Burnham	Colleen Dow	Sandra Fitzgerald
Gina Ftizpatrick	Gail Geagan	Diane Harris	Sheila Hull
Linda Kipp	Donna Meehan	Tammy Novick	Brianne Shea
Kristen Waters	Signe Murphy	Julita Kowal	Colette Skelly

Therapy Staff:

Speech and Language:	Catherine Deasy, MS, CCC	X40226
	Ashley Gardner, MS, CCC	X40232
Occupational Therapy:	Susan Bielan, JD, OTR/L	X40234
Physical Therapy:	Michaela Simoneau, PT, DPT	X40235
	Derna Thomas, PT, DPT	X40235
Psychologist:	Jill McConaghy Goula, CAGS, NCSP	X40225

Office Staff:	Julia Mitchell	X40228
Custodial Staff	Jerry Hazeldine	X40228
Nursing Staff:	Debora Wirth, BSN, RN, NCSN	X40227

Welcome to the Roland Green Preschool!

This guidebook has been prepared to explain our school's practices and procedures and to answer any general questions you may have. Please contact the school for further clarification or additional information you may need.

The Roland Green staff and administration are committed to maintaining a strong home/school connection. We look forward to working in partnership with parents in providing an exciting school year for our students. Together we will create a learning environment that allows every child to develop self-confidence and to succeed. We look forward to your time here at the Roland Green Preschool!

Krista DeMello

Director of Preschool

Roland Green Mission Statement

Our mission at Roland Green Preschool is to promote the social emotional, physical and cognitive development of our students through positive behavioral intervention strategies and a multidisciplinary approach to learning.

Program Information

The Roland Green preschool provides early childhood programming for students with and without disabilities from the ages of three to five. The program follows the Massachusetts Curriculum Frameworks and uses the Pyramid Model to explicitly teach social emotional skills to all preschool students.

Each preschool class is taught by a Department of Elementary and Secondary Education licensed Special Education teacher and supported by trained paraprofessionals. Special Education students have a variety of opportunities to receive direct services pursuant to their IEP service delivery grid, including, but not limited to: speech, Occupational Therapy, Physical Therapy, vision and orientation and mobility services.

Inclusion Program

The Roland Green Preschool offers a developmental program for children 3 to 5 years old. Students receive instruction alongside typically developing peers. Concepts are presented in a thematic approach and the program is individualized to meet the needs of each child, but also follows the Commonwealth of Massachusetts guidelines to provide a solid foundation for students when they enter Kindergarten. Multi-sensory, hands-on and play experiences provide learning opportunities in social emotional, language, motor and cognitive areas. These students will be exposed to developmentally appropriate language and peer modeling.

Our school consists of seven inclusion classrooms where typically developing peers and students with disabilities are educated together. All Roland Green teachers are highly qualified teachers, certified in Special Education.

Substantially Separate Program

Students that have been identified with high needs are placed in the substantially separate classroom to receive direct services in a smaller group setting with additional support. Students receive instruction from a highly qualified Special Education Teacher and the classrooms have a lower staff to student ratio to provide students with the programming outlined in their IEP. Students in the substantially separate program are offered inclusion opportunities with their typically developing peers at varying levels based on individual needs and tolerances. Students may qualify to receive extended school year services to prevent significant regression over the summer months.

Preschool Daily Schedule

Roland Green offers both full day and half day sessions for preschoolers. Classroom schedules differ based on the needs of the students, but all classes employ a similar framework for their daily routine. Below is an example of how a typical schedule may look in the preschool classroom.

- Arrival
- Circle Time (whole group instruction)
- Learning Centers (small group instruction)
 - Dramatic Play
 - Art Projects
 - Sensory Table
 - Blocks
 - Early literacy
 - Early numeracy
- Snack
- Outdoor Play/Gross Motor
- Dismissal

Massachusetts guidelines provide a foundation of learning experiences to help young children develop needed skills and knowledge.

Items Students Need (teachers will reach out for any other classroom requests)

- A change of clothes to be kept in school. Please label all items.
- For children in diapers, please send in one week's supply of diapers. The preschool will supply wipes.
- Child size backpack, bag, or plastic bag with handles—accompany child each day for items such as projects, paper, notices, etc.
- Snack: You are expected to pack your child's snack daily. Lists of recommended snacks are on page 9
- Reminder to please label all of your child's items.
- Sneakers – please send in sneakers if your child wears snow boots/rain boots to school.

Student Absence

If your child is going to be absent, tardy, or dismissed, please call (508)261-1561 or email: julia.mitchell@mansfieldschools.com or your child's teacher, or the nurse

- If your child is a special education student who currently uses the special education transportation service you must call the Special Education Office (508)261-7507 to make them aware of the absence, tardy, or dismissal as it will affect their transportation schedule.

Weather Delays/Closing/Professional Development Day

- A weather related school closing will be made on TV channels 4, 5, and 7. Families will also receive a broadcast phone call, text and/or email about important school information via School Messenger to the #1 contact on registration information.
- Professional Development Days:
 - District Full Day Professional Development Day: Roland Green Participates
 - District ½ Day Professional Development Day: Roland Green will participate in these days and will alternate the sessions affected. For example the pm session will not attend one ½ Day Professional development day and then the am session will not attend the next ½ day Professional Development day. Please see the schedule released by the school and the online district calendar on the website.

Communication

We have many ways of communicating with our parents from phone calls to emails and websites.

- Phone: Please feel free to call the office at any time and, if necessary, leave a message for any staff member on their extension or leave a message with the secretary or main extension. Most calls are returned after class unless there is an emergency.
- Electronic Communication: As a district we are trying to conserve and use our many options of electronic communication with parents. The following are the different options for communication between schools and parents. If at any time you prefer to have hard copies sent to you please complete a new Permission Form and opt out of the electronic options.
 - *Mansfield Public Schools Website* - The website for The Mansfield Public School District is full of information on the district including a district calendar and Roland Green has its own webpage. www.mansfieldschools.com
 - *Hornet Backpack* - The Roland Green Ebackpack is located on the Roland Green page on the district website. All Roland Green and district notices and flyers are posted here. You have the ability to be notified every time a document is added once you add your email there.
 - *District Facebook Page* - Please see the Mansfield Public Schools Facebook page for district information
 - *School Calendar* - The Mansfield Public Schools website has an online calendar showing all the scheduled events in one easy to use online calendar.
 - *S'Mores Newletters* - Our Director sends monthly emails using the S'Mores Newsletter program with any relevant information or programs.
 - *Email* - All Roland Green staff emails are in the following format: first [name.lastname@mansfieldschools.com](mailto:firstname.lastname@mansfieldschools.com)
 - *District Notification System* - Phone calls will be made in response to any emergency or weather related information that may affect school. The number 1 contact on your Emergency listing will be used as contact information.

Safety Protocols

The following safety protocols will be followed:

- For the safety of all children, all doors will be locked during the school day. Access to the building can only be gained through the front door (Dean Street side). You will need to ring the doorbell for entry.

Upon entering the building, for the safety of the children, you must provide identification which will be scanned and run through a security system and be issued a visitors badge. If your child is being dismissed, he/she will be brought down to the office. We appreciate your cooperation regarding this matter.

Peer Model Tuition Information

- Payment is required at least one month in advance.
- *September and October tuition due on or before September 15th.*
 - September's payment is less the \$50 deposit you may have already paid.
- The subsequent payments will be due on the fifteenth of each month. The last tuition payment is due on May 15th.
- We accept the following methods of payments:
 - Personal Check/Bank Check – mailed or dropped off in a sealed envelope and address to Miss Julia
 - Online Payment – UniPay Gold payment option: link is located on the Mansfield Public Schools website on the Roland Green page.
- If you are more than two months behind on tuition, your child may be removed from the program until payment is made.

Peer Model ½ Day Student	MTWTH	\$250/month
Peer Model Full Day Student	MTWTH	\$450/month

Miscellaneous Policies and Information

- Clothing - Children should be dressed in play clothes. Our program includes cooking, art activities, sand and water play, and outdoor playground activities. In cold weather, please make sure your child has a hat, mittens, and a warm coat. In snowy weather, boots are requested however please send in sneakers. Please ensure appropriate footwear for safety on the playground and stairs. Closed-toe shoes are appropriate; flip flops, sandals and Crocs are discouraged. Please label all items. Sneakers are best!
- Bathroom Policy - Children who are enrolled as peer models must be toilet trained. Other preschool children who are currently in diapers and require changing during the school day will be brought to the bathroom by a classroom staff member.
 - Children who are toilet trained or are in training will be brought to the bathroom at least twice daily by a teacher or assistant for toileting and hand washing before snack time each day. Children may require additional toileting times and these will be provided on an as needed basis. Older children, who are working on kindergarten readiness skills, may perform various steps in the toileting process independently. Either a teacher or an assistant will supervise this process. If your child requires any special considerations for success in this area, please discuss this with the classroom teacher.
- Parent Participation - A Cori form, per MA state law, would need to be completed before a family member could come into the school. A copy of the CORI form is on our website and must be returned to the office up to two weeks before your visit.
- Birthdays - All classroom parties and school celebrations (e.g. birthdays, holidays) held during the official school day will be non-food events. For more information about school nutrition please see the Districts Wellness Policy under Policy and Protocol on the Mansfield Public Schools Health Services Department web page.
- Snacks - Students have the opportunity for one snack per session. Parents are expected to send a healthy snack and drink daily. Please send only snacks that your child can handle individually with minimal help.

The following are some snack suggestions:

- Whole grain crackers or chips that are baked
- Dry whole grain cereal with minimal sugar
- Fresh fruit such as berries, cut up grapes, apples, oranges and pears
- Fresh vegetables such as carrots, celery or cucumber sticks
- Low fat yogurt
- Water and 100% fruit juice with no added sugar

HEALTH SERVICES

The mission of Mansfield Public Schools Health Services is to promote an optimal level of wellness by advocating for students and removing barriers that impede health and learning. Our vision is for every student to be healthy, safe and ready to learn.

The role of the school nurse is to provide first aid, illness assessment, and case management for students with special health care needs. The school nurse does not diagnose or prescribe treatment. Based on the nurse's assessment, you may be contacted and advised to follow up with your private physician.

The following health services are provided in the Mansfield Public Schools:

- Screenings for height, weight, vision, hearing and postural (spine) development. Parents are notified if an abnormality is found. Massachusetts state regulations require health services in public schools to perform BMI screening for all children during the 1st, 4th, 7th and 10th grades. Parents and legal guardians will be provided with an opportunity to request, in writing, that their child not participate in the program.
- Documentation of required physical exams for PreK, 1st, 4th, 7th, 10th, new students and every year for interscholastic sports. Parents/guardians with insufficient or no health insurance are asked to contact the school nurse.
- General first aid for school related minor accidents. If serious illness or accident occurs, parents/guardians are asked to take their child for further medical evaluation/treatments.
- Maintenance of medical records for each student. The medical record includes medical history, results of screenings and exams, immunization status, etc.
- Postural screening for students in grades 5 - 10.
- Services to students with chronic medical needs, including medications and treatments.

School Registration - Health Services Requirements

In order to be registered for school, children must present documentation of the following immunizations: diphtheria, pertussis and tetanus (DPT); measles, mumps and rubella (MMR); hepatitis B; varicella (chicken pox), and polio. All students must have documentation of a risk assessment for tuberculosis (TB) completed by a primary care physician. All students entering Kindergarten must also have documentation of a lead test and vision screening.

School Exclusion Guidelines

For the protection of your child as well as the school community, students should be kept home from school or will be dismissed from school under the following circumstances:

- The child has a communicable disease. Students who are prescribed antibiotics for strep throat infection or impetigo (for example) must complete 24 hours of treatment before returning to school. For all other communicable diseases, the student may return to school based on Massachusetts Department of Public Health Guidelines. Surveillance and monitoring of communicable disease outbreaks is done in collaboration with the Mansfield Board of Health and the Massachusetts Department of Public Health.
- The child has a temperature of over 100 degrees. The student may return after he/she is fever free for 24 hours without the use of fever reducers.

- The child has an eye infection that needs to be evaluated by a physician. Students do not need to be sent home that day if transmission can be controlled through proper hygiene. Parents need to be informed of symptoms and medical evaluation need to be scheduled. Students may return as long as indicated treatment has begun for bacterial conjunctivitis. If viral conjunctivitis, students may return unless the student is at a developmental level that prevents them from maintaining proper hygiene.
- The child has persistent coughing or trouble breathing. He/she may need to be evaluated for asthma, or a serious respiratory infection.
- The child has an undiagnosed rash. Rashes may need to be evaluated by a physician to rule out communicable disease.
- The child has head lice or nits. The student may return to school after the first treatment.
- The child has diarrhea which cannot be managed by the child's ability to use the toilet or able to be contained in a diaper. Diarrhea is defined as multiple loose watery stools unrelated to food, medication or a diagnosed chronic condition. The student may return when he/she has been symptom free for 24 hours.
- The child has been vomiting (more than the usual spitting up as in the case of an infant) within the past 24 hours not associated with a diagnosed condition or medication side effect. The student may return when he/she has been symptom free for 24 hours.
- The child has an illness that prevents him/her from participating comfortably in activities as determined by the staff.
- The illness results in a greater need for care than the staff can provide without compromising their ability to care for other children.

Guidelines for Contacting the School Nurse

If a child is experiencing any of the following, parents/guardians are to contact the school nurse:

- Newly diagnosed chronic health problem, (i.e. seizures, diabetes, severe allergies)
- Newly diagnosed head injury/concussion
- Daily medication for an extended period of time
- Documentation of immunization or boosters
- Communicable disease
- Health problems that may affect school performance e.g., vision, hearing, or attention deficit disorder etc.
- Health problem that may affect school attendance
- Treatment for any problem that may impair safety or mobility during the school day or restrict gym or recess, (i.e. broken bones, orthopedic problem, on crutches, mononucleosis, recent surgery, or upcoming surgery etc.)
- Family experiencing a problem and needing support, assistance, or a referral for help, (i.e., death in the family, change in marital status, parenting issues, substance abuse, mental health problems)

Sharing the above information will allow the school nurse to better safeguard the health of each student, especially in times of emergency. In addition to the above guidelines, parents/guardians are encouraged to contact the school nurse with any questions or problems.

Allergies/Life-Threatening Allergies

Some common allergens are peanuts, nuts and other foods; latex products and environmental chemicals. Even minute traces of these substances can cause an individual to have a physical reaction. Exposure to an allergen can cause a reaction if it is tasted, swallowed, touched or inhaled.

The Mansfield Public Schools is committed to providing a safe and nurturing environment for students. Recognizing the increasing prevalence of life-threatening allergies (LTAs) and chemical sensitivities, the Mansfield Public Schools works in cooperation with parents, students and physicians to minimize risks and to provide a safe educational environment for all students. The focus of allergy management is prevention, education, awareness, communication and emergency response.

When necessary, the Mansfield Public Schools provide a latex-restricted environment. Non-latex (vinyl) gloves are used in food preparation and in the health offices. Latex balloons are restricted as well as other products that include latex. Strong scents and fragrances need to be eliminated. In addition, parents/guardians should consult with the classroom teacher before bringing arts and crafts supplies into the classroom

The Mansfield Public Schools sets age-appropriate plans/guidelines for students and schools within the Mansfield system that minimize the risk for students with allergies to be exposed to offending allergens that may trigger a life-threatening reaction. Such guidelines include:

- building-based general medical emergency plans,
- life-threatening allergy emergency plans,
- appropriate training of staff,
- availability on site of medical equipment for quick response to life-threatening allergic reactions,
- and other such guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life-threatening allergens.
- Specific building-based guidelines/actions take into account the health needs and well-being of all students without discrimination or isolation of any student. No student will be excluded from school activities based solely on his/her allergies. In order to assist students with LTAs to assume more individual responsibility for maintaining their safety as they grow, these guidelines will shift as students advance through the primary grades and through secondary school.

Head Lice (Pediculosis)

In accordance with the recommendations of the American Academy of Pediatrics and the National Association of School Nurses, the Mansfield Public School System adopts the following protocol for the management of Pediculosis (Head Lice).

It is the position of the Mansfield Public Schools that the management of pediculosis should not disrupt the educational process. Children found with live head lice or children with nits who have had no recent treatment, will be dismissed to parents/guardians for treatment. Because no disease process is associated with head lice, students will not be excluded from school after the

appropriate lice treatment. Upon the return, the School Nurse will determine the evidence of treatment and the child may be re-admitted even if some nits remain. Further monitoring for signs of re-infestation by the school nurse is appropriate.

Administration of Medications in School

The Mansfield Public Schools policy for the administration of medication is available in each health office and on the district website under the School Committee Policy Index. The following are the main points of this policy.

- When students require medication administration during the school day the following conditions must be met:
- Medication orders must be renewed at the beginning of each school year.
- All medication, including over-the-counter medication, must have a written medication order from a licensed prescriber and a completed Medication Permission Form from parent/guardian.
- Short-term medications, i.e. for 10 school days or less, can use the pharmacy labeled container in lieu of a physician's order.
- All medication, including over the counter, must be delivered by a parent/guardian.
- Medication must be delivered in a pharmacy or manufacturer labeled container.
- Self-medication is allowed in certain circumstances after consultation with the school nurse.
- The first dose of a newly prescribed medication must be given at home.
- "Three times a day" medications will be given at school only if the physician specifically orders a dose during the school day or after consultation with the school nurse.
- Administration of morning dose of daily medications is discouraged at school and given only after careful consideration on an individual basis.

All students, regardless of race, color, sex, religion, national origin, limited English proficiency, sexual orientation, gender identity, disability, or housing status, have equal access to all programs including athletics and other extracurricular activities.