

PARENT HANDBOOK

2020 - 2021



25 School Street, North Attleboro, MA 02760

Office: 508-643-2145

Fax: 508-643-2188

School Nurse: 508-643-2138

www.naschools.net

Dear ELC Parents and Guardians,

Welcome to the 2020-2021 school year. Our Early Learning Center staff is committed to providing your child with a positive and productive learning experience.

This handbook has been designed to familiarize you with our school's policies and the services that we provide. Please read it carefully and keep it on hand for future reference.

Please become involved in your child's education by joining the PTO and/or volunteering in your child's classroom. There is no better way to demonstrate your respect for education than by making a commitment to your child's school. We can only reach our goal by working together - parents and educators - partners for all our children.

Sincerely,

Traci Vaughan
ELC Coordinator

Non-Discrimination Policy: The North Attleboro Public School System does not discriminate on the basis of race, color, religion or religious creed, ancestry, national or ethnic origin, age, gender, gender-identity, sexual orientation, military or veteran status, disability, genetic information, or any other characteristic protected under applicable federal, state or local law in admission to, access to, employment in, or treatment in its programs and activities.

Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português.

Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español.

الرجاء الاتصال بالمكتب الرئيسي في المدرسة إذا أردتم ترجمة هذه الوثيقة إلى اللغة العربية.

ຖ້າຫາກວ່າທ່ານຕ້ອງການໃຫ້ມີການແປເອກະສານນີ້ເປັນພາສາອາວ, ກະລຸນາໂທໂທຫ້ອງການໃຫຍ່ ຂອງໂຮງຮຽນ.

THE EARLY LEARNING CENTER STAFF

Traci Vaughan	ELC Coordinator
Room 1	Teacher: Stacey Dempsey Paraprofessionals: Jen Galasso, Stephanie Unaka, Susan Johnson
Room 2	Teacher: Ashley Achin Paraprofessionals: Tara Gould and Dipti Pisat
Room 3	Teacher: Lee Burgess Paraprofessionals: Lisa Duplessis, Gwen Sinclair
Room 4	Teacher: Leigh-Ann Foley Paraprofessionals: Lisa Ahearn, Amanda Tomasello, and Patricia Robin (PM)
Room 5	Teacher: Amy Kiser Paraprofessionals: Mari Erickson and Sera Gaboury
Room 6	Teacher: Kristen Milewski Paraprofessionals: Tonya Achin, Keri Damato
Room 7	Teacher: Tara Puccio Paraprofessionals: Renea Lambert and Cynthia Shea
Remote Staff	Teachers: Rena Guilfoy and Sarah Lenihan Paraprofessional: Elise D'Antonio
Hope Coblentz	Speech & Language Pathologist
Diane Corbett	Speech & Language Pathologist
Erica Dunn	Speech & Language Pathologist
Chelsea Hurley	Occupational Therapist
Abigail Mennillo	Occupational Therapist
Jameela Samma	Physical Therapist
Jackie Narkiewicz	Board Certified Behavior Analyst
Kerri Gaudette	Nurse
Ray Medeiros	Custodian
Lynne Perreault	Administrative Assistant

EARLY LEARNING CENTER PROGRAM PHILOSOPHY

The North Attleborough Early Learning Center Program provides an integrated public preschool experience that is sensitive to the unique and individual needs of young children. Through exploration and “hands-on” developmentally appropriate activities, the children engage in cooperative learning experiences in a safe and nurturing atmosphere. The children are encouraged to develop self-help skills and to problem solve to make decisions that help build their self-esteem and confidence.

The Early Learning Center is the first step in your child’s educational journey. The staff, parents, and the North Attleborough community are entrusted with each child’s learning growth. Together we will inspire learning.

Research shows that when children have positive, meaningful relationships with adults - whether at home, in school, or in the community - the potential for future violence is reduced significantly. Our school department is committed to eliminating all potential for school violence district-wide. Your child’s experience at the Early Learning Center provides an excellent start toward this goal.

The curriculum is designed according to NAEYC developmentally appropriate practices and is aligned with the Department of Education Preschool Curriculum Guidelines. Curriculum is modified to accommodate each child’s learning style and rate of skill acquisition. Individual differences are valued and shared to enhance appropriate social skill development.

Open communication between parents and the Early Learning Center Team will support each child’s ability to achieve success. The children will be given opportunities to learn and grow that will spark interest and creative imagination.

EARLY LEARNING CENTER BUILDING HOURS and CONFIGURATION

The Early Learning Center Integrated Program consists of two half-day sessions. Your child will be assigned to one session for the entire school year. We do not switch sessions mid-year. Our Program runs Monday through Thursday. We adhere to the North Attleborough Public Schools district wide calendar.

AM Session 8:30 – 11:00 (arrival 8:15-8:30) PM Session 12:00 – 2:30 (arrival 11:45-12:00)

Classes begin when the 2nd bell rings and staff will report to their appropriate classroom. **If you arrive after the 2nd bell, you must report to the office to sign your child in. Parents/caregivers are expected to be prompt.**

When children arrive late, it is not only disruptive but they miss important socialization time with their peers. Also, please be on time for dismissal as teachers/staff have little time to prep. for the next session. If a circumstance arises and you may be late, please call the office.

Our program consists of:

12 sections of half-day inclusion preschool

4 Half-day sub separate sessions

Students attend Monday – Thursday unless otherwise noted.

Professional Development Days afford the professional staff the opportunity to attend in-service workshops on current trends and mandates in education and to become involved in curriculum development and revision. Please check the district calendar for Professional Development Day dates.

ABSENCES/TARDINESS

By law, brief notes addressed to your child's teacher are required for every absence. On the first day of any absence of your child from school, or tardiness for any reason, parents/guardians should notify the school by calling **508-643-2145**. Please leave a message if it's before or after hours. Any child on the absence list, not accounted for by a parental telephone call by 9:00 AM, will have his/her absence verified by a telephone call from the school. The only absences/tardies that are considered **excused** are those covered by a doctor/dentist's note, bereavement, or religious holidays.

Also, please identify your child's illness i.e., fever, rash, etc. This will enable us to track certain illnesses. If your child has a contagious illness such as chicken pox or strep throat, please indicate.

If a student is **absent for more than three days**, our school nurse will call to check on the status of your child. **If your child is absent for more than five days, your child will need a doctor's note to return.**

For your child's protection, parents/guardians should write notes for both early dismissal and tardiness or any change in your child's regular schedule. Any child leaving the building due to early dismissal must be picked up at the Main Office and signed out. **The office will call for your child when you arrive.** Any child who is late for school must report to the Main Office.

ARRIVAL and DISMISSAL PROCEDURES

With the lack of a parking lot to utilize as a drop off area, we will use the back of the building for drop off and pick up of the children. At the Early Learning Center our number one goal is the safety of all children. Please follow these guidelines as they have been established to ensure the safety of all children. If we all work together, we will have a successful school year.

DROP OFF PROCEDURES

1. Drive down Whiting Street and turn left onto Broad Street; turn left into the back of the ELC. First car pulls all the way around the building and stops at the gym.
2. Have your car line sign(s) visible on your dashboard.
3. When a staff member comes to take your child(ren):
 - a. **Wearing a mask**, get out of your car and unbuckle your child(ren).
 - b. Hand your child(ren) to the staff member, quickly.
 - c. Get back in your car.
4. When instructed, exit the ELC by turning left onto School Street.

PICK UP PROCEDURES

1. Drive down Whiting Street and turn left onto Broad Street; turn left into the back of the ELC. First car pulls all the way around the building and stops at the gym.
2. Have your car line sign(s) visible on your dashboard.
3. When a staff member comes out with your child(ren):
 - a. **Wearing a mask**, get out of your car to receive your child(ren) quickly from a staff member.
 - b. Buckle up your child(ren) in their seat.
 - c. Get back in your car.
4. When instructed, exit the ELC by turning left onto School Street.

Things to Remember During Drop Off and Pick Up:

- If possible, please place the child's car seat in the back seat on the passenger's side of the vehicle. This prevents children from having to walk between cars.
- Please stay in the car line order and DO NOT PASS cars in front of you.

- Please have children remain safely buckled in their car seats the entire time until it is their time to exit the vehicle with a staff member.
- Drivers and passengers alike should remain in their seats until they are instructed to unbuckle or buckle their child.
- Each sign is color coded to your child's room. If you need another sign, please ask and we will be happy to make one for you.
- Please respect the neighbors and DO NOT BLOCK their driveways.

If you walk your child to/from school: Please bring/pick-up your child via the back gym door where staff will be waiting. **PLEASE HOLD YOUR CHILD'S HAND AND BE MINDFUL OF MOVING CARS!**

Early Dismissal

If you need to pick up your child early from our program, be sure to notify your child's teacher in writing. This will allow our staff to prepare your child for dismissal and avoid confusion. You will be asked to sign the child out in a dismissal log in the office. In the case of an extreme emergency, you may call the office and we will make the necessary arrangements.

Release Policy

If someone other than a parent or guardian is picking up your child from our program, the following procedure must be followed.

- Please notify staff in writing of who will be picking up your child.
- Please remind family and friends that the staff will require identification, at least the first time they pick up your child.

Please be advised that we cannot release your child without your express permission, preferably in writing.

BUS PROCEDURES (Students with Special Needs only)

Parents of students qualifying for bus transportation should abide by the following guidelines:

1. Your child must be ready to leave your home immediately when the bus arrives. Bus arrival time may occasionally vary by 10-15 minutes.
2. If your child is not going to take the bus, you must call the Transportation Supervisor, 643-2160, as early as possible. They will notify the driver. The driver will not inform the school of your child's absence.
3. There must be an adult at home to receive your child at the end of the school day. The adult must signal the driver from the home if they do not need to meet the child at the bus. If an adult is not present, the child will be returned to school or the SPED Office at 6 Morse St if the school office is closed.
4. Heightened attention must be given to the rule concerning not eating and drinking on the bus. For many safety reasons, **food and drink are prohibited**. With the increasing number of children with life threatening food allergies, extra and sustained diligence is needed. Student lunches, snacks, and/or holiday and special occasions treat bags must be kept in lunch boxes or backpacks. No food is to be eaten or shared while on the bus. Please discuss this with your child. We will be reviewing this topic periodically with the students at school.

Please review the detailed bus policy provided by the Special Needs Office. Any transportation change be made in writing. Michelle Hulme is our special needs bus coordinator. She may be reached at the Woodcock

Administration Building by calling 508-643-2160. **You must contact the transportation office directly if your child is sick and will not take the bus to school on a certain day.**

PARKING

Parking spaces are at a premium. **No parking whatsoever is allowed along School Street, Broad Street, in the driveways, or behind the school building.** Parking for early dismissal and school events is allowed in the PolyMet factory parking lot on the same side of the school. Parking in the PolyMet factory across from the school is prohibited.

TRANSPORTATION

Parents of typical students will provide transportation to and from school. **All children must be accompanied to and from our classrooms by an adult staff member.** Please report to the office if you bring your child to school after class has started.

ILLNESSES

Any time your child becomes ill or is injured at school, we will notify you by telephone. In the event that a parent cannot be reached, we will use the emergency numbers that you provided. **Let us know if there are changes in the emergency numbers throughout the school year.**

In order to prevent the spreading of illnesses, we will send home a child who:

- has a fever,
- is vomiting, diarrhea or has severe abdominal cramps
- has a skin rash of unknown origin
- is suspected of having strep throat
- has conjunctivitis (pink eye)
- is not able to manage body secretions such as mucus.

Parents will need to keep a child home when these symptoms are present.

They must be symptom free for 24 hours without medication before returning to school.

ASSESSMENT PROCESS

- In accordance with Child Find Laws of Massachusetts (603 CMR 28.00), all three and four year old students who wish to attend the public preschool program are screened regardless of whether they are typically developing, or an area of need is suspected.
- At the time of the preschool screening, parents are asked to complete the attached questionnaire.
- Parents receive an informational letter when registering to have their child screened. In September, a screening schedule is issued to teachers and therapists. They are responsible for conducting the screenings on their scheduled day.
- After all screenings, the teacher and therapist review the results with the ELC Coordinator. The ELC Coordinator sends a report to the parents informing them of their child's screening results.
- Report cards for all students are issued twice a year, in January and June. For the 2019-2020 school year, report cards are issued on January 27, 2020 and on the last day of school which is June 19, 2020 (see attachments).
- Parent conferences are held twice a year. For the 2019-2020 school year, conferences are held on Thursday, November 21, 2019 (day only) and on Thursday, May 7, 2020 (day and evening).
- Students with special needs receive progress reports on their progress toward meeting IEP goals and objectives. These progress reports go home at the same interval as their typical peer report cards go home.

BIRTHDAYS

Please be aware of the School Committee Wellness Policy, which states that birthday celebrations should be non-food events. You may send in a small item for each child (stickers, pencils...) Please contact your child's teacher.

If you plan a birthday party for your child outside of school, you may send invitations to school **only if you plan to invite every student** in your child's class. If not, we would appreciate it if you would mail invitations to selected students. PLEASE NOTE: Policy dictates that we **not** release any personal student/family information i.e. full name, address, or telephone number. Parent contact information in the form of a student directory will be published by the PTO in October; please be mindful that some families opt out of having their contact information made public.

CELL PHONES & ELECTRONIC DEVICES

Parents and volunteers are not allowed to use cell phones while in the classroom.

DOGS/PETS AT SCHOOL

We ask parents not to bring dogs and/or other pets on the grounds during the school day, including at parent drop-off and pick-up time.

CANCELLATIONS & DELAYED OPENING OF SCHOOL

On some mornings, road or weather conditions may warrant a delay in the opening of schools. If this decision is made, all schools will open later than usual and all buses will run later accordingly. All schools will close, however, at regularly scheduled times.

Delayed Opening/No School

1. In the event that schools are closed or delayed because of inclement weather, the District will post, by 6:00 AM when possible, on the website www.naschools.net the status of school delays/closures.
2. The District will, by 6:00 AM when possible, use an automated messaging system to notify those school families whose number is provided in the student data management system of any school delays or closures.
3. The following radio and television stations will be notified:

WPRI TV, Providence	WBZ TV & Radio, Boston
WJAR TV, Providence	WCVB TV, Boston
Rhode Island Broadcaster Association	WHDH TV, Boston
WCTK, Providence	WLVI TV, Boston
4. The North Attleborough Police and Fire Departments will be notified.
5. ***If Kindergarten or preschool sessions are canceled or delayed, an announcement will be made over the above stations, and through the automated messaging system.***

CLASS LISTS

It is customary for us to release a class list to our parent organization. Parent volunteers use the information to arrange for assistance with various projects that they organize throughout the school year. Pictures of students engaged in various classes and activities are occasionally released for the newspaper, etc. Parents must notify the school if they wish to be removed from the list. The office, teachers or any staff members will not release your child's information to anyone. You may only obtain information regarding a specific child if the parent chose to list it with our PTO Directory.

For your information, video recording of student performance in small and large group settings is done on a regular basis to monitor progress, but is not publicly released.

DRESS CODE

Children should dress appropriately for school and the weather. Sneakers are the recommended footwear. For obvious safety reasons, shoes without straps or backs are not appropriate, including flip-flops. Sneakers that convert to roller blades are not permitted in school for obvious safety reasons.

A large part of the Early Learning Center Program is to encourage self-help skills. Allow your child to wear comfortable outfits. This makes bathroom time easier for your child. **Please write your child's name in coats, jackets, hats, and sweaters.**

A zip-lock bag has been provided for an extra set of clothes to be left at school for your child. Bathroom mishaps and spills can require your child to change outfits. The clothes will be returned at the end of the school year. You may also wish to change the set to coincide with the weather. If you are missing any articles of clothing, please check with the classroom staff first.

NEIGHBORHOOD WALKS

Walks around the school/neighborhood or to a local post office box may not be planned in advance. A general permission slip to allow our staff to take your child on short walks off school property may be found on the ELC Student Information Sheet. *Please complete the form and return it to school promptly.* If you have any concerns regarding your child's safety on a field trip, you are welcome to join us.

FILMS/VIDEOS

Films and videos are rarely shown to students. They are typically literature or science related. As a general rule, films and videos are *not* used for recreation purposes.

FIRE AND SAFETY DRILLS

Fire, evacuation, and lockdown drills will be practiced in your child's class periodically throughout the school year. The drills are a required part of safety procedures in public schools and aim to keep your child safe. If children require additional assistance evacuating the building, we will ask you to provide written permission to do so.

FOOD/BEVERAGES

No food or beverages (i.e. coffee, etc.) are allowed in the classroom areas. Water may be consumed at any time.

MEDICATION POLICY

Please notify your child's teacher any time your child is given medication. Changes in behavior, appetite and toileting habits can be affected by various medications. Whenever possible, please arrange your child's medication dosage schedule to be administered at home.

Doctor-prescribed medications may be given to your child during school hours if needed. Please obtain an official medication form from your child's teacher. This form must be completed and returned to school to give us permission to give your child medication while in our care. ALL medications require a doctor's order.

Over-the-counter medications such as cough syrup or aspirin may not be given to your child at school. Medication of this type can be given at home before and after school.

All medications must be in a pharmacy container or manufacturer's labeled container with the child's name. A parent/guardian must deliver the medications to the nurse directly. **Students are not allowed to carry any medications with them to/from school.** Medication cannot be dispensed to a child unless the prescription is written specifically for that child. Permission for dispensing medication can only be given by a parent with legal custody, not a friend or stepparent.

NEWSLETTERS

A monthly calendar will be sent home via email at the beginning of each month. In addition, your child's teacher may send newsletters home (or post via a classroom website) to keep you updated on classroom activities, upcoming events, and school happenings. The PTO will also publish a monthly newsletter. All office/PTO newsletters and announcements will be posted on the ELC web page at www.naschools.net under "Schools/Early Learning Center." A Connect-Ed update will be sent home weekly.

OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS

Section 3 of G.L. c. 71B,, the state special education law, requires school committees, upon request by a parent, to grant timely and sufficient access by parents and parent-designated independent evaluators and educational consultants to a child's current and proposed special education program so that the parent and named designees can observe the child in the current program and any proposed program. The law, referred to in this advisory as "The Observation Law," limits the restrictions or conditions that schools may impose on these observations. The purpose of the law is to ensure that parents can participate fully and effectively in determining the child's appropriate educational program. The Observation Law, which went into effect on January 8, 2009, can be found at <http://www.mass.gov/legis/laws/seslaw08/s1080363.htm>.

In order to fully comply with The Observation Law parents and parent designated independent evaluators and educational consultants are asked to work closely with building administration in regards to each of the specific areas outlined in The Observation Law. They are detailed as follows;

Receiving and Responding to Observation Requests

Parents are requested to put their request to observe in writing to the ELC Coordinator. If the request is from a parent designee and the school has no prior knowledge of the designee, it is reasonable for the school to confirm with the parent that the designee is acting on his or her behalf. If the designee will review the student's records, as is often the case, the school must obtain written permission from the parent for the record review consistent with Section 23.07(4) of the Student Records

Timely Access

The obligation to provide “timely access” to the program for purposes of observation is a core component of The Observation Law. Different observation requests may require more planning and observation time than others depending on the complexity of the student needs being evaluated, the program(s) to be observed, the program schedule, and the schedule of the parent or designee. It is also important to note that the timely access requirement does not mean that a school district must allow observations on demand, or that parents or designees may unilaterally set a schedule for observations. School administrators may take a reasonable period of time to inform school staff and plan the logistical aspects of an observation.

Sufficient Duration and Extent

The Observation Law requires that school districts permit access to programs that is of “sufficient duration and extent” to accomplish the purpose of the visit. District policies and practices specify that the duration and extent of observations will be determined in consultation with building administration on an individual basis. The complexity of the child’s needs as well as the program or programs to be observed, should determine what the observation will entail and the amount of time required.

Conditions or Restrictions on Observations

The Observation Law states that districts may not condition or restrict program observations except when necessary to protect,

- The safety of the children in the program during the observation;
- The integrity of the program during the observation; and
- Children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

Building administrators will discuss the need for these conditions or restrictions on an individual basis with the program observer in planning the school visit.

PARENT ORGANIZATIONS

1. PTO

The Early Learning Center has a very active Parent Teacher Organization. The PTO engages in various fund raising efforts throughout the school year. The funds raised are primarily used to provide enrichment and performance programs for our students. The PTO has also supplemented the building budget through classroom grants and by coordinating a Teacher’s Wish List. They also organize all volunteers for school events. The PTO meets monthly during the school year.

2. School Improvement Council

The School Improvement Council is a representative group of parents, teachers, administrators and community members which reviews and sets building policies. School Improvement Council members are elected annually. If you are interested in participating, please contact the ELC office.

3. SEPAC

The North Attleboro Special Education Parent Advisory Council (SEPAC) is a district-wide group comprised of parents and educators who provide information about resources available to families of children with special needs, advise the school administration on special education issues, offer educational programs on a variety of topics, and promote understanding and inclusion of children with special needs in the school community. For more information, please contact the Special Education Office at 643-2160.

DISCIPLINE

The NA ELC provides a safe, healthy and structured environment conducive to learning by ensuring that all members of the school community - parents, staff and students - treat each other fairly and respectfully. Aggressive and abusive behaviors will not be tolerated.

An interesting, well-planned program of study and activity takes care of most of the problems of student behavior. Under these conditions, children usually behave well. Teachers, setting a good example, working hard to plan good lessons, usually avoid having discipline problems.

Any student actions or behaviors that may be harmful, such as teasing, demeaning, harassing, or threatening will result in immediate and possible serious disciplinary action that is consistent with the North Attleboro Public Schools' Disciplinary Code and the student's age and development. On a case-by-case basis, the building administrator will follow the due process procedure, which includes notification of parents and/or other authority/organizations as appropriate. (ELC Teacher Handbook, pages 2-3)

Teachers maintain discipline utilizing PBIS strategies and avoiding the use of corporal punishment. Children who do not respond to teacher discipline will be brought to the building's Administrator.

SCHOOL NURSE

Mrs. Kerri Gaudette, RN, is our School Nurse. It is very important for parents or guardians to share any student health concerns, allergies, or medications with Mrs. Gaudette. Mrs. Gaudette is available from 8:00 AM -2:45 PM each day and can be reached at (508) 643-2138. Also, Mrs. Gaudette updates the School Nurse web page regularly. Her webpage can be accessed in the "Departments" section of the Early Learning Center website.

SPECIAL EVENTS

Throughout the school year we may have enrichment or classroom activities that are open to families. Please be sure to arrive on time for events/performances. Do not park on school grounds. You must enter through the main door, sign-in and wear a visitor pass. You must have completed a CORI to **volunteer** with any of these events but any family member can attend.

STUDENT CONFIDENTIALITY

We take student confidentiality very seriously at the NA ELC. We post information about the rights of our students to keep academic and other information confidential throughout the building to remind staff, parents and visitors that we must safeguard sensitive material. The blue signs contain the following summary of the federal law: "The Family Educational Rights to Privacy Act (FERPA) guarantees our students' rights to privacy. No matters regarding any individual student in the school district may be legally discussed with anyone who does not have the legal right to know of the student's educational performance, behavior, handicapping condition, etc." We appreciate your assistance in maintaining student rights to privacy.

SUPPLIES

Backpacks: Children are always proud to bring home their school-made creations. It would be helpful if your child has a standard-sized backpack to carry home their work. The backpack can also carry school notices from your child's teacher. Check your child's backpack **daily**. *Please write your child's full name clearly on the backpack.*

Diapers/Wipes: If your child with special needs requires the use of diapers, please send in a supply to your child's teacher. We also ask that you include pre-moistened wipes. *Please write your child's name on the wipes and diaper packages.* You will be given a zip-lock bag for your to provide a change of clothing in the event of an accident.

SNACK

Please provide a NUT FREE snack and water bottle for your child every day. If you are sending something that is homemade, please list ingredients. We have many students with food allergies and need to be cautious. Food allergies are carefully monitored by the school nurse and staff. If your child is on a special diet, please contact our school nurse.

PLEASE NOTIFY YOUR CHILD'S TEACHER OF ANY ALLERGIES OR OTHER MEDICAL ISSUES RELATED TO HIS/HER DIET.

TOILETING PROCEDURES

Whenever a child requires a change of clothes or diapers, the following procedure will take place. NOTE: Classroom volunteers are not asked to change diapers.

- Staff assisting the child must wear a clean pair of protective gloves.
- Children will be escorted to the bathroom to be cleaned and changed.
- The bathroom door will remain open to allow staff to request assistance if needed.
- Children will be encouraged to undress and dress themselves whenever possible.
- The staff will wash the child's soiled body area using wipes or paper towels.
- Children and staff will wash their hands once the child is dressed.
- Soiled clothing will be placed in plastic bags to be washed at home. Please note that we do not have the facilities to rinse the soiled garments. Be sure to check the bag as soon as it arrives at home.
- Please remember to send in a new change of clothes for your child on the next day of school.
- Children are never reprimanded for bathroom-type mishaps. If toileting mishaps are unusual for your child, you may wish to contact your child's teacher for additional information.

Note: Some children require a different toileting procedure to meet their needs. If needed, our staff will work with you to develop an alternate plan.

TOILET TRAINING

Students with special needs are not required to be toilet trained. Typical students MUST be completely toilet trained (both ways) before entry into preschool. No pull-ups are allowed for typically developing students; they must be completely independent and self-sufficient with toileting skills.

TUITION

Tuition for the 2020-2021 school year is \$2,500 for 4 days a week. This annual fee will be distributed into ten (10) equal payments of \$250 per month, September through June due on the 1st of each month. Prompt payment is appreciated.

We accept cash, bank check, money order or personal check. Checks should be payable to "North Attleboro Public Schools". Please write your child's name on your check. Do not send cash to school with your child. Please bring your payment to the office to get a receipt. Unfortunately due to the deposit process, it may take up to a month for your check to clear.

Sick time or vacation time will be charged at the monthly rate as if your child were present. The monthly tuition is a fixed rate.

In the event of a long-term illness, your child's place will be held if payment is made.
If payment is not made for two consecutive months, your child's place in the program will be forfeited.

The tuition for siblings is \$250 for the first child and \$190 for the second.

VIDEOTAPING/PHOTOGRAPHS

In order to maintain the confidentiality of our individual students, videotaping and photographs are *not permitted during regular classroom time*. However, parents and family members are welcome to record their child's special preschool experiences. Videotaping and taking photographs *are* permitted during special events such as the first day of school, enrichment presentations, special events, PTO events, Field Day, etc. Many teachers will take photographs or videos to share with parents at Open House and end-of-year events.

VOLUNTEERING

If you wish to volunteer in the classroom (at each teachers discretion) or help with PTO enrichment programs, you must complete a CORI. Please see the office for the form.

Addendum for the 2020-2021 School Year due to COVID-19:

[CLICK HERE](#)