

PARENT HANDBOOK

Menotomy Preschool

We Are Engaged -- We Are Kind -- We Are Safe

Arlington Public Schools

Our preschool is a place where....

We don't all have to be the same.

We don't all have to think the same.

We don't all have to act the same.

We don't all have to talk the same.

We don't all have to dress the same.

We don't all have to believe the same things.

We have the right to be ourselves.

We like that people are different.

We know that our differences make us unique & interesting.

*We honor different ways of being, acting, and believing - even
when we don't agree with them.*

We do our best to solve problems peacefully.

We speak up if we see others being treated unfairly.

We treat others the way we'd like to be treated.

We treat others with respect.

MENOTOMY PRESCHOOL

In COVID-19 times
Fall, 2020

Dear MPS Families,

We are thrilled to be back at Menotomy Preschool and excited to offer our students both in person and remote learning opportunities. Our preschoolers' and staff's wellbeing and safety will continue to be at the forefront of our programming, though there will be some changes in our programming, some highlighted below:

Masks:

All MPS staff will be wearing masks (and may be wearing face shields) when in the school building, especially when preschoolers are in their classrooms. There will also be times (bathrooming or other instances in which a teacher has to come into closer contact with a student) when gloves and other PPE will be worn. We ask that each child bring a mask to school each day and an extra or two in their backpacks. If the child will wear a mask, we will suggest they keep it on. We will spend a great deal of time in the beginning of the year to teach our students about the importance of wearing a mask and will give them opportunities to "try" their mask on. Students will never be punished or treated differently for not wearing a mask. Both students and staff will enjoy "mask breaks" when not within 6 feet of others in the classroom or outdoors. Before school begins, please encourage your child to wear a mask for short periods of time at your house. It could happen while you read a story or watch a show on tv to begin. The more experience and encouragement they receive, hopefully, the more comfortable wearing a mask will become.

Social Distancing:

Classrooms and therapy spaces will be set up in ways that encourage 3-6 foot social distance play and learning scenarios. A great deal of time will be spent at the beginning of the school year to teach the students this new normal. A student will simply be redirected to a safer space if he/she ends up within the 3-6 foot space of another child. Snack and lunch times will occur when students can be at least 6 feet away from their peers.

Health protocols:

It is up to the parents to make sure students are as healthy as possible when bringing their child to school each day. If a child becomes sick while at school, a parent/guardian will be notified immediately and will be expected to pick up the child in a most timely manner, no exceptions. The child will be removed from the classroom

Updated 9/2020

immediately and will be awaiting your arrival in the nurse's suite. The nurses at our school will determine the next steps to make sure the student returns in the healthiest way possible.

Our New Building:

Menotomy Preschool has moved from our High School location to the Parmenter School at 17 Irving St. All 7 of our classrooms and service provider areas are finally in the same building! Construction is complete and we are excited to open our doors to our students!

Daily Schedule:

Our school is open from 8:30-2:00 each weekday. Full time students are in session 8:30-2:00 on Mondays, Tuesdays, Thursdays and Fridays and Wednesdays 8:30-1:30.

The half day schedule is Monday through Friday 8:30 to 11:30

Staff will be available for student drop off from 8:20-8:40 each day and pick up from 11:25-11:35 (½ day students), 1:45-2:05(MTThF), 1:20-1:35 (W).

Drop off/Pick up:

Because we need to limit the amount of people in the building at one time as well as maintain social distancing norms, we will implement a swift rolling drop off/pick up model. All families will receive placards to leave on their dashboard alerting MPS staff to the classroom your child belongs to. Parents/caregivers will now pull up to the front of the building, unbuckle their child from their carseat, and an MPS staff member will lead the child into their classroom. When you return to pick up your child, a staff member will bring your child to the car for dismissal. As always, it is important to inform your child's teacher of whom is authorized to pick up your child by placing their names on the child's authorization and consent form and email your teacher of any changes to be made to that form.

Limitations on the number of people in the building:

If you need to drop off or pick up your child during times not specified, please inform the main office of your intention. Your child will be brought to the main entrance or a staff member will meet you at the main entrance door. As of now, there will be no opportunities for parent volunteering or visiting the classrooms/therapy spaces.

MPS Visit Days:

We value our pre-beginning visit days when parents can accompany their child to the classroom prior to the first day of school, but it will look different this year. You will be given a date/time to visit with your child shortly. Only 1 family will visit the classroom at a given time. All adults must wear a mask for their visit, and students should be encouraged to wear their mask also. Please plan accordingly.

Communicating with teachers/service providers/administrators:

Please feel free to email the staff at any time and expect a timely response, most likely before or after school hours. This is the safest way to communicate with them at this time. In the event of an emergency during the school day, please call the main office and we will make sure your message gets to the correct recipients.

What to Bring Each Day:

- One backpack to include:
 - A healthy snack/lunch (if a full day student) in a LABELED lunch box
 - A LABELED reusable filled water bottle

What You Can Keep at School:

- A complete change of clothes (more than 1 if toilet training)
- Diapers & Wipes (if needed)

Lunches:

Through the federal lunch program lunches are being provided for ALL children for free through December 31, 2020 . Please be sure to watch Joyce's email about ordering lunch for your child.

Thank you for understanding these new changes to our program during this time. Please feel free to contact myself, your child's teacher or another staff member with any issues or comments you may have.

We will all work together to ensure another successful year at MPS!

Sincerely,
Joyce, Kerrie & the MPS staff

INTRODUCTION

We are pleased to welcome your child to Menotomy Preschool. Our handbook will help guide you through your child's time at Menotomy. Our primary goal is to create a safe learning environment, which encourages your child's social, physical, intellectual, and emotional growth. We hope that both your child's and your time with us will be filled with positive experiences and great memories.

PROGRAM DESCRIPTION

*Menotomy Preschool is a non-profit program under the Early Childhood Special Education Department at Arlington High School. MPS facilitates an integrated preschool model to support the needs of a diverse group of student learners. *It is a laboratory preschool that serves not only as a professional preschool, but also a training experience for high school students studying the field of Early Childhood Education. High school students typically begin our program with a strong background in Early Childhood Education. Under the close supervision and the guidance of the preschool faculty and the Family and Consumer Sciences staff, high school students work daily as aides to the preschool teachers and children.*

**Please note that as of now due to COVID restrictions APS students are not volunteering in our classrooms.*

PHILOSOPHY OF THE PRESCHOOL

At Menotomy Preschool, we believe children will learn at a pace that is appropriate for their developmental needs with the appropriate supports. The classroom environment and curriculum supports all learning styles and encourages learning through active exploration, play and hands-on experiences. Children at MPS feel empowered to make choices and take risks in learning. We respect and nurture the individual and growing needs of each child and support his/her growth in these areas: physical, emotional, social and cognitive. Our primary goal is to offer children a place where they can acquire the essential tools needed to be successful in future learning experiences including, but not limited to, creativity, compassion, cooperation, respect, and self-worth.

OUR OBJECTIVES

Menotomy preschool is a non-competitive and safe environment that supports children to develop:

- ***a positive self-concept.***
- ***independence.***
- ***problem-solving skills.***
- ***language skills, both in listening and speaking.***
- ***fine motor coordination.***
- ***gross motor coordination.***
- ***a curiosity about the world.***
- ***positive social skills, including cooperation and interdependence.***
- ***respect for one's own rights, as well as the rights of others.***
- ***self-expression skills.***

MPS STAFF/ADDRESS

Menotomy Preschool
At the Parmenter School
17 Irving Street
Arlington, Ma 02476

Special Education Director
Allison Elmer
(781) 316-3531

aelmer@arlington.k12.ma.us

Early Childhood Coordinator
Joyce Schlenger
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Lead Preschool Teacher
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Administrative Assistant
Phyllis Mahoney
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Preschool 1 Classroom
Kerrie Simoneau, Teacher

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Preschool 2 Classroom
Krista Muzzioli, Teacher
Amber Wilkerson, Teacher

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Preschool 3 Classroom
Sif Ferranti, Teacher

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Preschool 4 Classroom
Emily Magee, Teacher

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Preschool 5 Classroom
Valerie Diment, Teacher

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Preschool 6 Classroom (REMOTE)
Elisabeth Hagen, Teacher

ehagen@arlington.k12.ma.us

Preschool 7 Classroom
Taline Sarian, Teacher

tsarian@arlington.k12.ma.us

Paraprofessionals

Meaghan Morris, Teresa Spangler, Carol Arria, Kim Brennan, Jackie Barry, Anne Pederson, Bella Harris (BSP), Brenda Ferdinand, Dana Braun, Stephanie Boggs, Renata Duros, Nora Stein, Kim Braugh

Related Service Provider's Office

Danielle Quinn, Physical Therapy
dquinn@arlington.k12.ma.us

Robin Grace, Occupational Therapy rgrace@arlington.k12.ma.us

Linda Kita, Speech and Language Therapy
lkita@arlington.k12.ma.us

Renee Bernazani-Burke, Speech & Language Therapy
rburke@arlington.k12.ma.us

Elena Knightly, Social Worker, eknightly@arlington.k12.ma.us, (781) 316-3659
Cheryl Flynn, School Psychologist, cflynn@arlington.k12.ma.us,
Cheryl Goff, BCBA, cgoft@arlington.k12.ma.us

Nursing:

Amy Volante, RN, BSN, avolante@arlington.k12.ma.us (781) 316-3667
Valerie Conway, RN, BSN menotomy_nurse@arlington.k12.us.edu

STAFF QUALIFICATIONS

All of the teaching and related service staff at Menotomy Preschool are highly qualified and are certified in their respective specialty area.

REGISTRATION

In January, the families presently enrolled at Menotomy will be asked to fill out an in-house registration form and return it with a \$50 non-refundable deposit (fifty dollars per family) to re-enroll their child/ren for the following school year. At this time, parents may also register siblings of present and former Menotomy preschool students. Spaces are filled on a first come, first serve basis for all sessions.

In February, we will open registration to new families. Inquiring families are provided with an application upon request and invited to tour the facility. These spaces are filled using a lottery. This is subject to change prior to the start of registration.

FINANCIAL MATTERS

There is tuition for all general education students enrolled at Menotomy Preschool. If you are on an installment plan, please follow the schedule for payments, due on the 15th of each month. If you have any questions about your payment schedule, please contact Vicky Sousa in the Business Office at (781) 316-3535. Please adhere to the payment schedule. PAYMENTS NOT MADE IN A TIMELY MANNER MAY RESULT IN TERMINATION FROM THE PROGRAM. A \$25.00 service charge will be required on any returned check.

FAILURE TO PAY TUITION WILL MEAN YOUR CHILD WILL BE REMOVED FROM ENROLLMENT.

DAILY SCHEDULES

*Our daily classroom schedules provide children with opportunities to participate in both teacher directed activities (meeting/small groups/enrichment) and child directed experiences (indoor and outdoor free play). We have approximate timing for all of these daily events, remembering that flexibility is **paramount** in the early childhood world. Please ask your child's teacher if you would like a copy of the classroom daily schedule.*

DROP OFF/ PICK UP

Please use email to communicate any important information you'd like the teachers to know prior to dropping your child off for the day. Because drop off and pick up times tend to be busy, please do not expect that teachers will be available for long conversations, as this takes them away from the students. We encourage you to call or email us at any time and we will be happy to return your inquiry. A meeting can be set up anytime during the year to discuss your child's progress.

The entrance to the preschool will be locked by 8:45 in the morning. If you arrive after the door is locked there is a doorbell that rings into the office and we will be happy to let you in. Please always check in with the main office. Also, should you need to have your child dismissed early, if possible, let your classroom teacher know.

❑ Drop off (8:20-8:40 am)

Due to COVID precautions, parents will not be allowed into the building for drop off and pick up times.

There is no on site parking on the Parmenter School premises. Therefore, MPS will have a rolling drop off and pick up. You will receive a parking placard to place on your

windshield, which will identify your child's classroom. **Please have your preschooler's carseat on the driver's side of the car.** As you pull up closer to the front entrance, a staff member will greet you and your child. Please exit your vehicle, and unbuckle your child out of their carseat. After a quick goodbye, staff help facilitate a swift goodbye and will lead your child to his/her classroom to begin their day. Please have your child and his/her belongings ready to go for drop off.

❑ **Pick up (11:25-11:35, 1:20-1:35 (W), 1:45-2:05)**

Please place your placard on your dashboard as you drive closer to the preschool main entrance. A staff member will come to your car. Please identify yourself and your child and the staff member radio for your child. Your child will be brought out to your car. Drivers will buckle their child into their carseat and make a swift exit. In the event you have an emergency and someone different will be picking up your child, please call the main office to let us know. Any person who picks up a child at Menotomy Preschool must have a picture ID and have their name written on the child's consent form. Please be patient with your child's teachers' as we get to know the people responsible for picking up your child. No one will ever be given a child unless all of these steps have been taken. You may add to or delete from your child's consent form at any time.

Please do not play on the playground following the morning session (11:30) as a class will soon be using the playground. Thank you.

If you have an elementary aged child and will have conflicts with our 1:30/2:00 dismissal and the elementary dismissal time you can pick up your child at 1:15/1:45. Please notify your child's teacher. Your child will be ready to be brought out to your vehicle.

LATE PICK UP POLICY

Children enrolled in any session should be picked up no later than the dismissal time (11:30, 1:30 (W) or 2:00). Please be prompt. The first time you are late you will receive a verbal warning. The second occasion that a child is picked up late, parents will receive a written warning, and thereafter, parents will be charged \$1.00 per minute. Any late pick up over five minutes will result in an automatic charge. These charges should be paid in cash. It is very important children be picked up on time since we do not have the staff to stay late with children. We recognize that emergencies do occur and ask families and care takers to notify us as soon as possible that they are going to be late. Children become nervous and concerned when the person picking them up is late and it is helpful for teachers to have the necessary information so they can try to alleviate some of the child's anxiety. If you are chronically late you risk termination from the preschool program.

PARKING AT PARMENTER SCHOOL

We ask that families DO NOT park in fire lanes. Please only park in the 15 minute parking zones if you are not dropping your child off or picking them up during the designated times.

CURRICULUM

In accordance with Developmentally Appropriate Practice, each classroom will have a solid foundation and focus on social/emotional development. The preschool years are the time to provide children with social exposure and guided group experiences that will enhance their ability to be a positive and active member of the classroom. We explore the following curricula in all classrooms:

Second Step (Social/Emotional)

Social Thinking (Social/Emotional)

Building Blocks (Mathematics)

Learning (Formerly Handwriting) Without Tears (ELA)

Lively Letters (ELA)

The curricula at Menotomy are designed around specific themes and related children's books. Some of the themes include, "Welcome to Preschool", "The Ways We Feel" and "Families". Each theme is explored for approximately two weeks and is integrated into all of the different areas of the classroom. Families will learn more about upcoming themes from our emailed newsletters posted and are always invited to share and suggest related activities. Students whose learning styles require a more detailed daily schedule will be accommodated for this in a discreet and respectful manner by staff.

Each month (October -May) will feature a "color of the month". The featured color will be included in all aspects of the classroom. Parents will be made aware of the color of the month and activities surrounding this initiative in the monthly newsletter.

HOLIDAY POLICY

At Menotomy, we support and recognize that holidays are important to both children and their families. We also understand many holidays are not celebrated by all. To support and respect the diversity represented in our families, we will acknowledge holidays, but will not promote any holiday celebration. The curricula have been designed to include neutral aspects of some holidays without focusing on the religious message. Although we will not promote any holiday, teachers may sing related songs, read books, and/or discuss celebrations requested by a child. We also welcome families to share their own special or traditional family celebrations with their child's class. We hope this approach will encourage an interest and respect for the different cultures that make up our classroom and society!

SNOW DAY POLICY

Menotomy Preschool will not be in session on any day that Arlington Public Schools are canceled due to snow. Please tune into your radio or television for announcements. The superintendent will also send an email to preschool families. In the event of a delayed opening, only children in an "AM only" session will be canceled. Children with a full day schedule will be delayed in accordance with the announced delay. For example, a two-hour delay will mean a 10:30 arrival. The program may be canceled when it is deemed unsafe to travel by the preschool staff. Arlington Public Schools will send out a phone message to all families when there is a snow day or snow delay.

GET TO KNOW YOUR CHILD'S TEACHERS

- *****Come to the Back to School Night and the Visit Days.***
- ***Read all emailed newsletters and notices.***
- ***Check the MPS website frequently***
- *****Attend parent conferences in the fall & spring***
- *****Attend yearly family functions.***
- ***Speak with your child's teachers about any concerns or questions. There is no such thing as a silly question!***

*****These activities will be adjusted to adhere to COVID precautions.***

SNACK and LUNCH

MPS is a nut-safe environment. We ask that products containing any form of nuts (including oils) not be brought into the classroom for the children's safety. If your child eats peanut butter or another nut product prior to coming to school, please have him/her wash their hands with soap and brush their teeth.

Parents provide a healthy daily snack food and drink/water bottle as well as lunch if the child is enrolled full day. Water is available throughout the day. The school has snacks and water on hand if parents occasionally forget to pack one. If it is a hardship to provide daily snack/lunch for your child, please let a teacher or administrator know - we can help! All children will be encouraged and reminded to eat their snack each day. Teachers may cook with the children and this may be the snack for the day or brought home.

Please inform us of any food allergies or intolerance your child might have and list them on your child's enrollment form. Children's allergies are posted confidentially in the classroom so the information is available to all staff members.

SAFETY

*****At MPS, we are focused on the security of your child and the facility. We will always allow parents and primary caretakers into the classrooms, as long as it is not negatively affecting the students and staff. At the beginning of the year, please do not be offended if we ask you who you are and why you are here, as we want to keep the children safe.***

- Remember our pick up policy. Only adults on your child's consent form will be allowed to pick up. If someone new comes to pick up at MPS, please be sure they bring a picture ID with them
- Be sure that you have given us your child's health form and any emergency records we might need. Keep us posted on the health status of your child, changes in name, address, and phone number.

You can keep your child safe by teaching them street and home safety. Keep emergency names and numbers up to date in the office. Please notify the main office immediately if you see any breach in our safety procedures.

**Due to COVID restrictions parents are only allowed in the building to pick up when a child is sick.

HEALTH CARE POLICY

According to the public school health requirements, all children must have written documentation of immunizations before they can attend Menotomy Preschool. The Massachusetts Department of Public Health has established the following requirements and schedule for children to attend a preschool program operated by public school systems.

MINIMAL IMMUNIZATION REQUIREMENTS

Hepatitis B	DTP/DT/Td	Polio	Hib	MMR	Chicken Pox
3 doses	>4 doses DTP	>3 doses	>3 doses	1 dose	1 dose

RECOMMENDED IMMUNIZATION SCHEDULE (for children receiving all vaccines on time)

	Birth	1-2mo	2 mos	4mos	6mos	6-18 m	15 mo	4-6yr	12-16
HepB	1st	2nd				3rd			
DTP			1st	2nd	3rd		4th	5th	
Polio			1st	2nd	3rd			4th	
Hib			1st	2nd	3rd		4th		
MMR							1st	2nd	2nd
Td									1st

LEAD TEST SCHEDULE

9 months	1 year	2 years	3 years
X	X	X	X

Children must have had a physical exam within a year in order to begin school in September. If your child is scheduled for a visit to your health care provider after the first day of school, please get a note documenting the scheduled appointment. You will be asked to have the health form updated within a month after the yearly date has passed if it occurs at any point during the school year.

All children enrolled at Menotomy Preschool will have the opportunity to use the playground on a daily basis throughout the year, weather permitting. Please make sure your child is dressed appropriately for outdoor play. If you feel your child is not well enough to participate in outside play then he/she should stay home from school for that day.

EMERGENCY TELEPHONE NUMBERS

The following numbers are posted by each telephone - School Nurse, Fire Department, Police Department, Ambulance/Rescue, and the Poison Control Center.

MEDICATION

The Arlington Public School Nursing staff can administer prescription and non-prescription medication with written approval of a doctor and parent or guardian. An "Authorization for Medication" form must be completed for any medication to be given. ALL MEDICATION MUST BE IN THEIR ORIGINAL CONTAINERS. The prescription label must include the name of the child and all dosage information, date, and relevant precautions. Medication and forms should be given directly to preschool office. There are school nurses available in the event of an emergency.

ILLNESS

Please refer to the first few pages of this handbook for our COVID times health policy.

Basic illness:

The Menotomy Preschool understands that runny noses, mild coughs, etc., are all a part of being a kid. In order to protect the health of the children enrolled at Menotomy, we ask that parents use good judgment in deciding whether their child is well enough to attend school. We ask that children be kept home if he or she exhibits one or more of the following:

- *fever (100 degrees, a child must be fever free and off Tylenol/Ibuprofen for 24 hours before returning)*
- *diarrhea or vomiting (a child must be free of an episode for 24 hours)*
- *indication of a contagious disease*
- *severe cough, sore throat, swollen glands, or green nasal discharge*
- *undiagnosed rash or skin eruptions*
- *head lice or scabies, until properly treated*

If a child becomes ill while in attendance at the program, the staff will contact the parent or guardian immediately and in most cases, will ask that the child be taken home. Your child will be kept comfortable and separated from their classmates until they are picked up.

Contagious illness:

Children with contagious diseases or conditions such as conjunctivitis, impetigo, and chicken pox are required to stay out of the program until a doctor's note has determined that the child is no longer contagious. Parents must notify the preschool nurse. We have medically fragile children enrolled in our program, so it is IMPERATIVE that parents let us know when a child is out due to a contagious illness.

EMERGENCY CARE

Staff are certified in basic first aid and CPR & nurses are available should the need for their services occur. If an injury occurs that is critical, an ambulance will be called and a staff person will ride in the ambulance to the hospital with the child and their file. Parents will be notified immediately. Parents will also be informed of any minor accidents that occurred while in the program. The school nurse will log any injuries and illnesses occurring at the preschool. Each classroom has first aid supplies. These will also accompany us on all walking trips and on the playground.

EVACUATION PLAN

Instructions for evacuation are posted at each exit. We practice our evacuation procedures regularly.

CONFIDENTIALITY

All information in a child's file shall be privileged and confidential and will not be released without a written consent to anyone. The only people authorized to view the contents of a child's file will be the staff members at Menotomy Preschool. Parents may view their child's file at any time. In the event that a child's file is subpoenaed, parents will be notified immediately.

POLICY ON CHILD ABUSE

Child abuse legally refers to any incident where an individual engages in contact that is potentially harmful to the physical, sexual, or psychological wellbeing of a child under the age of 18. If any number of the Menotomy Preschool staff believes that a child is the victim of abuse, they will notify the administrative staff. Staff are legally required to record and report any suspicions and evidence of abuse to the Department of Children and Families (DCF)

PHILOSOPHY OF DISCIPLINE & BEHAVIOR MANAGEMENT

At Menotomy Preschool, teachers include children in their approach to discipline. When a situation develops that requires intervention, they show respect for the child by getting down to their level and asking the child what is happening. Children will be listened to and will be assisted by the teacher in determining how the child is feeling and why. The child and teacher will then engage in the act of problem solving and will work together to

reach a point where all parties feel that the situation is resolved. It is our goal to include children in this process as much as possible, however, if a situation occurs where a teacher feels safety is an issue or that a child is unable to reach this point, the child will be removed from the situation and will return to the group when both the teacher and the child feel that they are ready to safely re-enter.

In accordance with the Depart of Early Education and Care (DEEC) regulation 7.07, discipline and guidance are consistent and based on an understanding of the individual needs and development of each child. The staff directs discipline to the goal of maximizing the children's growth and development and protecting the group and the individuals within it. Specifically:

- *Corporal punishment, including spanking, shall not be used.*
- *No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.*
- *No child shall be denied food, water, items from home, or outdoor time as a form of punishment.*
- *No child shall be punished for soiling, wetting, or not using the toilet.*

TOILET TRAINING POLICY

At Menotomy Preschool we support children at whatever level they are at in this process. You should bring in at least one change of clothing, that will be able to stay at school. Clothing should be labeled with your child's name. Children will be encouraged to use the bathroom as part of the daily schedule and teachers will ask children on a consistent basis if they need to use the bathroom. Please inform the teachers of the specific word/s your child uses to describe her/his toilet needs. Whenever a child requires a teacher to assist them in using the toilet or changing from an accident, only the preschool teachers or related service providers teachers will accompany the child to ensure her/his safety. At no time will a child be made to feel ashamed or be punished for having an accident. At Menotomy, we believe that toilet training, like all other areas of your child's development, will only be mastered when your child is ready and cannot be forced or rushed.

MONTHLY SCHEDULES AND NEWSLETTERS

A calendar of events will be distributed showing special activities, no school days, etc. A newsletter will be posted monthly on the website, (menotomy-parents-site) to keep parents informed of the activities taking place at Menotomy Preschool. Monthly classroom updates are posted on the web site as well. If you prefer a hard copy of these notices, please let your teacher or the preschool office know.

In addition to the newsletters, additional notices/communications may be sent or emailed home, or posted in designated areas within our classrooms.

PARENT FEEDBACK

We always encourage parent comments, suggestions, ideas, (and, yes, even complaints!) We are always available by phone/email to answer questions and discuss

your concerns with the knowledge that it may take some time to return calls and emails. Special appointments are recommended for any issues that require more than a few minutes to discuss. In the spring, you will be asked to fill out a program evaluation with specific questions about the quality of the program. At Menotomy, we value this input so that we can serve our families in the best manner possible.

CONFERENCES

Family conferences will be held twice a year (in December and May). These are important to attend. It is an opportunity to discuss your child's participation at school, concerns, questions and joys with the preschool teachers. There will be one scheduled time per child for conferences. Schedules will be posted at the time of conferences and parents may sign up for the date/time that works best for them. If you cannot make the dates, talk to the preschool staff about arranging a different, more convenient time. You may also contact your child's teachers if you would like additional conferences. We can also be available by phone or email when needed.

At Menotomy preschool we use both videos and photographs to demonstrate and show the daily aspects of the preschool to enrolled families at parent functions, on the website, in the high school yearbook, informational fliers to prospective families, classroom displays, and the Arlington Advocate for special events. You will be asked to sign a permission form for the use of pictures/videos and this form will be shared with your child's teacher and kept in their file.

WHAT YOUR CHILD NEEDS

We suggest that parents send children in clothing that allows them to participate in all of the daily activities. We will be doing many messy activities that may result in the staining of some clothes. Children wear smocks for all messy art projects, but this does not guarantee that stains will not occur. Each child should bring at least one change of clothing that can remain at school. The clothes should be labeled with your child's name. We also suggest that children wear closed toed shoes or sneakers as sandals and flip flops can be difficult when playing outside.

FIELD TRIPS/VISITORS

***Due to the number of children enrolled at the preschool we will limit the field trips we take. These trips consist of walking around the block or to a local park. To make up for the lack of field trips, we arrange special visits with various presenters. Some of the presenters who have come in the past have included Curious Creatures, Mother Goose, and Big Joe the Storyteller.*

***Activities will be adjusted for COVID restrictions*

Please read through the handbook. Please send back the last page which will indicate that you have read the handbook. We are looking forward to a wonderful school year!

PARENT HANDBOOK FORM

I, _____, (PARENT/GUARDIAN),
HAVE READ THE MENOTOMY PRESCHOOL HANDBOOK AND UNDERSTAND THE
POLICIES AND PROCEDURES OF THE SCHOOL. MY SIGNATURE BELOW
INDICATES THAT I HAVE READ THIS HANDBOOK AND THAT I AGREE TO
COOPERATE WITH AND ABIDE BY THE GENERAL POLICIES AND PROCEDURES
OF MENOTOMY PRESCHOOL, PROMULGATED AND PROVIDED BY THE SCHOOL.

CHILD'S NAME _____

**PARENT
SIGNATURE** _____

DATE SIGNED _____

Please return this form to your child's teacher. Thank you.