

# Jones Early Childhood Center



## Preschool Program Handbook

"Bee Safe, Bee Kind, Bee Respectful"



137 Walnut Street  
Stoughton, MA 02072

Office  
781-344-7003 x 7319

Fax  
781-344-2782

Superintendent of Schools  
Dr. John M. Marcus

Deputy Superintendent of Schools  
Mr. Jonathan Ford

### **MESSAGE FROM THE SUPERINTENDENT**

Dear Stoughton Families-

Welcome to another exciting year in the Stoughton Public Schools! This is a year of New Beginnings in many ways; new leadership, new staff, new families, new facilities, and a new sense of commitment to make Stoughton Schools the best they can possibly be! As your new Superintendent, I want you to know that we are committed to our mission; To challenge individuals to reach their potential in an educational environment that promotes excellence. That really means ALL individuals, adults and students, as we strive to open the door to self-reflection and exploration this year.

This handbook is intended to provide families with a solid understanding of the expectations of the schools so each child can have a rewarding and enriching experience in the Stoughton Schools. The handbook also provides ways to communicate with school and district staff should you have any questions or concerns.

I sincerely hope you and your children have a great year! Should you have any questions for me as district superintendent, please don't hesitate to connect.

Go Black Knights!

Dr. John M. Marcus

### **STOUGHTON PUBLIC SCHOOLS MISSION STATEMENT**

Our mission is to challenge individuals to reach their potential in an educational environment that promotes excellence.

The Stoughton Public School System environment honors excellence, celebrates its diversity, and challenges its members to realize their potential. We set high standards using innovative and inclusive programs that enable students of varying learning styles to achieve success. The partnership between the school system and the community, with our vision of excellence, continues to be a source of community pride.

### **JONES EARLY CHILDHOOD CENTER MISSION STATEMENT**

**Mission:**

The Jones School is a student's first step to discovery. The school community, families, and staff are dedicated to the continued academic, physical, and social-emotional development of our students as they grow into independent, life-long learners.

**Vision:**

The vision of the Jones School is to provide a warm, welcoming and safe environment for all students that nurtures and inspires all students to persevere and develop to their fullest potential.

**Motto:**

**“Bee Safe, Bee Kind,  
Bee Respectful”**



## **School Staff**

### **Administrative Principal**

Maureen Sacoco

### **Administrative Assistant**

Julie Bechet

### **Teachers**

Christine Carter

Kelly Clanton

Melanie Gordon

Justine Kuczynski

Brooke Porder

Nicole Velozo

Chelsea Wood

Natalie Young

### **School Nurse**

Noelia Woodward

### **Occupational Therapists**

Janice Bryant

### **Physical Therapist**

Lynne Maloof

### **Speech/Language Therapists**

Yelena Mamedova

Susan Piersa

### **School Adjustment Counselor**

Ashley Riker

### **Teacher Assistants**

Cheri Ferriera

Cathy Ford

Lisa Lessa

Chrissy McBride

Victoria Mestre

Cheryl Mills

### **Classroom Paraprofessionals**

Ida Flaherty

Frances Jancaterino

Rhonda Schultz

Laurie Soncrant

Rita Wade

### **Enrichment Paraprofessional**

Jessica Greer

### **School Psychologist**

Stephanie DeChatrette

### **BCBA**

Bethany Furey

### **Custodian**

Joe Morais

### **The Stoughton Preschool Program**

The Stoughton Public Schools welcomes you and your preschooler to a high quality, language enriched, preschool program. The Jones Early Childhood Center (The Jones ECC) preschool program focuses on the overall development of children ages three through five years old. The Jones ECC is a legally mandated program to educate students starting at age 3 who are determined eligible for special education services. The district meets the classroom ratios with a balance of peer partners and students with special needs. All students gain access to the district curriculum at all developmental levels, through actively participating socially, academically, and physically in purposefully designed activities. Students benefit by developing their social skills through play, art projects, stories, songs, games, and outside play. Students have the opportunity to develop their academic skills through the integration of Math, English Language Arts, Science/Technology, and Social Studies curriculums.

Classrooms are staffed with a collaboration of teachers, paraprofessionals, Speech/Language Therapists, Occupational Therapists, Physical Therapists and other specialized service providers.

### **Our Approach**

The preschool program uses a thematic-based approach to teaching and learning. Every few weeks a new topic or theme is introduced. Children learn and explore these topics through art projects, stories, songs, group games and circle time activities. During the time that your child is in our care, he/she will be encouraged to try new activities, solve problems, participate group activities and express himself/herself

creatively. Children will have the opportunity to develop their independent, cognitive, and social skills.

### **Classrooms**

Instruction at the Jones ECC is provided in a variety of classroom settings to meet the needs of all students enrolled. These include:

- (3) half-day integrated classrooms
- (2) 2-day/4-day full-day integrated classroom
- (2) full-day Title 1 funded classrooms
- (2) self-contained classroom

**Large Group Time** is a time during which all children come together to participate in daily calendar and weather activities, story time, singing and learning about the theme of the week. Students participate in Morning Meeting which is part of the Responsive Classroom social development curriculum utilized by the district. During this time, the children practice sitting at their desk, raising their hands and listening while others speak.

**Small Group Time** is designed to allow the teacher the opportunity to work with a smaller number of students to target specific curricular areas, as well as focus on individual educational goals and objectives. During direct teaching, lessons and materials are prepared that relate to the student's individual needs.

**Free Play** is a time for self-directed play activities in a natural setting under staff supervision. The children use this time to develop friendships, cooperate, and share with others. The children are encouraged to make choices from a variety of center-based activities which can include sensory table, manipulatives (puzzles, lacing, sorting, etc), building (blocks, Legos), dramatic play

(house, babies, dress-up, workbench and cars) and an assortment of other toys and books.

**Motor Groups** are provided both indoors and outdoors. Outdoor play consists of playing on the playground with balls, jump ropes, hula-hoops and sidewalk chalk. This provides children with exercise through running, hopping, skipping, jumping, climbing, and swinging. Indoor activities may include bean bag toss, group games and creative movement. This is another area where all facets of the students' learning are incorporated into one lesson.

### **Curriculum/Assessment**

Our curriculum is aligned to the Massachusetts Curriculum Frameworks and the Preschool Readiness Guidelines. The curriculum incorporates several programs such as Handwriting Without Tears, Foundations, Social Thinking, Second Step and Responsive Classroom. Opportunities to experience, practice, and master skills are woven in throughout all activities. Individual assessment is provided through on-going data collection, observation, developmental skills checklists, and work samples/portfolios.

Supplemental activities are provided throughout the year to enhance and enrich the Curriculum. For example, during Fire Safety month, a Stoughton firefighter comes and speaks with the children about fire safety and shows them a firetruck.

### **Assistive Technology**

All classrooms are equipped with Smartboards which pre-school students are actively engaged in using during Circle Time (calendar, weather, daily message, and songs/finger plays). Students utilize iPads to practice academic skills or develop leisure

skills to further develop their use of technology.

### **Special Education**

Teachers and Therapists provide inclusive classroom supports as well as pull out special education services. Therapists individualize services for a child based on the child's Individual Education Program (IEP). All therapists work collaboratively to insure continuity of services. Teachers possess a minimum of a Bachelor's Degree in Education/Special Education and are licensed by the Department of Elementary and Secondary Education. Therapists possess licensure in their areas of expertise.

The district is required to evaluate children upon receipt of a referral made to the district through Early Intervention, a parent written request, and/or Child Find Screening. Children are evaluated following the regulations set forth by the Department of Elementary and Secondary Education.

If you suspect your child may have a disability, speak with your child's teacher or make a written request to the Special Education Department.

### **Snack and Lunch**

Snack time is incorporated into each daily session. This is a time to learn and practice a variety of skills (eating, self-help, and social), while being supervised by and interacting with staff.

Lunch is held for full day students, in their individual classrooms.

If your child has any food restrictions or allergies, please inform the teacher and school nurse, and indicate so on your emergency form.

**Please be aware that The Jones ECC is a nut-free building.**

### **Outside Play**

Our goal is to provide preschool participants with daily outdoor activity playtime throughout the school year. All of our preschool classes will go outside to play each day unless the temperature or the wind chill indexes are preventative (according to the new Nation Weather Service standards). In the event of an “inside day”, other movement activities will be planned.

### **Nurse**

The Jones ECC is staffed with a full time Registered Nurse. If your child has any medical concerns or requires medication to be administered at school on a daily or as needed basis, please notify the school nurse. Please be advised that medication cannot be sent to school in the student’s backpack – it must be brought to the nurse by a parent/guardian and requires appropriate documentation to be completed. The nurse provides monthly newsletters with pre-school related health topics. The nurse conducts in-school workshops for the students on nutrition and hand washing. The nurse is a great resource for the building, staff, parent, and students.

**\*Children must be toilet trained before starting school.**

### **Illness**

Please report any communicable diseases (i.e. – strep throat, pink eye, head lice) to the school nurse at 781-344-7003 x 7349 as soon as they are diagnosed.

To attend class, children should be well enough to participate in all class activities held both inside and outside. Do not send your child if he/she is exhibiting any of the following symptoms: fever, vomiting, or diarrhea within the past 24 hours, green mucous-like drainage from nose, upset

stomach, excessive fatigue, pink eye/conjunctivitis or head lice. Students with an illness requiring antibiotics must be taking the antibiotic for at least 24 hours prior to returning to school. In some instances, a note from a medical provider may be required prior to the student’s return. Please go to Stoughton Public Schools web page to see all information on Health and Wellness.

### **Absences**

If your child will be absent from school, you must notify the school by calling the secretary at 781-344-7003 ext. 7319 or the school nurse at 781-344-7003 ext. 7349.

### **Drop Off/Pick UP**

Please see attached sheet about this.

### **School Cancellations**

The Preschool Program follows the same schedule for snow days as the rest of the district. Please refer to the local TV station, radio station, or district website for more information.

### **Tuition**

Peer models are required to pay tuition. Tuition is due the first week of each month. **Payment may be submitted through your bank, money order, or cash. Personal checks are NOT accepted. Tuition is based on 10 months participation and is not prorated.**

### **Report Cards**

All students receive a report card two times a year. Parent conferences are scheduled twice a year. A meeting can be scheduled at any time if a parent has concerns or questions.

### **Communication**

The Jones Early Childhood Center encourages open communication between the parents and staff. This is accomplished through classroom newsletters, emails, parent conferences and one-to-one conversation. Any concerns about your child's performance should be directed to the classroom teacher. All other student information is considered confidential.

### **For Your Child's Safety**

- A child will not be dismissed to an adult that is not authorized on the child's emergency form.
- Please notify the classroom teacher in writing, in advance, of someone other than the parent picking up your child. Please provide a name and phone number. A photo ID must be provided at pick-up.
- Please park vehicles in designated areas only.

### **What You Need to Bring to School**

- Bag or backpack for completed projects and papers
- A **healthy nut-free** snack
- **Full-day** students (beach towel)
- Lunch
- Extra pair of pants, shirt, socks and underwear, to be stored at school
- Please label children's belongings to ensure their return.

### **Other Considerations**

- Dress children in clothes that are appropriate for active play. The children will use glue, paint and markers on a daily basis.
- Children need to be dressed to play outside.

- Please send children to school in sneakers or comfortable shoes (no Crocs or Flip Flops).
- Please dress your child in clothing that is easy to pull up and down.
- Please leave blankets and pacifiers at home.
- Sneakers on gym days are recommended.

### **Donations**

Our classrooms gladly accepts donations of tissues, glue sticks, anti-bacterial soap, paper towels, napkins and/or pump soap to decrease germs throughout the year. Please check with your child's classroom teacher for any other items they may need.

### **Behavior Policy**

Jones School Rules and Expectations:

- Bee Safe
- Bee Kind
- Bee Respectful



If a preschool student engages in behaviors that are unsafe or disruptive, which may endanger himself/herself or another child, the following procedures will be followed:

- A. The child will be given an explanation by the teacher of his/her unacceptable behavior and will be given a warning that includes further consequences if the behavior continues.
- B. The teacher will inform the parent of the child's actions.
- C. If the unacceptable behavior persists, the teacher will schedule a conference with parents to discuss a possible solution.

### **Mandated Reporters**

We are mandated to report suspected child abuse and neglect to the Department of Social Services of the State of Massachusetts under Massachusetts General Law Chapter 119, Section 51A. The Stoughton Preschool Program will work with families and connect them with agencies and services to help with family challenges.

### **Transition to Kindergarten**

All students must register at their designated Elementary School. Please contact your district elementary school for more information.

Dawe Elementary                      131 Pine Street  
781-344-7007

Gibbons Elementary                235 Morton Street  
781-344-7008

Hansen Elementary                1800 Central Street  
781-344-7006

South Elementary                    171 Ash Street  
781-344-7004

Wilkins Elementary                1322 Central Street  
781-344-7005

### **Resources**

District website:

[www.stoughtonschools.org](http://www.stoughtonschools.org)

Massachusetts Curriculum Frameworks and  
Preschool Readiness Guidelines:

[www.eec.state.ma.us/docs1/curriculum/20030401\\_preschool\\_early\\_learning\\_guidelines.pdf](http://www.eec.state.ma.us/docs1/curriculum/20030401_preschool_early_learning_guidelines.pdf).