Preschool Information

Country School
2 Alphabet Lane
Weston, MA 02493
781-786-5400

Woodland School
10 Alphabet Lane
Weston, MA 02493
781-786-5300

Table of Contents

Mission and Philosophy	2
Program Description	3
Enrollment Information and Hours	5
Tuition	6
Stay Days	7
Arrival and Dismissal	8
What to Bring to Preschool	9
Curriculum	10
Activities and Celebrations	11
Social Emotional Learning	12
Parent Involvement and Home/School Communication	13
Health Care Policy	14
Child Find	15
Staff Information	16

Mission and Philosophy

Mission Statement

Weston Windows is a fully inclusive, integrated preschool program that provides a comprehensive range of services within an engaging and supportive environment. Our mission is to welcome preschoolers to our community and to meet the needs of every child through collaboration with our colleagues, families and outside providers. Each classroom group establishes a strong sense of community in which every child is a valued member. Our skilled and dedicated staff employ a dynamic play-based curriculum to address developmental needs and diverse learning styles of all of our students.

Philosophy

We welcome all preschoolers to our fully inclusive preschool. Within this setting, children develop skills, confidence and empathy while learning to take care of themselves, each other and our community. Our developmentally-appropriate preschool classrooms help all children expand their curiosity and learn to appreciate diversity and celebrate differences. We strive to create a responsive, engaging learning community within which preschoolers safely explore, discover, create, interact, play and grow.

Weston Windows does not discriminate in providing services to children and their families, based on religion, cultural heritage, sexual orientation, political beliefs, gender, age or marital status. Our enrollment procedures are consistent with the Americans with Disabilities Act.

Program Description

The Weston Windows integrated preschool program offers a developmentally appropriate, enriching curriculum that provides opportunities for discovery and growth. Through play and planned activities, our preschoolers develop their skills and their creativity, while becoming curious, confident and independent learners.

Currently, two preschool classrooms are at the Country School and two are at the Woodland School. Preschool classrooms are led by preschool teachers, who are also special educators. Children are supported by learning assistants and classroom aides, as well as staff who provide related services (Speech Language Pathologists, Occupational Therapists, Physical Therapists and Board Certified Behavior Analysts [BCBA]).

Our experienced teachers and staff, and high teacher-to-student ratios, help to ensure that all students receive the individual attention needed to meet their specific needs and foster their development and full participation.

The daily routine at Weston Windows recognizes young children's need for consistency and predictability, while offering opportunities for spontaneity and flexibility. Within this nurturing setting, children develop skills and confidence to successfully and confidently interact with their peers, make independent choices, explore, create and develop a love of learning.

Enrollment Information and Hours

Enrollment Information

For information related to Weston Windows preschool, registration, and our wait list please contact our Student Services Office, Emily Tucker, at tuckere@weston.org or (781) 786-5240.

For questions related to Early Intervention referrals please Emily Tucker, Assistant Director of Student Services, at tuckere@weston.org or (781) 786-5240.

Program Hours

Weston Windows School Hours:
Monday - Friday: 8:15am - 12:15pm

Weston Windows Extended Day "Stay Days":
Monday, Tuesday, Thursday & Friday:
12:15 pm - 2:00 pm

Weston Windows Early Dismissal:
1st Wednesday Each Month:
8:15am - 11:30am

School Delay:
1 Hour Delay: Monday - Friday
9:15am - 12:15pm (2:00pm for Extended Day)

2 Hour Delay: Monday, Tuesday, Thursday, Friday
10:15am - 12:15pm (2:00pm for Extended Day)
Note: Wednesday - 2 hour delay: No preschool.

Weston Windows follows the approved Weston Public School calendar for vacations and Holiday schedules.

Tuition

Tuition and Fees

Current Weston Windows Preschool tuition:

Tuition is set annually and will be applied to the full year program. Stay Days are at an additional cost.

Tuition Guidelines

Billing for the program will be on a monthly basis, 30 days in advance. The Weston Windows Preschool program does not offer scholarships. If you have questions about payment, please contact the Business Office at 781-786-5230. Failure to make timely payments will result in the placement being rescinded.

Stay Days

Stay Days

Our stay day afternoon program is focused on giving children extra time in the classroom to have peer interactions and receive more small group attention. It is also a time where teachers and therapists can spend more time with students who may need more individual attention. Priority is given to children on the Individual Education Program (IEPs).

Stay Days Hours:12:15 to 2:00

Monday, Tuesday, Thursday, Friday.

No Stay Day on Wednesday.

Pick up is at 2:00. Please be prompt.

Stay Days consist of:

- Time to rest and play quietly by themselves.
- Time for story, small group activities, outdoor time and clean up.

Rest Time

Massachusetts State Law mandates that rest time be provided for children who attend an early childhood program for more than four hours per day.

The school will provide padded Rest Mats and ask parents to send in:

- A fitted twin **sheet** OR a small sleeping/rest mat or bag (they sell these roll up rest blankets with attached pillows at places like Target etc.)
- A small **blanket**, pillow or stuffed animal that stays at school.
- A **small reusable bag** labeled with your child's name where we can store their sheet and blanket.

These items will be sent home periodically throughout the year to be washed.

Due to a lack of storage space, we ask that you be mindful of what is sent in for your child. Also, please label all linens!

Arrival and Dismissal

Classroom doors open at 8:15 each morning. We ask that families drop off their child on time to maximize his/her time in the classroom and participation in all activities. Teachers are busy preparing for the day and are not available to monitor students who arrive before the school day starts.

The first preschool dismissal takes place at 12:15. The Stay Day dismissal takes place at 2:00. Your child's teacher will communicate where pick-up will occur.

Your child's teacher will give you a pick-up authorization form to include names of individuals who may pick up your child. Please notify your child's teacher in writing if someone not listed will be picking up your child.

What to Bring to Preschool

Please provide:

- Snack and lunch in separate containers that are well marked with your child's name. Please include a drink and reusable utensils. We encourage you to consider sending a variety of healthy options for your child.
- A full set of extra clothes to be kept at school in case of accident or spill. Please be sure to label your child's extra clothing supply and periodically check that clothes fit and are appropriate for the season.
- If your child participates in Stay Days, please send in a blanket, twin size fitted sheet and one stuffed animal. Rest items will stay at school and be sent home during school breaks to be washed.
- Please provide diapers and wipes if your child is not potty trained.
- Water bottle.

Optional:

- Sunglasses/hat for outside time
- Appropriate clothes for inclement weather

Please apply sunscreen and bug spray before school as needed.

Curriculum

The main focus of our preschool curriculum is to build social-emotional, independence and play skills while fostering the desire to discover the world.

- Thematic Units: A variety of thematic units are covered throughout the year that incorporate language, pre-literacy, math, science, etc. across content areas. These are based on and connected to target skills from the MA Guidelines and Standards for Preschool Learning Experiences.
- We are always continuing to develop and update our curriculum to fit the ever changing needs of our students and the State Standards and Benchmarks.
- Other Special Curriculum Activities:
    - Color of the Month
    - Shape of the Month

- Lively Letters and Fundations
- Social Thinking: "Incredible Flexible You/We Thinkers" program for social-emotional development.

Activities and Celebrations

Specials in School

- Weekly Music and Library class; we often visit the Gym on rainy days
- Monthly visits to the Weston Public Library and other fun walking trip adventures and explorations!

Special Activities funded by WEEFC:

Each year the teachers choose special activities that coordinate with our yearly curriculum. In the past we have had:

- Discovery Museum
- Pumpernickel Puppets
- Be Ahead of the Game Sports
- FAST Athletics
- Land's Sake
- Drumlin Farm

Birthdays/Special Celebrations

We look forward to celebrating your child's birthday in the classroom this year. Weston Windows has a strict NO FOOD policy for celebrations. Please help us recognize your child on his/her special day by sending in a favorite book. You may also choose to come in and read a story or bring an activity/craft to do with the students. If your child is having a birthday party outside of school, please do not send invitations to be distributed in school unless everyone from the class is included.

Social Emotional Learning

In these early years, young children are working hard to acquire the complex social skills that are critical to their development. Teachers support children in this crucial area through an engaging *Responsive Classroom* social skills approach, modeling language and interactions, and establishing clearly defined and age-appropriate expectations. Children learn by interacting with their peers and their teachers skillfully guide them to problem solve, use their words, self-regulate and communicate their needs and ideas. Teachers also work closely with students to build a respectful and caring classroom community that emphasizes "Taking care of Yourself, Taking Care of Others and Taking care of our Community."

Teachers assess the needs and learning style of each student and employ a variety of teaching techniques in order to support each child's growth and development. Activities are adapted and methods are modified based on the learning needs and strengths of each individual. Teachers continually assess and refine their classroom environment to create a positive, enriching classroom environment.

Parent Involvement and Home/School Communication

Volunteering/Visiting the Classroom

There are various times throughout the school year when parents or family members are invited to come into the classroom. These opportunities include: Back To School

- Mystery Reader
- Volunteering for special day
- Volunteering for a walking trip with class
- Concerts/Performances
- Preschool Parent/Guardian coffees, scheduled throughout the year

Note: All visits must be pre-arranged.

Communication

Teachers effectively communicate information with parents via emails, weekly notes, or updates/newsletters.

Teachers will respond to emails within 24 hours (during the school week). Teachers often check their email at the beginning and end of the school day. If you need to get an important message to your child's teacher during the school day, please call the main office and the office staff will be sure to relay the message.

Parent/teacher conferences are available in the fall and the spring to discuss your child's progress and experiences. Teachers are happy to meet with parents at other times during the year should you have any questions/concerns.

Health Care Policy

Nurse

Country School: Janet Weinstein, RN 781-786-5401

Woodland School: Joanna Sudmyer, RN 781-786-5307

New Students

Medical Requirements Signed by Physician:

- Current Physical (within 12 months)
- Health and Immunization Records
- Annual Health Emergency Form

Returning Students

Medical Requirements Signed by Physician:

- Current Physical (within 12 months)
- Health and Immunization Records
- Annual Health Emergency Form

Sick Guidelines

Fever: If there is a fever over 100.4 degrees, do not send your child to school. Children should be fever free for 24 hours before returning to school (without medicine).

Vomiting/Diarrhea: Children should be kept home for at least **12 hours** until they are able to keep down food and liquids.

Skin Rash: If your child has an unexplained rash, please keep your child home and contact your doctor.

Strep Throat: If your child has a sore throat in conjunction with a fever and swollen glands, they should stay home. Children are no longer contagious after **24 hours** of antibiotics and may return to school

Red Eyes: If your child is diagnosed with conjunctivitis or other contagious eye condition, they need to stay home until 24 hours of treatment.

Child Find

We work with the community preschools to provide consultation upon request. Those schools, along with parents and other agencies may make a referral for a child who may be experiencing some difficulties. When a referral is made, the parent or provider is asked to contact Emily Tucker, Assistant Director of Student Services, at Case House (781) 786-5240 or tuckere@weston.org to discuss any concerns they have regarding a child's development. Students are screened and evaluated within our interdisciplinary team approach to determine if they are eligible and in need of specialized instruction and/or services.

Weston Windows also works with Riverside Community Early Intervention to ensure a smooth transition for Weston resident students with special needs into our program when they turn age 3.

Weston Windows conducts ongoing screenings and evaluations for children aged 2.9-5 years who may be at risk for any area of preschool development. If you have concerns or questions **please contact the Student Services Office, Emily Tucker, tuckere@weston.org or (781) 786-5240.**

Staff Information

Weston Windows Preschool Teachers

Country School Lead Teachers:

- Nellie O'Malley, Happy Hoppers Classroom
- Julie Jowaisas, Friendly Fliers Classroom

Woodland School Lead Teachers:

- Jeanne Melanson, Busy Bees Classroom
- Lanie Shute, Friendly Fish Classroom

Administration

Principal, Country School: Erin Maguire	781-786-5400
Principal, Woodland School: Shannon Dickerson	781-786-5300
Director of Student Services: Martha Bakken	781-786-5240
Assistant Director of Student Services: Emily Tucker	781-786-5240

School Psychologist/Team Chair

Country School: Janet O'Shea	781-786-5485
Woodland School: Erika Sava	781-786-5386

Nurse

Country School: Janet Weinstein	781-786-5401
Woodland School: Joanna Sudmyer	781-786-5307