



LEEP HANDBOOK

2015-2016



LONDONDERRY EARLY EDUCATION PROGRAM
(L.E.E.P.)

PROGRAM DESCRIPTION

The Londonderry Early Education Program (L.E.E.P.) is a developmental preschool servicing youngsters age three to four with and without special needs. Its mission is to provide high quality developmental programming to all children, including those requiring educational/therapeutic intervention.

L.E.E.P. utilizes an interdisciplinary team approach consisting of a Preschool Program Director, early childhood special education teachers, speech and language pathologists, an occupational therapist, a certified occupational therapist assistant, a part-time physical therapist, a school nurse and educational assistants. This holistic method, in full cooperation with the parents, incorporates all disciplines to meet the children's individual needs in a creative early childhood environment.

The preschool is divided into groupings; tadpoles, polliwogs, minnows, and guppies. Children are serviced in either a morning or an afternoon program. The program philosophy remains the same for each group, however the curriculum and style of presentation is finely tuned to meet the specific needs of each individual learner.

Generally, the children begin their day outside or in the motor room, often followed by center time, where the children choose from among the various activity centers within the room. The centers vary daily and include sand and water, building with blocks, large muscle activities, fine motor activities, computer time, dramatic play, various art projects, writing and drawing, science discovery and a literacy center.

Circle time follows activity centers and adheres to a unit approach, varying to the developmental level of the groups. Concepts are always presented at the concrete level, with many "hands-on" experiences for the children. Calendar activities, the use of patterning and various developmental activities are all incorporated during circle time. Charts and Big Books introduce the children to enriching visual stimuli – some children notice the picture; some notice letters; some notice sight words. Each child notices things appropriate to their developmental level.

Snack time provides a wonderful setting for socialization, as well as motor and self-help skills. We encourage that you send healthy, wholesome snacks for the children, and respect our nut product and peanut safe policy. Some classrooms may be dairy-safe also. Your child's teacher will inform you of this.

Music is a daily part of the curriculum and provides the children with creative means for self-expression as well as the reinforcement of concepts.

Weather permitting; all children receive access to our outdoor play area.

The unique team approach of the Londonderry Early Education Program affords the speech/language and occupational therapists the opportunity to work on goals in the least intrusive way through the play activities that the individual child engages in. There are times when the children participate in more structured situations (speech groups, motor activities, etc.) to focus on specific objectives in a quieter, less distracting environment. However, during this time the child still feels a part of the classroom and all that is going on around him or her.

Language, pragmatic and auditory processing difficulties are dealt with primarily during large group activities (circle time, snack, share time), when the speech therapist participates in teaching with the team. The large group activities provide many opportunities for processing questions, following directions, promoting the interaction of social language, modeling correct syntax and developing vocabulary concepts. Children who exhibit severe articulation needs that require direct interaction are seen individually or in small groups.

Physical and occupational therapy are well integrated in the program through individual play (one-on-one therapy), small and large groups, and other classroom activities through positioning techniques, and other varied media that are utilized to carry out goals.

In-school field trips are an occasional part of our program. Enrichment is provided by parents and friends from the community including for example, a firefighter, dental hygienist, a police officer, a mail carrier and a bus driver.

PROGRAM HOURS

8:45 – 11:00 AM Monday through Thursday
12:00 – 2:30 PM Monday through Thursday
(Days are determined individually for each child)

We follow the regular school calendar and guidelines except when otherwise specifically noted. L.E.E.P. ends classes for all students in June (See LEEP calendar).

The Londonderry Early Education Program admits children of any race, color, creed, ethnic or national origin. Children who meet the New Hampshire standards for special education are eligible to attend the L.E.E.P. Program without charge. Children who attend as inclusion models (children who are typically developing, without an Individual Education Plan IEP) are accepted by February for the following September. If more than the allotted spots apply, a lottery system is utilized. Families of inclusion preschool children may select either one slot for two days or purchase two slots for four days. Our inclusion prek students attend three days per week, however, families have the option to purchase an additional day. See the tuition fee schedule for more information.

Children currently attending L.E.E.P. who want to return for a second year will have preference for attendance in L.E.E.P.

ENROLLMENT PROCEDURES FOR TYPICAL PEERS FOR INCLUSION PROGRAM

Typical peers attend the L.E.E.P. inclusive preschool program for a fee paid to the Londonderry School District. Students may enroll at any point in the year based on space

availability, although registration for the school year primarily takes place in March prior to enrollment. Preschoolers must turn three by **September 1st of the entry year**. Prekindergarten students must turn four by **September 30th** to align with the district policy which states a child entering kindergarten must turn five by **September 30th**.

Parents contact the LEEP Secretary to initiate the application process at 437-5855, extension 7223. A wait list is maintained throughout the school year for children who are not yet age eligible or for whom no openings are available. A lottery process is completed if there are more applicants than spots available. Parents are required to complete a developmental questionnaire as part of the application process. Requirements include the following:

- Child must be toilet trained
- Children must demonstrate strong speech and language skills. For example, speech must be clearly understood by others
- Children must display appropriate behavior/social skills

All children accepted for enrollment must follow the entrance requirements for the Londonderry School District. During the LEEP enrollment day the child's original birth certificate must be brought to the school office along with health forms, including immunization records and a record of a physical examination completed within a one-year period of expected enrollment. Additional forms, including emergency contact cards are also required. After the LEEP enrollment day all forms must be brought to the Londonderry School District office located on Mammoth Road. Children currently attending L.E.E.P. who want to return for a second year will have preference for attendance in L.E.E.P. Tuition must be up to date.

TUITION IS CHARGED FOR INCLUSION CHILDREN

- Inclusion Program is in session from September to the end of May. Additional days may be added to the calendar to make up school cancellations.
- Check should be made out to "**Londonderry School District**"
- Tuition payment is due on the first of each month. You may send in payment via mail to Moose Hill School or in your child's backpack. The envelope should be clearly marked as tuition check enclosed. If you participate in a flex-pay program at work and payments are issued after the first of the month, please plan to pay a month in advance to avoid late fees.
- Payment needs to be received promptly. If payment is late, you will receive a letter indicating that payment is due. There will be a \$25.00 late fee.
- If there is a hardship, due to loss of job, please contact the LEEP coordinator about working out a payment plan. This will need to be in writing.
- **If payment is not received, we will plan to exit your child at the end of the month you are in arrears.** Though this is something we hesitate to do, we find it necessary.
- Parents sign an agreement when registering their child they have read and agreed to the tuition procedure.

PROGRAM PHILOSOPHY



The Londonderry Early Education Program (L.E.E.P.) maintains three principles that guide our program philosophy. First and foremost is our respect for each child as an individual. With this in mind, the Creative Curriculum was selected to best meet the needs of all children. The Creative Curriculum[®] for Preschool is a comprehensive early childhood educational system that has been shown to promote the cognitive, language, social/emotional, and physical development of young children. The assessment system is based on a valid and reliable instrument, *Teaching Strategies GOLD*[®]. The instrument meets all of the assessment standards of the National Association for the Education of Young Children (NAEYC) and the National Association of State Early Childhood Specialists in State Departments of Education (NASECS/SDE) and has adequate assessment properties. It is an excellent tool for program planning and for analyzing and documenting child progress.

Secondly, we assure that every aspect of our program is firmly grounded in principles of early childhood development. The preschool program considers active involvement to be a critical component of the learning process; therefore learning takes place as the children touch, manipulate, and experiment with their environment and interact with people. The program curriculum promotes growth in all areas of development by providing individualized and cooperative learning experiences that stimulate social/emotional, physical, cognitive, and language development. The concept of open-endedness is encouraged at L.E.E.P., whereas the process is emphasized more than the product!

Third, we believe that the greatest resource to any young child is the love and caring of his/her parents, family and community. Parent involvement is a critical program component. Communication with parents occurs frequently in both formal and informal ways, such as school orientation, conferences, newsletters, the school website, open houses, telephone calls, emails, special occasion gatherings, and our unique Parent-Teacher Association.

Based on these principles, our goal is to provide an environment in which each child develops emotionally, socially, cognitively, and physically at his/her own rate and to his/her own potential. Our program is intended to foster habits and attitudes which help children feel good about themselves and secure in their environment.



L.E.E.P. PROGRAM GOALS



- To provide children with a warm, nurturing environment.
- To provide children with an environment that will promote their self-esteem.
- To provide the children with an environment that will give them the opportunity to succeed and work towards their potential.
- To provide the children with an environment that is accepting of individual differences and cultural diversity.
- To provide the children with opportunities for independence and choice making.
- To provide the children with hands-on opportunities to learn and grow.
- To provide the children with opportunities to question and explore.
- To provide the children with opportunities to grow through social interactions with peers and adults.
- To provide the children with an environment where they are treated with kindness and respect.
- To provide the children with opportunities to utilize communication modes to best accommodate his/her needs.
- To maintain staff-child ratios that will facilitate adult-child interaction and constructive activity among children.
- To provide opportunities for family involvement that strengthens the educational program.

BEHAVIOR MANAGEMENT GUIDE



The best behavior management is a well-organized school experience. Offering a predictable routine helps young children to feel safe and in control of their daily schedule as well as offering appropriate support through routine transitions and unexpected changes. The classroom daily schedules are designed with this premise in mind.

All students learn best when activities are motivating, and when there are positive consequences to maintaining “classroom appropriate” behavior. Children are happiest when they are able to conduct themselves appropriately, and the program is designed to encourage this.

L.E.E.P. encourages positive behavior in children through a combination of developmentally appropriate practices, prevention techniques and a solid foundation in understanding early childhood development.

- 1) Children are individuals with varying backgrounds. Because of this, each child’s behavior should be dealt with according to his/her individual needs. Two children exhibiting the same behavior are not necessarily managed identically. Keeping this in mind, the following behavior management techniques are an example of strategies used to meet children’s needs.
- 2) In the event of inappropriate behavior, the following interventions are implemented:

A. For occasional inappropriate behavior, staff and parents are encouraged to:

- Restate directions to the child.
- Restate the rules using simple and direct language (ex: “inside voice please”, “walking feet please”)
- Reinforce those who have followed directions.
- Ignore inappropriate behavior (if attention driven) unless safety is a concern.
- Remove materials (“When you’re ready to sit in your chair, you can have this back.”)
- Move chair slightly away from table or push chair slightly away from group. (“When you’re ready to join us, let me know”)
- Provide an alternative for the child. (“You can do it yourself, or I can help you.”)
- Remove child from the group or reinforcing situation.
- Remove the group from the child’s proximity to allow “private time” and removal of the “audience”.
- Reinforce the child’s appropriate behavior whenever possible.

B. For continual occurrences of inappropriate behavior, staff and parents are encouraged to:

- Meet as a team and discuss a plan for behavioral intervention.

CHILD ASSESSMENT



Assessment of child progress is important for monitoring development and learning. It guides program planning, improvement and decision making. It also is essential for identifying children who might benefit from specialized instruction.

All new L.E.E.P. inclusion students participate in a developmental screening within three months of program entry. The standardized screening instrument currently used for this purpose is the Speed DIAL-4[®] (Developmental Indicators for the Assessment of Learning, Fourth Edition[®]). The Speed DIAL-4[®] is an individually administered developmental screening test designed to identify young children in need of further diagnostic assessment. The Speed DIAL-4[®] is an assessment of motoric, conceptual, and language behaviors demonstrated by children from the ages of 3 years and 0 months through 6 years and 11 months. The Speed DIAL-4[®] Parent Questionnaire may be completed during screening by a parent or caregiver and provides normed scores for the child's self-help and social skills. Speed DIAL-4[®] items assess developmental skills that are the foundation for academic learning. They relate directly to successful classroom functioning or they sample behaviors clearly associated with the domain measured. Based on Lerner's analysis of how various risks relate to the acquisition of basic skills, items in the Motor area are relevant for learning to write, items in the Concepts area are relevant for learning arithmetic and items in the Language area are relevant for learning to read. Specific information on normative data is available through L.E.E.P. by written request. The Speed DIAL-4[®] has been designed to meet all standards of technical adequacy (norms, validity and reliability).

The results of the initial screening are discussed at the November parent/teacher conference. Should the results of the screening indicate that further assessment is necessary to determine your child's educational needs, evaluation planning will be discussed at that time.

Following the developmental screening, the L.E.E.P staff utilizes a variety of standard and nonstandard (photography, anecdotal observations, checklists, curriculum benchmarks, etc.) tools to monitor and document each child's ongoing progress throughout the school year. The Creative Curriculum Developmental Continuum[®] provides a framework that is used to monitor and document your child's skills and progress throughout the school year. L.E.E.P. utilizes this framework for all enrolled students. Additional information regarding the research supporting the Creative Curriculum[®] is available online at www.teachingstrategies.com.

Child assessment results and ongoing progress are kept confidential and are only discussed with the child's parents and/or legal guardians. Should parents/guardians desire this information to be shared with a third party (daycare providers, physicians, etc.), they should make this request in writing to the child's classroom teacher. A "permission to share information" form will be provided at that time. When this form is returned, dated and signed by the parent/guardian, the L.E.E.P staff is then able to share information with the designated third party.

Delayed Openings/Cancellation of PM Session

On days where there is the possibility of the weather clearing, and if practical, the District will institute a delayed opening procedure. This decision will be made as early as possible and will also be announced on LEO-21 and the radio stations listed below. HOWEVER, it is sometimes necessary to change a delayed opening to a closing, so stay tuned.

There will also be some situations when the AM session will take place but the PM session will be cancelled due to inclement weather. This will be announced on LEO-21 and the radio stations.

In the event of a delayed opening, the AM session will be cancelled and the PM session will meet as usual.

Radio Stations

WBZ (Boston) – 1030 AM
WZID (Manchester) – 95.7 FM
WDER (Derry) – 1320 AM

TV Stations

LEO 21 (Londonderry) – Channel 21
WMUR-TV (Manchester) – Channel 9



Child Check is a community service offered to all Londonderry residents having children between ages two and a half through six years old who are suspected of having vision, hearing, or developmental impairments or delays. Child Check is held at Moose Hill School in the L.E.E.P. classrooms. The dates of Child Check are published on the Londonderry School calendar. Any Londonderry parent/guardian can make an appointment for his/her child to be screened at Child Check. Appointments can be made by calling the L.E.E.P. secretary, Kathy Kelley, at 437-5855, ext. 7223 between 9:00 am and 3:30 pm on a weekday. Children **do need an appointment** to attend Child Check, and no child will be seen without an appointment.

There is no school for L.E.E.P. students on Child Check days, as the L.E.E.P. classrooms are being used for Child Check, and the L.E.E.P. staff members are conducting the screenings and assessments on that day.

COMMUNICATION



You will receive regular newsletters from your classroom teacher informing you of curriculum information and upcoming news and events as well as monthly calendars.

Telephones- All classroom teachers have telephones in their rooms to enable staff to contact parent easily. In addition, each professional member of the staff has a voice mailbox for parents to access. A list of extension numbers is sent home at the beginning of each school year. Please do not use teacher voice mail to report student absences, but continue to use the school absence line (437-5192) for this purpose.

Email- each staff member has an email that can be used to contact staff. Please contact the professional staff regarding individual email addresses.

Website- Moose Hill School has a regularly updated website at <http://school.londonderry.org>. The website contains information about activities, telephone lists, calendars, etc. In addition, individual teacher websites may contain information on the best way to reach each teacher and general information about the class.

Parent Conferences- Parent conferences are offered in November and March for families who would like to meet with their child's classroom teacher to review progress and share information.

Notes- Parents are encouraged to send a note or email to their child's teacher regarding any questions or concerns they may have with the child or child's programming. The classroom teacher will respond as quickly as possible.

Conflict Resolution- L.E.E.P. is an environment that fosters mutual respect, tolerance, and clear, honest communication. Program staff use a variety of techniques to negotiate difficulties that arise in their interactions with family members. If needed, program staff make arrangements to use these techniques in a language the family can understand. The L.E.E.P. Coordinator and teaching team are committed to responding to and resolving all parent concerns as quickly as possible. Concerns are most effectively addressed within the program. If a specific classroom concern arises, parents should address the issue with the classroom teacher. Parents are encouraged to discuss more general or policy concerns with the L.E.E.P. Coordinator, who will involve teachers as needed. It is the very rare exception when a parent concern is not resolved promptly and satisfactorily within the program.

DROP-IN DAYS



Parents and children are encouraged to visit their child's new classroom, teacher and staff to ease the transition into the program. A letter is sent to parents with specific days and times that are designated for your child to "drop-in" to visit their classroom. Drop-In Days are offered in June and again in late August/early September prior to the start of the school year.

This is an opportunity for staff to get to know parents and children entering the program and to understand some of their diverse needs. This is also an opportunity for parents to meet the parents of other children in their child's classroom.

OPEN HOUSE



One evening in the fall is scheduled as a parent's open house night. This is an adult only event. The evening is dedicated to having parents visit the classroom and familiarize themselves with the daily schedule and the resources available in the classroom. This is an opportunity for parents to meet the parents of other children in their child's classroom and in the program as a whole. These events are not for individual parent conferences. Parents who wish to speak to teachers about student performance or concerns should schedule individual conferences with the teacher, or address these concerns at the two parent conferences that are scheduled. Parents will also be invited to see a premier of the new L.E.E.P. DVD which features the current school year children during their day at L.E.E.P. The DVDs are available for purchase and will benefit the Moose Hill PTA.

ADMISSION AND ATTENDANCE



In order to attend L.E.E.P., the child must reside in Londonderry under the immediate supervision and custody of a parent or legal guardian. Proof of residency is required at the time of registration. Proof of residency may include rental/lease agreement, tax bill or purchase and sales agreement if you are moving into the area. Proof of residency must show the current Londonderry address. If there is a custody agreement, the legal residency is the one in which the student resides most of the time, or as designated in the custody agreement or court order. Please contact the main office with any questions regarding residency requirements.

MOOSE HILL SCHOOL LIBRARY

The pre-K children visit the school library for story time each week and are encouraged to develop library skills such as selecting and caring for a borrowed book. Children select their own books from a wide variety of early childhood literature. Parents are encouraged to pre-read any book their child brings home to determine if it is appropriate for your child. Borrowed books are expected to be handled with care and returned the following week.

L.E.E.P LENDING LIBRARY



A number of educational books and videos are available covering various subjects of interest to parents of typically developing and special needs preschoolers. All parents are encouraged to speak with their child's teacher regarding concerns. The teacher or therapist working with their child can assist parents in selecting appropriate resources.

OUTSIDE RESOURCES AVAILABLE TO PARENTS



Information is available to parents regarding programs and services from other organizations that are pertinent to their situation. A current list will be sent home upon request. The Moose Hill School vestibule houses a display case with current parent information.

PARENT EVALUATION OF PROGRAM



Parents are asked to evaluate the program annually. A Parent Program Evaluation Form is sent home each spring. Program Evaluations are an essential component of an annual program assessment conducted by the L.E.E.P. Coordinator and teaching staff. Feedback from evaluation forms helps L.E.E.P. establish goals for continuous improvement and innovation. Annual program reports, including evaluation findings are shared with families and staff.

HEALTH POLICY AND PRACTICE



IMMUNIZATIONS



For the good health of your child, the Londonderry Early Education Program fully complies with the public health regulations of New Hampshire.

Each child must have a physical examination record on file before he/she begins attending the program. This record must include your child's immunization history. For children 3 to 6 years old, this history must include written documentation of the completion of the immunization series: DTap, Polio, MMR, HIB, HepB and Varicella.

MEDICATION



State Law (RSA 541:A) prohibits school personnel from giving medicine except by a physician's instruction. Students who will require medication during school hours must complete the following requirements:

1. A written order from the child's doctor must be on file in the School Health Office.
2. Written permission from the parent/guardian must be on file in the School Health Office.
3. Medication must be in a prescription bottle or labeled as such.
4. Medication must be delivered to school by an adult. **(Students may not bring or transport medication on the bus or in their backpack).**

No medication (including aspirin, cold tablets, vitamins, cough syrup and tablets) may be brought to school unless the above requirements are met. Our school nurse administers all medication and will be happy to go over this with you.

Note: Please do not send hand sanitizer into school with your child.

ALLERGIES AND ILLNESS



Due to an increase of allergies the Londonderry Early Education Program is a nut product and peanut safe environment. (See snack time). Each LEEP classroom will have a separate table for children who have dairy allergies to enjoy snack, if needed. If your child has or develops an allergy of any kind please notify the school nurse in order for accommodations to be put in place.

Please help us keep your child healthy. He/she should not come to school if he/she has a contagious illness such as rubella, mumps, measles, chicken pox, pertussis (whooping cough), strep throat, or scarlet fever, impetigo, hepatitis, conjunctivitis, scabies, ringworm, or pediculosis (lice). Your child may return to school after he/she has received proper medical treatment and is

no longer infectious. A physician's certificate is required in cases of communicable skin diseases such as impetigo, ringworm, etc. If your child does stay home with a contagious illness, please let the nurse know so that she can alert other program parents as necessary. Your child's name will be kept confidential. Any child sent home with head lice must remain out of school until the school nurse has determined that the child's hair is free of all lice and nits. If this condition is discovered at home, please report to the school nurse so that she may investigate possible contacts.

PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE HAS A BAD COLD OR COUGH, FEVER, VOMITTING, DIARRHEA, OR ANY OTHER SYMPTOMS THAT MAY POSSIBLY BE SPREAD TO OTHERS OR CAUSE YOUR CHILD TO BE UNAVAILABLE FOR LEARNING.

If your child comes to school, he/she is expected to participate in outdoor time. If he/she is not well enough to go outside, please keep your child home. For a specific concern regarding outdoor play, you will need a doctor's note.

If your child becomes ill or injured while at school, the nurse will determine if he/she needs to go home. She will contact you or the person specified by you on the health form.

Our policy regarding dismissal of a child is:

- If a fever is noted.
- If child vomits.
- If child has diarrhea.
- Unknown cause of skin rash.
- Conjunctivitis or discharge noted in eyes.
- At nurses discretion

Please call the nurse at 437-5855 if you have any medical concerns or issues pertaining to your child.

Transportation of an ill child is the parent's responsibility.
Please make advance arrangements if necessary.



VISION AND HEARING SCREENING

The school nurse will screen vision and hearing yearly. If your child has passed the screening but complains or shows signs of difficulty, please arrange for a physician's examination and notify the school nurse of the findings.



EMERGENCY INFORMATION SHEET

Two copies of the Emergency Information Sheet are required. One copy will be kept in the nurses' office, and one in the Main Office. Complete both sides of the cards and sign. Please update information as it changes. Please be sure you have permission of a friend, neighbor or relation to use them as an emergency contact. The school nurse supervises the health program in the Londonderry schools. It is important for the school to be able to contact a parent (or person designated by a parent) in case of illness or accident.



INSURANCE

The school does not assume financial responsibility for medical or dental treatment required by students as a result of accidents while at school or going to and from school. Each September, parents are given the opportunity to purchase accident insurance for their children. Two plans are available, one providing student coverage during the school day and the second plan providing for 24-hour coverage.



WHEN YOUR CHILD IS ABSENT

When your child is going to be absent from school, please be sure to call the absentee line at (437-5192) and leave a message. If a call is not received, the school secretary will call your home. Also, if your child is going to be late to school, it is necessary to go into the office and get a yellow slip before going to your child's classroom. This slip lets the teacher know that the child has been marked tardy, not absent.

The above procedures are in place to be sure Moose Hill School has a tracking system in place so that we are aware of whether or not your child is in school, and if not, has been reported absent or late by a parent.



DISMISSALS

Students being dismissed by parents/guardians prior to the end of the session must bring a note to their teacher and must be signed out in the main office. Upon arrival, please sign out your child in the main office. Office staff will contact the teacher and your child will be accompanied to the office by classroom staff. This includes instances when the parent may be in the building for other reasons (i.e. volunteering in another classroom, PTA functions, etc.). Students are not allowed to exit the building unless accompanied by an adult. Please enter and exit the building from the front lobby only.

The office must be informed in writing, and have copies of supporting legal documentation on file, of situations involving legal custody and issues restricting individuals from dismissing or seeing the child.



CLOTHING

The L.E.E.P. staff suggests comfortable play clothes that are easy for the children to move around in. Please **label** all of your child's clothes/possessions. We also ask that you re-label "hand me down" clothing with your child's name. Please put a pair of underpants and socks in a zip lock bag to leave in the bottom of your child's backpack. Label the bag with your child's name. These items will stay in your child's backpack all year, just in case of an accident. We have a class supply of t-shirts and sweatpants, (not gender specific) for clothing changes, but prefer that the socks and underpants come from home (even in preschool we don't share underwear). Per the school district, spaghetti strap tank tops are not allowed. The school is not responsible for lost items.

AGAIN, ALL CLOTHING SHOULD BE LABELED.



ACCESSORIES

Jewelry is discouraged as it can "catch" on materials and/or equipment. **Necklaces are not allowed due to danger of choking.** Medical emergency bracelets are the exception.

Umbrellas are not allowed in school. They pose a safety risk. Staff takes precautions to ensure your children stay as dry as possible.



FOOTWEAR

Please be sure your children are wearing proper footwear that supports gross motor development when at school. Your children are working on developing very important foundational skills such as running, balancing, jumping, climbing and negotiating the gross motor equipment. **Sneakers or rubber soled play shoes with a good arch support and a firm back are recommended.** Children without the proper footwear (dress shoes, high heels, clogs, flip flops, Crocs, Jellies, cowboy boots, etc.) will not be allowed on the gross motor equipment due to the increased risk of injury.



OUTDOOR PLAY POLICY AND PROCEDURE

Children will be taken to the playground for playtime daily, weather permitting.

DURING COLD WEATHER:

Weather permitting means:

- Outdoor temperature of 20 degrees or above.
- Wind chill factor about 20 degrees or higher.
- Or as determined by the school nurse.

Children must be appropriately dressed to fully participate in outdoor activities:

- Appropriate outer coat
- Snow pants
- Hats
- Mittens
- Boots

If children are not properly dressed they will need to stay on the hardtop while outside.

DURING WARM WEATHER:

Weather permitting means:

- Outdoor temperature not warmer than 90 degrees
- As determined by the school nurse.

There is a canopy on the L.E.E.P. playground to provide shade.

Children should arrive at school with sun screen and/or insect repellent applied.

Please note, the school staff is not allowed to apply these products without a doctor's order.

(Do not send sun screen or insect repellent to school.)



L.E.E.P. is now fragrance safe due to sensitivities with some staff and children. Please do not send your child to school wearing perfume, cologne, hairspray, or other scented product. In the event a child is sent to school wearing a strong fragrance, they will be sent to the school nurse to determine the appropriate action to be taken. We appreciate your cooperation in this matter.

SNACK TIME AT L.E.E.P.



The Londonderry Early Education Program realizes the importance of a healthy, wholesome diet for the optimum development of the child. Proper nutrition is seen not only as an essential factor in maintaining the child's health at peak levels of physical performance, but also as a fundamental prerequisite for learning. The children are taught about eating healthy through a well-planned nutrition program and every day eating habits. Snack time is also a great opportunity for the L.E.E.P. students to practice social skills, such as, asking politely for more or waiting patiently to be assisted. They also learn to clear their place when finished and wash their hands before they come to the table and when they are finished.

All children bring in their own snacks and drinks in a labeled lunch box with a cold pack if necessary. Please keep snacks simple and healthful for your child. Small portions are most appropriate for the allotted time for snack. Due to the increase in food allergies in our student population we are making all the L.E.E.P. classrooms peanut and nut product safe. Snacks with such statements as "May contain traces of...", "Made on Equipment that manufactures or processes...", or "Made in a facility that manufactures..." are **not** considered safe. If your child brings a snack that is not considered safe, a substitution may be provided so long as your child does not have a food allergy. Parents of a child with a food allergy are encouraged to provide an extra snack to be kept in the classroom in case an exchange is required.

Suggested safe and healthy snacks include:

- Fresh fruit, please avoid kiwi and raspberries
- Fresh vegetables
- Fruit cups
- Craisins
- Raisins
- Applesauce
- Crackers

Please refrain from sending in whole grapes and popcorn due to potential choking.

Thank you for helping to keep our students safe. *Grapes must be cut in half or quarters.*

Due to NAEYC requirements, children will need to bring their snack in a lunch box labeled with their name on the outside.

If you have any questions please call me at 437-5855.

Jean Queenan, RN

BIRTHDAYS



We provide special acknowledgement to those children who would like to have their birthday recognized. If your child chooses, we will sing Happy Birthday to him/her. Please refrain from sending additional items or treats to school.



PETS

Due to the many allergies of individual students and staff, we cannot allow any animals to the school for show and tell or for any other reason. In addition, classroom pets must be approved by the school nurse prior to being included in the classroom.



SECURITY

All parents and visitors must report directly to the main office upon entering the building. Visitor badges or passes will be provided. Volunteers are asked to stop at the front desk, to sign in, and to wear their badges at all times. These procedures will help us to be aware of who is in the building at all times. It is critical that all parents and visitors adhere to these procedures. Staff members have been asked to stop any adults in the building who do not have badges or passes, and send them to the main office.

All doors to the school will be locked throughout the school day. All visitors must push the button to the right of the door to be “buzzed” in by the office staff. Visitors should then immediately report to the main office.

Throughout the year, Moose Hill students and staff will be practicing several emergency plans including Lockdown, Reverse Evacuations, Fire Drills, Controlled Evacuations and Drop, Cover, and Hold. These drills are designed to allow students and staff to become knowledgeable regarding safety procedures. All plans were developed specifically for our building and location. It is our hope that students will be comfortable and feel safe in our school at all times.

L.E.E.P. has walkie-talkies that accompany groups to the playground.



BUS TRANSPORTATION

Some children enrolled in the Londonderry Early Education Program may be eligible for transportation via mini-bus. Transportation is provided by a transportation company called Provider Bus Service. Specific arrangements regarding time and place of pick-up/drop off will be made by school district personnel in conjunction with the transportation company. Parents may not make transportation changes directly with Provider Bus Service. **Any changes must be made through the L.E.E.P. secretary and will require a minimum of two weeks notice.** In addition, all changes must be permanent. Please do not directly ask the bus driver to make changes.

When your child is being picked up or dropped off, please be mindful the bus driver has a strict time schedule to follow. Conversations should not exceed a few minutes. If you have a question or concern regarding your child's transportation please contact the appropriate agency, either Moose Hill School at 437-5855 or Provider Bus Service at 895-9664. We're happy to assist you.

IF YOUR CHILD WILL NOT NEED SCHOOL BUS TRANSPORTATION TO AND/OR FROM SCHOOL DUE TO ILLNESS OR OTHER REASONS, YOU MUST CONTACT PROVIDER TRANSPORTATION COMPANY AT 895-9664 AS SOON AS POSSIBLE. THEY GREATLY APPRECIATE THIS INFORMATION TO HELP ENSURE SMOOTH TRANSPORTATION SERVICE.



PARENT TRANSPORTATION

Please adhere to the following rules, as it helps your child make a smooth transition to the staff member awaiting your child. All children will be picked up at the beginning of the L.E.E.P. session, and brought out to your waiting car at the end of the L.E.E.P. session.

WHEN PICKING UP AND DROPPING OFF YOUR CHILD:

- **PLEASE FOLLOW THE TRAFFIC PROCEDURES. A DETAILED HANDOUT WILL BE SENT HOME AT THE BEGINNING OF THE YEAR.**
- **STOP AT THE STOP LINE AND WAIT FOR A L.E.E.P. STAFF MEMBER TO COME AND GET YOUR CHILD. AT THE END OF THE SESSION A L.E.E.P. STAFF MEMBER WILL BRING YOUR CHILD TO YOUR CAR.**
- **WE ASK THAT DRIVERS DISPLAY ONE OF OUR L.E.E.P. SIGNS IN THEIR FRONT WINDOW TO AVOID CONFUSION WITH THE KINDERGARTEN DROP OFF. AFTER YOUR CHILD HAS BEEN SUCCESSFULLY DROPPED OFF, PLEASE TURN LEFT UP THE MIDDLE OF THE PARKING LOT AND THEN IMMEDIATELY TURN RIGHT THROUGH THE TWO ROWS OF CARS.**
- **AT THE END OF THE ROWS, STOP AT THE STOP SIGN AND TURN LEFT AND PROCEED OUT OF THE DRIVEWAY.**
- **BUSES HAVE THE RIGHT OF WAY AT ALL TIMES.**
- **REMEMBER THE SPEED LIMIT IS 10 MILES PER HOUR.**

Additionally, for the safety of your children and for the consideration of others in the carpool line, please adhere to the following:

- Please avoid cell phone use when dropping off and picking up children.
- Remain in your vehicle until staff brings your child to the car.
- Seat your child in the rear passenger seat nearest the sidewalk for safety.
- Please put your car in park prior to your child exiting or entering.
- A staff member will assist your child to the sidewalk and will help them with their backpack. In the event your child is resistant in transitioning to school, you may be required

to help staff remove your child from the car.

- Remember, it is not a time to discuss your child with the staff. If you need to share something important or relay a message, please send in a note or call and leave a voice mail message.
- Your child must remain buckled while in the vehicle. This is the law and the Londonderry Police Department has been known to do curbside monitoring.
- Please obey the posted speed limit in the parking lot- 10 miles per hour.
- If you will be late, simply park in the parking lot, walk your child to the front door, ring the bell to the right of the door, wait to get “buzzed in”, and sign your child in at the front office.
- When picking up, staff will bring your child to your car. Please be aware, the staff is not allowed to buckle children into their car seats due to liability issues and it is the driver’s responsibility to secure the child prior to leaving the curbside.
- Please try to be on time when picking up your child as the staff has additional assignments during the school day. If you know you will be more than five minutes late, please contact the school immediately 437-5855. Any child who has not been picked up within ten minutes of their scheduled departure time will be brought to the main office.

TRANSFERS



Please notify the school office if you are planning to move. If you are moving to another home in Londonderry, the school will need to be aware of your new address and whether there has been a change of telephone number or emergency contact information. If you are moving from the Londonderry School District, the office will assist you with the transfer of student information to the new school that your child will be attending.

LOST AND FOUND



Articles of clothing and other unclaimed items belonging to students are placed in a box outside of the school office. Students or parents of students, who are missing items, are requested to check for them in the lost and found box. Unclaimed items are donated to a local charity annually. Personal items (Nintendo systems, iPods, etc.) are discouraged.

In addition to the above mentioned policies, L.E.E.P. is also bound by the policies and practices in place of the Londonderry School District.



PARENT INVOLVEMENT AT L.E.E.P.

We are very fortunate to have a Preschool and Kindergarten Parent Teacher Association (P.T.A.) at Moose Hill School. The P.T.A. is dedicated to fostering a spirit of collaboration along its students, parents, teachers and the entire Londonderry Community. Special programs, projects, speakers and activities that are designed to broaden our student's knowledge and interest are sponsored by the P.T.A. throughout the school year. Every parent is invited to attend and participate in all P.T.A. meetings. These meetings are held either at night or during the school day. Look for the dates in the monthly newsletter. Please become involved! A P.T.A. membership letter is at the end of this booklet. We also have a variety of opportunities to be directly involved in your child's classroom.



L.E.E.P.

PARENT VOLUNTEERS- please return to your child's classroom teacher

CLASS VOLUNTEERS

The classroom volunteers assist the L.E.E.P staff with assigned classroom activities, making copies and preparing materials. (Some of the activities can be done at home.)

Name _____ Phone Number _____

Days of Availability: _____ Time of Availability: _____