

## **WELCOME TO T.E.E.C.H.**

This preschool handbook will hopefully answer many of the questions you may have. If after reading this information you have any additional questions, please do not hesitate to contact any member of our T.E.E.C.H. staff. Please note, this handbook is a supplement to the HCS handbook.

T.E.E.C.H. is an acronym for Transdisciplinary Early Education Classroom in Hampstead. We are a regular education preschool program which includes children with a variety of special needs along with their typical peer models. The Hampstead School District's Transdisciplinary model includes consultation and team planning by the Early Childhood Classroom Teacher, Early Childhood Special Educator, Speech Language Pathologist, Occupational Therapist, Physical Therapist, Behavior Specialist, and School Psychologist.

Our preschool curriculum is based on the developmental needs of children ages three to five years. The Self-Help, Social Development, Motor Skills, Early Literacy, and Early Math curriculum is based on the needs/development of the typical students. Adaptations to our program/curriculum are made for the identified students, as appropriate. We provide a curriculum that is designed to be developmentally appropriate so that each child can achieve success at his/her own level and progress at their own pace. Our curriculum is aligned with the state guidelines, as well as the Hampstead Central School's kindergarten curriculum, to help provide a smooth transition between programs.

The T.E.E.C.H. Program is housed at the Hampstead Central School. Please note, you do not have to be a town resident to enroll your child in our preschool program.

## **THE STAFF**

The Early Childhood Teacher plans, prepares, and facilitates developmentally appropriate activities based on the preschool curriculum for children ages 3-5.

The Early Childhood Special Education Teacher, in consultation with team members, modifies the curriculum and provides direct services as appropriate.

Speech and Language Pathologist plans activities that emphasize speech and language skills and provides consultation and direct services as appropriate.

Occupational Therapist oversees the fine motor skills presented in the curriculum and provides consultation and direct services as appropriate.

Physical Therapist oversees the gross motor and muscle tone development of children and provides consultation and direct services as appropriate.

School Psychologist and Behavior Specialist consult with the team and/or family on an as needed basis.

Paraeducators provide one to one or small group assistance to children in the program.

## **OUR PROGRAMS**

### **\*Four Day Morning - 3 and 4 year olds**

This class is open to children who will be at least three or four years old on September 30, 2013. School is in session 4 mornings a week - Tuesday, Wednesday, Thursday and Friday from 9:05 to 11:40 AM.

The total program cost is \$2200 for the 2013-2014 school year.

- The tuition will be \$2100 or 10 monthly payments of \$210.00.
- There is a non-refundable fee of \$100 at the time of registration.

### **\*Five Day Morning 3 and 4 year olds**

This class is open to children who will be three or four on September 30, 2013. School is in session five mornings a week – Monday, Tuesday, Wednesday, Thursday and Friday from 9:05 to 11:40 AM.

- The total program cost is \$2500 for the 2013-14 school year.
- The tuition will be \$2400 or 10 monthly payments of \$240.
- There is a non-refundable fee of \$100 at the time of registration.

### **\*Five Day Afternoon 3 and 4 year olds**

This class is open to children who will be three or four on September 30, 2013. School is in session five afternoons a week – Monday, Tuesday, Wednesday, Thursday and Friday from 12:20 – 2:50 PM.

- The total program cost is \$2500 for the 2013-2014 school year.
- The tuition will be \$2400 or 10 monthly payments of \$240.
- There is a non-refundable fee of \$100 at the time of registration.

**\*Children must be toilet trained by the time school starts in September.**

## WHAT WE DO IN PRESCHOOL

**Self-Help Activities** are integrated throughout the day and foster independence as children learn to take responsibility for their personal belongings, classroom materials, and the environment.

**Circle Time** is a group time in which we share our ideas, plans, and observations. Circle Time activities are designed to stimulate children's thinking, enrich their language and social skills, develop their listening skills, and expand their attention spans.

**Story time** is designed to help children develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills as well as expand their understanding of concepts and content.



**Music Activities** promote children's listening skills, creative expression, and social skills. As children move to the beat of the music, they explore and practice important developmental skills. Singing helps children develop new vocabulary words, practice words they already know, create and imitate sounds, recognize and repeat patterns, and compare sounds to each other. Large muscles are developed as children express the mood of what they hear with their body movements.

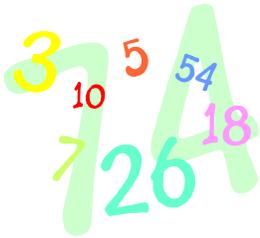
**Gross-Motor Activities** give children the opportunity to use their muscles – as well as their imaginations – as they engage in fun, healthy exercises, such as running, jumping, and climbing. Outside play promotes physical development such as balance and coordination skills and body awareness and control. As children play outdoors they are developing control over their bodies and movements.

**Fine-Motor Activities** help improve small muscle development and eye-hand coordination. Eye-hand coordination is a critical skill. Children need their hands and their eyes to learn to work together. If they are to write, color, button, zip, and cut they must be able to have the two working together accurately. Some common items found in the fine-



motor/manipulative center include beads and laces, puzzles, and Legos. Crayons, markers, and scissors located in the Art Center also help to develop these skills.

**Art Activities** help children creatively express their thoughts and feelings. They help reinforce fine-motor skills and concept development in areas such as colors, shapes, and size relationships. Our art activities focus on the process of the task and not on the final product. Art is about encouraging creativity in children. Open-ended art activities and materials give children opportunities to develop their own ideas and use their own designs. In doing this, they develop creative thinking skills and they learn to problem solve.



**Math Activities** offer children hands-on opportunities to develop problem solving skills and such concepts as counting (rote and one-to-one correspondence), sorting objects by one or two attributes, and matching/identifying simple shapes.

**Science Activities** offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation. Through simple activities children build a foundation for future scientific learning.



**Literacy Activities** provide children with meaningful interactions with books and print. Books give children the opportunity to respond to various forms of literature, to follow simple story lines, to predict outcomes, and to retell a familiar story. Children develop their literacy skills (reading, writing, speaking, and listening) by reading books, writing stories, retelling stories using props (e.g. puppets and flannel board pieces), and listening to a variety books on tape.

**Dramatic Play Activities** help children express themselves, role play, practice life skills, improve social skills, build vocabulary, and solve problems through interactive and imaginative play.

**Block Play** gives children experience with many different concepts, such as shape and size discrimination, spatial



relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted in block play. Through block play and block construction children experiment with their own ideas-growing, learning, and developing skills in the process.

**Sand and Water Activities** allow children to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science, language, and fine-motor.

**Snack Time** encourages healthy eating habits and provides children with the opportunity to try new foods. Social skills and polite manners are also promoted during snack time.

## **SCHOOL CALENDAR**

Please refer to the Hampstead Central School Website under the School Life Section – District Calendar Section. Please note, morning preschool will be in session on early release days.

## **TUITION POLICY**

Tuition payments are due on the first of each month. If unexpected circumstances should arise which impact the ability to meet tuition obligations, please contact Dillard Collins, HCS principal (329-6326 x3). An alternative payment schedule may be developed to address needs on an individualized basis. If tuition payments are more than 60 days in arrears and an alternative plan has not been agreed upon, your child may be withdrawn from the program.

## **SCHOOL CANCELLATIONS**

In the event of inclement weather the ALERT NOW system, an automated parent notification system, will be activated. You may also watch Channel 9 (WMUR) or listen to your radio, WBZ 1030 AM. In the event of a school cancellation by the Hampstead School District, T.E.E.C.H. classes will be cancelled as well. If school is delayed ninety minutes or more, morning classes will not be held. However, afternoon classes will be in session at the regularly scheduled time. Early dismissal and/or cancellation of the afternoon program due to inclement weather will be communicated through the use of the ALERT NOW system.

## **HEALTH AND EMERGENCY FORMS**

Health and emergency forms need to be completed by the beginning of each school year. Children will not be allowed to attend the program without current immunizations on file.

## **ILLNESS and MEDICATIONS**

It is always a difficult call when deciding whether to keep your young child at home or send him/her to school if she/he is not feeling well. It is important to remember that young children are just learning about blowing

noses, covering their mouth when they sneeze, and keeping fingers out of their mouth. Also, little ones share many toys and play in a common sensory table. Keeping germs at bay in such an environment is not an easy task. If your child has a persistent cough, constant runny nose, did not sleep well or generally does not look good or feel up to par, please strongly consider keeping him/her at home. A day or two at home will provide much needed rest and your child will gain the strength she/he needs to get back to school.

Please refer to the Hampstead Central School Web Site under School Life Section –Heath Office for more specific guidelines about illness; guidelines for return to school after illness; and medications.

### **ABSENCES**

A parent/guardian should call the T.E.E.C.H. Office at 329-6326 x6 to notify the staff that their child will not be in school. If your child rides the bus, you must also let Provider (895-9664 Dispatcher # 7) know of the absence.

### **OUTDOOR PLAY**

We will attempt to go outdoors daily, weather permitting. Please send your child with appropriate clothing and please label all items of clothing.

### **WHAT WE NEED IN PRESCHOOL**

#### **Clothing in School**

Children should wear comfortable and washable clothing each day, as we encourage children to be active participants in our creative projects and learning experiences. Children should wear sneakers or shoes with rubber soles. For safety reasons, we ask that your child not wear sandals, crocs, or flip flops. An extra set of clothing should be sent in a zip lock bag labeled with your child's name to remain in school in case a change is necessary. This should include the following: pants, shirt, underwear, and socks.

#### **Backpacks**

Please send your child to school with a backpack each day labeled with his/her name. A backpack large enough to hold a 9" x 12" folder is needed.

### **Snacks**

You will need to provide your child with one small snack and drink each day.

### **Personal Items**

Please encourage your child to leave his/her toys at home. Sharing personal items is often difficult for young children. Some children prefer to play with their own toys rather than get involved with activities and centers with their peers. Broken and/or lost items can be traumatic for your child.

### **Birthdays**

Arrangements can be made with the teacher for a special snack that may be provided by parents around the time of your child's birthday. Summer birthdays can be celebrated - just set up a day with the teacher.

## **DROP-OFF/PICK-UP PROCEDURES - ALL PROGRAMS**

(See HCS handbook for a detailed map.)

**Entrance from Emerson Avenue** - Enter parent loop at the top of the hill in the upper drive. Follow the loop past the HCS west wing and proceed through lanes marked in rear staff parking lot. Enter pick-up/drop-off area and wait in your car for T.E.E.C.H. staff assistance in the safe zone.

**Exit to Emerson Avenue** - Exit the back lot and turn right and follow the traffic lane in front of HCS to the foot of the hill.

Never exit at the top of the hill. All traffic must exit at the foot of the hill. Always stop at the foot of the hill (at stop sign) and yield to pedestrians or busses. If the crossing guard is present, follow his/her directions. Be careful as you exit onto Emerson Avenue.

## **TARDINESS/EARLY DISMISSAL**

If you are dropping your child off after the designated drop-off time for his/her program, you must park either in the main parking lot at the other end of the school or across the street at St. Anne's and come into the main office, sign in, get a visitor's badge, and walk your child to the classroom. If you need to pick-up your child before the regular dismissal time the same procedure is followed.

Please let us know, in writing, if your child will be picked up from school by someone other than yourself. The person picking up your child may be asked to show identification. If you do not know that an alternate person will

be picking up your child prior to your child's drop-off, please call the T.E.E.C.H. office with this information (329-6326 X6).

### **FIRE DRILLS AND EVACUATIONS**

Please refer to the HCS Website under the Parents Section – Emergency Evacuation Plan.

### **DISCIPLINE**

The T.E.E.C.H. Program utilizes positive discipline practices. This means that a child is rewarded for appropriate behavior within the classroom, with inappropriate behaviors addressed in a developmentally appropriate manner. Occasionally, circumstances arise which require alternative approaches for behavior management. In this case the T.E.E.C.H. Staff would set up a meeting with the parents to discuss the situation.

### **SCHOOL VISITATION**

Parent visitations are welcome but should be arranged by contacting the classroom teacher to set up a date and time. We are always open to visits however the number of people physically in the room at any one time must be kept to a reasonable level. If at all possible, visitations should be scheduled at least 24 hours in advance.

## **STAFF DIRECTORY**

Sue Adams – Early Childhood Classroom Teacher

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