



Bristol Public Schools

School Readiness Preschool Program

Parent Handbook

Hubbell School
90 West Washington Street
Bristol, CT 06010
860-584-7842

South Side School
21 Tuttle Road
Bristol, CT 06010
860-584-7812

Mountain View School
71 Vera Road
Bristol, CT 06010
860-584-7726

Ivy Drive School
160 Ivy Drive
Bristol, CT 06010
860-584-7844

Dear Parents\Guardians:

We would like to take this opportunity to welcome you and your child to the SCHOOL READINESS PRESCHOOL PROGRAM. It is our intent to initiate early and continuing communication between home and school.

We are highly committed to meeting the needs of all of our preschool children. You, as parents, are an *extremely important* part of this process. We feel that your input is vital to your child's growth. Our doors are always open to you, and we look forward to seeing you not only at regularly scheduled conferences but also during your visits to share in and observe our school day. We strongly advise parents to volunteer to be present in our classroom activities. We schedule parents daily as parent helpers.

Please consider becoming a member of our **Parent Advisory Team**. We value your input and would **welcome your ideas to make decisions** on how we can best educate your child, support you as a family and structure out Parent Advisory Team. If you would like to schedule a visit or an appointment to meet with your child's teacher, please call your schools directly. We look forward to an exciting school year.

The Preschool Staff

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Bristol Board of Education Members

Chairman:	Christopher Wilson
Vice President:	Karen Vibert
Secretary:	Karen Hintz
Jeff Caggiano	Jennifer Duby
Joseph Grabowski	Karen Hintz
Thomas O'Brien	David Scott
Tina Taylor	Karen Vibert

Bristol Board of Education Mission Statement

**Teach and Learn
with
Passion and Purpose**

This booklet is written for our students and their families. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

Preface

This handbook is written for our students and their families. It contains required useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather "the student," "students or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

Equal Opportunities/Non-Discrimination

Nondiscrimination: Instructional program

The school system pledges to avoid discriminatory actions and seeks to foster good human and educational relations that will help attain:

1. Equal rights and opportunities for students and employees in the school community.
2. Equal opportunity for all students to participate in the total program of the school.
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Training opportunities for improving staff ability and responsiveness to educational and social needs.
5. Opportunities in educational programs that are broadly available to students with access not solely based upon race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical disability.

Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination, on account of race, color, sex, religion or national origin, or physical disability. (Board of Education (BOE) Policy 6121)

Program Staff:

Supervisor of Early Childhood:	Kristen Peck	860-584-3335 X:721101
School Readiness Secretary:	Jasmin Autunno	860-584-3335 X:721103
Early Childhood Secretary:	Susan Huff	860-584-3335 X:721102
Early Childhood Grants Associate Accountant:	Jodi Bond	860 584-7028

Student Transportation Company: FIRST STUDENT 860-584-2225

Mountain View School

Teachers: Sandra Sylvester	860 584-7726
Paraprofessionals: Joan Pelkey	
Principal: Mary Hawk	860-584-7726
School Secretary: Janice Stetson	860-584-7726
School Nurse: Chris Pinette	860-584-7727

Ivy Drive School (Satellite to Mt. View School)

Teacher: Kathryn Morales	860 584-7844
Paraprofessional: Jo Rivera	
Principal: Dr. Rosie Vojtek,	860-584-7844
School Secretary: Kathy Benlock,	860-584-7844
School Nurse: Erin Hamilton	860-584-7844

South Side School

Teachers:	
Hannah Kaletski	860 584-7812
Elizabeth Downes	860 584-7812
Paraprofessionals:	
Darcel Lafreniere	
Nikisha Privott	
Principal: Dr. David Huber, South Side School	860-584-7812
School Secretary: Terri Hernandez South Side School	860-584-7812
School Nurse: Mary Tomasi	860-584-7823

Hubbell School (Satellite to South Side School)

Teacher:	
Jennifer Scrittorale	860-584-7842
Kathy Clute	860-584-7842
Paraprofessional:	
Krista Kozikowski	
Colleen M. McMahon	
Principal: Rochelle Schwartz, Hubbell School	860-584-7842
Secretary: Karen Biernat, Hubbell School	860-584-7842
School Nurse: Kaitlyn Clifone	860-584-7848

Greene Hills School (Alliance Classroom)

Teacher:	Diane Pratt	860-584-7822
Paraprossioanl :	Kathy Szmalc	
Principal:	Scott Gaudet	860-584-7822
Secretary:	Cindy Milowski	860-584-7822

ABSENCE

If your child is absent from school, please call the main office at your child's school to inform his/her teacher. If we do not hear from you, we will call home to make an inquiry.

ACCOUNTABILITY PROGRAM

The Bristol Board of Education has established an accountability system to monitor the progress of students. The program is designed to periodically review data concerning student performance and the factors associated with it. This data is publicly reviewed with the Board. Each school's Accountability Plan is located on the school website.

ADULT EDUCATION

There are numerous professional development opportunities for families and parents to continue your education. We send home surveys to identify your specific families' needs educational and training needs. Also, please inform your child's teacher if you are interested in attending any specific workshops. We will share notices and flyers with you but would be pleased to assist you in your areas of interest and to assist you in furthering your educational aspirations. Parents may also contact the Bristol Public Schools Adult Education Program for further information at 860 584-7865 or online: <http://www.bristol.k12.ct.us/adulteducation>.

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The district has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the office of the Supervisor of Building and Grounds. (129 Church Street)

ASSESSMENT and EVALUATION of our PROGRAM

We are committed to providing you and your child the best educational experience possible. Our data teams meet twice a month to review data related to children's growth. We continually monitor your child's progress to make sure that our teaching styles, techniques, curriculum and strategies are effective learning tools for your child matched to their unique family structures. We appreciate your feedback. Annually we will be sending you a parent survey, please give us your feedback. We also appreciate all communication on a regular basis through notes, email, letters or phone calls. We understand that we are only one part of the team and we look forward to your feedback. Please make sure that if you need translation in a preferred language that you inform your child's teacher. (See TRANSLATION SERVICES)

ATTENDANCE PROCEDURES (parent contract to be signed)

As a preschooler, your child is being introduced to school for the very first time. We want this experience to be a rewarding and fun learning experience. We also want to build outstanding school attendance routines. Along with building these routines, when your child attends school regularly, they benefit greatly from socialization with friends, and the repetition of learning in order to master many skills in preparation for kindergarten.

For preschool, our procedures will follow the Bristol Board of Education Attendance/Truancy Policy that states:

“Truant” shall mean a child enrolled in kindergarten through graduation from high school, inclusive who has: Four unexcused absences in any one month or Ten unexcused absences in one school year.

An excused absence is an absence from a regularly scheduled school day for:

1. Reasons of health, including illness, incapacity or doctor's visits. The district reserves the right to request appropriate certification of illness from the student's physician;
2. Religious observance;
3. Court appearance;
4. Funeral of an immediate family member;
5. Approved school field trips; and
6. Suspension or expulsion.
7. Other circumstances discussed with the principal or designee.

Unexcused absences are defined as absences from an entire school day not covered above and will be determined by the school principal or designee. Questions regarding excused versus unexcused absences should be discussed with the school principal or designee. If you have a problem that might prevent your child from regular attendance, please speak with your building principal or designee to work collaboratively to solve the problem. While we will try to work with you during extenuating circumstances, for the program to be successful, strong attendance is essential!

We have a limited number of slots available and need to know that when a student enrolls, the parent makes a commitment to having their child attend every day unless they are ill. Students who are repeatedly truant will be asked to leave the program. At that time, a child on the wait-list will be added to the class.

Birthdays And Special Occasions

Parents are welcome to share in the celebration of your child's birthday. There are several ways in which you may choose to celebrate a special day. You may join us for our story time and read to the class; bring in your child's favorite book. Please let your child's teacher know in advance that you would like to do something special for your child and/or will be bringing in a healthy treat (store bought with ingredients listed) for the entire class. Parents should inform teachers if there are any concerns regarding food allergies or religious beliefs that would preclude a child from participating. Please no home baked foods.

BUS TRANSPORTATION is available: *For children who require transportation as a related service through an IEP (Individualized Education Plan) and for children attending the 4year old programs. Regular education transportation must be to and from a home or daycare within the school's district or feeder school districts.*

In order to ensure the safety of all children the following procedures are followed regarding transportation:

Parents deciding to have their child participate in the bus program should be aware of the following procedures.

1. The First Student Bus Company transports our children in small yellow buses. If you have any questions regarding approximate time your child will be picked up or dropped off, you may call them at 860 584-2225. We may also use Kids Wheels. They may be reached at 860 585-1883.

2. If your child is not going to ride the bus for any reason, please call the bus company at 860-584-2225 or 860-585-1883 to cancel transportation for that day.

3. It is very important that we have updated emergency numbers. This should be someone who is familiar with your child and available during school hours.

4. When your child is brought home, a parent or another designated adult responsible for your child must board the bus and remove your child from the bus. No child will be released from the bus without an adult present.

5. The safety of all children is of prime importance to us. Behavior that is dangerous to any child or the driver is not acceptable. Children are expected to stay buckled in their seat, use an appropriate voice, and respect the rights of other children. Bus reports will be filed for each infraction and the parent will be notified. Every effort will be made by the school to work with the child and the bus company to rectify the problem. If, however, any child receives more than three reports, the child will be suspended from the bus for one or more days depending on the circumstances. If further incidents occur, it may be necessary to remove the child from the bus indefinitely. The student is still encouraged to attend the preschool program, but transportation must be provided by the parent.

CHILD ASSESSMENT

We will be observing your child throughout the year, in their natural play setting, to assess their development: physically, emotionally, socially, cognitively, and creatively. Assessment of children is an ongoing process within our preschool day. Staff is formally and informally assessing children's skills in order to plan goals and objectives with lesson plans. We have a Preschool Child Profile (report card) that mirrors the CT Preschool Assessment Framework: Performance Standards and Benchmarks. **We have revised our curriculum and assessment profile (report card) using the new CT Early Learning and Development Standards.**

The purposes of the Framework are to:

1. observe and monitor each child's progress related to curricular goals and performance standards;
2. support curriculum development and planning that promote children's learning and development by teachers and families;
3. organize and mutually share information between families and program staff members; and
4. share information with receiving teachers and to support effective transitions, especially as your child moves to Kindergarten.

Several times a year we administer universal screenings with our common assessments. Results will be discussed with you at your child's parent teacher conferences in October and March and reports will be sent home in June.

We will conduct the universal screening for three purposes:

1. to assess our program to ensure that all children are learning;
2. to assess individual children to ensure individual learning; and

3. make sure that we identify appropriate strategies needed for each child.
- 4.

The staff uses frequent observations of skill development and common assessments created by the district preschool data teams that include Letter Identification and Concepts about Print. District common assessments are conducted in the spring of the year for three-year-old children and in the winter and spring for four-year-old children. We ensure that children are assessed in ways that will support their growth both developmentally and experientially and be culturally responsive to their individual needs.

CLOTHING:

Please dress your child in comfortable clothing that is appropriate for play. It is important to provide your child with outerwear that is weather appropriate. We go outside on a daily basis unless it is raining or below 20-degrees. **Please be sure your child has a hat, mittens and boots (if appropriate).**

COLLABORATION with OTHER COMMUNITY SERVICES

The Bristol Public Schools Supervisor of Early Childhood and Principals work with other community providers on the School Readiness Council and providers within the community to **ensure that families have an opportunity to access all available services** to meet their preschool needs. The Bristol Public School website posts community services and information available to families, such as United Way, Head Start, Husky, and WIC as well as applications and links to other School Readiness school sites. If written referrals are required, staff including, school nurses and psychologists, will meet individually with families to obtain written permission using the Bristol Public School release of Information form. **If additional programs or services are needed a case manager, usually your child’s teacher will coordinate services so as to avoid duplication.**

The Bristol Public School special education staff provides training, information A4 and technical assistance to the School Readiness Staff within our schools and other community School Readiness providers. We support teachers who work with children to develop school readiness skills, further special education training and increase early intervention strategies.

COMMUNITY AGENCIES PROVIDE SERVICES for ESL (English as a Second Language)

- | | |
|--|--|
| Bristol Board of Education | Bristol Hospital |
| Bristol Community Organization | Bristol Head Start |
| Parent and Child Center | Family Resource Centers |
| Care-4 Kids-State of Connecticut Child Care Assistance Program | |
| Bristol Public Library | Family Services of Central CT |
| Bristol Youth Services | Boys & Girls Club and Family Center of Bristol |
| Bristol Housing Authorities | CT Husky-Health Insurance |
| Christian Fellowship Center | American Red Cross |
| Community Churches | Salvation Army |
| WIC | |

(ALSO SEE PAGES 34-46)

COMMUNITY PLAYGROUPS

South Side, Greene Hills and West Bristol schools provide community play groups for parents and children ages 0-5. These play groups help families connect to other families in your community. Participants engage in interactive literacy and numeracy play activities. Participating as a family provides access to social interactions outside of the home. Children need these types of informal play activities directed by trained parent educators to learn how to interact and meet with new friends. As play skills develop, language and social behavioral skills develop. Call the school offices for more information.

CONFLICT RESOLUTION

Bristol Public School's approach to discipline and conflict resolution is grounded in respect for children, the development of self-esteem and the building of problem-solving skills. Using positive guidance and direction, teachers help children understand the limits of appropriate behavior in a classroom setting. In solving interpersonal conflicts, teachers guide children in recognizing each other's needs and point of view and in coming up with acceptable, workable ideas to solve the problem. It is important to give children opportunities to problem solve on their own. By jumping in too soon, we teach children to rely more on adult authority than their own resourcefulness in solving problems. Peer Problem Solving is used to encourage children to settle disputes with peers by using the following technique.

- The teacher will approach the children calmly, stopping any hurtful actions.
- The teacher will place themselves between the children, on their level. A calm voice and gentle touch will be used.
- The teacher will remain neutral, rather than taking sides.
- The children's feelings will be acknowledged. If the conflict is over an object, the children will be told the teacher will hold the object until the conflict is resolved.
- The teacher will then gather information. ("What's the problem?")
- The teacher will restate the problem. ("So the problem is...")
- The children will be asked to think of possible solutions, and choose one together. ("What can we do to solve this problem?")
- The teacher will give follow up support and praise and keep in close proximity to the children. ("You solved the problem!")

The goal is to help your child develop the skills to be a successful negotiator and rely on pro-social means of resolving his/her conflicts.

CURRICULUM

Our current curriculum is under revision. We use the Preschool Framework and the new CT Early Learning and Development Standards. We use tools provided by the State Department of Education, such as the crosswalk to CCSS and the CT ELDs; and the CTELDs with Aligned Preschool Assessment Framework for Planning document.

Our programs are piloting a new published curriculum. Additionally, we have followed the CT Preschool and Curriculum Assessment Framework for years, while connecting our outcomes to the Connecticut State Department of Education Pre-K Grade Level Equivalents (GLE) and Kindergarten Grade level equivalents as well as the Common Core State Standards. All of these documents guide our teachers toward preparing our children to be ready for Kindergarten.

All opportunities provided for our children are child-centered and focus on developmentally appropriate play activities for school success toward pre-readiness skills. The following published programs, books and assessments help guide our teachers to plan developmentally appropriate lessons: The CT Early Learning Experience Plan, Teacher Created Materials Publishing, Growing with Math, Handwriting without Tears, Second Steps, the Preschool Assessment Framework, Literacy Beginnings, and Nita's Pre-K Play book as well as Literacy Beginnings, by Irene Fountas and Gay Sue Pinnell is a resource written to support preschool teachers in the development and implementation of literacy with language, and emergent readers and emergent writers.

We have developed Bristol district wide Pre-K Common Assessments that focus on assessing the readiness of our children in identification of letters, names, sounds and words; and Concepts about Print, which assesses a child's ability to understand the use of print in their environment; and numeracy assessments. We understand and use the continuous cycle of intentional teaching, comprised of planning experiences to support our children's development. We gather information about how they are progressing in the natural setting and through formal assessment. We adjust our teaching to support continued growth based on each individual child's progress. Our screening tool for children in our three year old program is aligned with AGES and STAGES. It is a tool to use for universal screening, which mirrors developmental areas similar to the PAF and the Battelle Developmental Inventory II.

DAILY CLASSROOM ROUTINE

CIRCLE:

Opening circle provides a time for greeting and discussing the events for that day. Often movement, music, and finger play activities are included at this time. Closing circle provides the opportunity to review the day and say good-bye.

PLANNING:

This is a very important part of our preschool day. Children are allowed the opportunity to select the center in which they wish to participate and are encouraged to verbalize, when appropriate, what it is they want to do in that center.

CENTERS:

This is where the children do their most important work of the day – play. Children learn through their play. There are a variety of centers from which the child can choose, including dramatic play, music, art, blocks, table toys, writing, reading, science and sensory. At the end of center time, the children learn to pick up their toys.

REVIEW:

At some time after centers, the children are given an opportunity to share their experiences with their peers. They may talk about what they did, provide a demonstration, or share a finished product.

SMALL GROUP:

Children are divided into small groups to work on specific theme-related activities. These might include art projects, cooking, fine motor tasks such as bead stringing, number concepts, or other readiness activities.

SNACK:

The children spend time with a nutritional snack daily. We serve this snack family style to encourage conversations and independence for adaptive skills. During this time language and social skills are encouraged and reinforced. We participate in the National School Lunch Program, Special Milk Program (Appendix B) for preschoolers to choose white milk with their snack. Water is provided for children as well.

OUTDOOR PLAY:

Children will have an opportunity to play outside for approximately 30 minutes of gross motor time daily, inside and outside weather permitting. Children must be dressed appropriately, particularly during the winter months.

TRANSITIONS:

During transitions between activities, children are always learning and expanding their learning through conversations with teachers and peers. We take every moment to develop our preschool skills. For example while waiting to wash hands children are still singing, counting or engaged with their peers.

Throughout all of these activities, children are treated as individuals and are presented with tasks that are developmentally appropriate for their needs. They are encouraged to problem solve with the adult as needed to facilitate.

DISCIPLINE (BOE POLICY) (See also CONFLICT RESOLUTION)

Our programs use positive social approaches to discipline. We redirect, teach replacement behaviors and use developmentally appropriate prevention techniques. We build upon the child's current social emotional skills to increase critical social and emotional skills when challenging behaviors occur. We collaborate with families to promote children's healthy social emotional development in order to carry over techniques and strategies into the home. Our staff/parents have access to consultants, school psychologists, and special education teachers to work through issues that may be of concern. We screen for social emotional factors that may lead to later school age problems and work with families to teach new behaviors in both the home and school.

We will never remove a child from a learning environment unless the child is causing harm to him/herself or others. All staff are trained in physical management techniques but will not restrain or seclude a child unless there is imminent danger.

BOE DISCIPLINE POLICY A student who violates the district's code of conduct shall be subject to disciplinary action. Bristol's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law, that student may

be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process or violates publicized Board of Education policy even if such conduct occurs off-school property and during non-school time.(PA 24-224, 5144, PA 95-304)

The administration may suspend a student for infraction of school rules. Suspension shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. The effective date of in-school suspensions has been determined by the Connecticut General Statutes

Section 10-233(a) through 10-233(f). Suspensions shall be in-school unless the administration determines that the student being suspended poses a danger to persons or property or such a

disruption of the educational process that the student shall be excluded for the period of suspension. (5114)

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property, or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

(5114, 5121.7, PA 96-244)

EARLY CHILDHOOD PROGRAM GOALS

Children will:

- ◆ develop a positive self-image which is reflected by independence, self-discipline, confidence, responsibility, and appropriate interactions in a variety of settings;
- ◆ learn in a child-centered, naturalistic, and experiential environment; through spontaneity and curiosity, which will assist in the development of all the child's social and emotional health;
- ◆ be encouraged to reach their potential in all areas of development, including health, physical ability, cognition, social and communication skills, through adult support in a happy and safe environment;
- ◆ have the opportunity for choices, creativity, and enjoyment of learning which will create a climate of confidence for present and future learning efforts and overall development;

expand and transfer school readiness skills between school and home through parent involvement and enhance the sense of dignity and self-worth within the child and family.

EARLY INTERVENTION REQUESTS

We consider our School Readiness program to be an early intervention program. Our **commitment to serve children** who may need extra support prior to referring to special education is one component of our program. If your child continues to lack progress, and early intervention services from public school certified staff is required, our program teacher has the capacity to collaborate with school staff to discuss and implement strategies to assist your child. You as a parent will be an integral part of this team. A variety of related service providers are available to the teacher for consultation purposes for students in need. These services may include physical therapy, occupational therapy, speech/language therapy, social work intervention, and special education support, and nursing / health staff.

If early intervention services are requested, parents are required to give consent and sign our Early Intervention Form (Appendix C)A1. This process allows school staff to assist the teacher and to implement strategies that may assist your child. We will make every attempt to work with your child in his/her classroom in the least restrictive environment. If after tracking progress over a period of time, staff and parents feel that progress is not satisfactory, a referral to special education will be made at that time. Parents will attend a Pupil and Placement Team (PPT) meeting to discuss the referral and decisions will be made to request further assessments with written parent consent. At any time during this process, parents have the right to request a Pupil and Placement Team (PPT) meeting to discuss their concerns for their child's progress.

The Supervisor of Early Childhood supervises all Bristol Public School Preschool Programs and Special Education Services. Our School Readiness Programs are unique in the nature of our location in the public schools with complete access to all resources and support of the Bristol Public Schools. Our program collaborates with all the Bristol Public School Programs:

1. Early Childhood Pre-K Programs for four and three year olds;
2. Early Childhood Learning Center for children with disabilities and their Community Peers;
3. Bristol Public Schools Itinerant Speech Program;
4. Preschool Evaluation Team; as well as
5. All community providers, as well as all School Readiness Collaborative Agencies.

EARLY RELEASE (INCLEMENT WEATHER)

A.M. – Released at 11:40 a.m.

P.M. – **CANCELLED – NO PM CLASS**

EMERGENCY COMMUNICATION

In the event of an emergency, school closing or delay check the district website at www.bristol.k12.ct.us. You can also obtain cancellation information by going to the following sources: Television (Channel 3, 8, 30, or 61) and Radio (WTIC1080 AM).

EMERGENCY DRILLS

Children will practice keeping safe in case of fire, weather problems or other emergencies on a regular basis. These drills are known as fire, lockdown or evacuation drills.

EMERGENCY EVACUATIONS

In an emergency necessitating evacuation of the building, the procedure to be followed will be the normal fire drill procedure. However, there may be situations where the normal evacuation procedure is not safe. In this case, once outside the children and staff will go and stay in designated areas at least 100 yards away from the building until given further instructions.

EMERGENCY WEATHER INFORMATION:

The SCHOOL READINESS PRESCHOOL PROGRAM follows the same schedule as the Bristol Public Schools. In the case of delayed openings or school cancellations, the announcement will be heard on WTIC AM, WTIC FM, WDRC, WRCQ, WPOP, and WKSS.

FAMILY BULLETIN BOARD

The Family Bulletin Board is an important communications tool in our Early Childhood Program. It is used to display School Readiness Minutes, newspaper and magazine articles, certificates, messages and information directed to the families, related to community services.

(Information also located in these manual pages 34-46)

Other important information such as flyers, memos, announcements, permission slips may be found in all our school offices.

FAMILY LITERACY PROGRAMS

Several **opportunities** are available within the Bristol community to **increase literacy achievement within families and to raise awareness about literacy and improving mental health for families.** Listed below are **some of the programs:** (links provided on each heading)

Parent and Child Center: Several literacy programs / offerings are provided by the Parent and Child Center located near the Bristol Hospital. There are free programs for families at risk and there are classes at a minimum fee as well open to the entire public. The School Readiness Quality Enhancement Grant sponsors some of these classes.
<http://www.bristolhospital.org>(**APPENDIX I**)

Adult Education: Catalogs are available online and preschool and elementary students bring the catalog home to their families the first week of school. You can pick up your copy at: Bristol Library, Town Hall, Post Office, Family Center, Bristol Adult Education, BOE, and Manross Library <http://www.bristol.k12.ct.us> (under district programs)

Bristol Library: Interactive Literacy Programs are offered by the library for all families and age groups throughout adulthood. <http://www.bristollib.com>

School Readiness Council: supports the Family Literacy Program, which is held three times a year usually held on Saturdays at the Main library: <http://www.bristol.k12.ct.us/preschool>

Please check on the Bristol Public School website: <http://www.bristol.k12.ct.us/preschool> for more information. Notices are sent home and school offices post this information as well.

FAMILY RESOURCE CENTERS

Family Resource Centers are located in Southside, Greene-Hills and West Bristol Schools. The following **FREE** programs are offered for families with children birth to age five.

- Weekly Play and Learn Groups for Licensed Home Day Care Providers and their children.
- Support and Education for Licensed Home Day Care Providers.
- Parents as Teachers Home Visiting.
- Ages and Stages Developmental Screenings (see below)
- Reading is Fundamental/Road to Reading Programs.
- Resource and Referral.
- Kith and Kin Support.
- Book share Club Leadership Program.
- People Empowering People Group.
- Raising Readers Group.
- Before and After School Support
- Preschool Education and Support.
- School enrichment programs
- Dads and Donuts
- Moms and Munchkins

South Side School Schedule: Monday: 9:30 am to 10:45 - Play and Learn Group
Tuesday: Ages and Stages Developmental Screenings
Thursday: 9:30 am - 10:45 am - Helping Hands for Home Day Care Providers

FIELD TRIPS

Field trips are planned during the school year related to our curriculum. Please complete the attached "Educational Field Trip Authorization". The majority of our "field trips" are planned for on-site. We participate with local community multicultural programs such as the Imagination Museum, the Barnes Center and our local libraries.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Children must follow their teacher who will follow the exit directions posted in each classroom.

(See lockdown procedures)

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, children are to proceed with their teacher along the posted exit routes in a quick, quiet, and calm manner. Children and teachers will not return to the building until the return signal is given. (6114.1)

FREQUENTLY ASKED QUESTIONS from Burlington Bristol HEALTH DISTRICT

When should I keep my child home from school?

- When child complains of being sick.
- Symptoms such as sore throat, head cold, diarrhea, vomiting, fever greater than 100 degrees F within last 24 hours.
- If child had dose of Tylenol or Ibuprofen in morning. Medication will wear off and fever will return.
- More difficult situation when child complains of being sick in morning, but does not appear to have symptoms. Use your best judgment in those situations.

When are students sent home from school?

- Fever of 100 degrees or higher.
- A complaint of severe nausea, vomiting, stomach aches, headache, or sore throat, and appears to be sick.
- Presence of head lice, head lice nits, or conjunctivitis (pink eye).

Infectious diseases such as chickenpox and impetigo.

When will students not be sent home?

- A complaint of nausea, stomach aches, headache or sore throat, but who do not act sick when lying down in Health Room (playful, talkative and active).

When my child has been home sick, when can they return to school?

- Once symptoms have stopped and they are fever free (temperature less than 100 degree F) for 24 hours.
- If child has a fever in evening/night before, please do not send child to school in morning even if fever is down first thing in morning. Often early morning temperatures are a degree or two lower than afternoon temperatures.

When will I be called by the school health room staff?

- If child is sick (vomiting, diarrhea, temperature over 100 degree F), has head lice, or a problem such as a rash not previously identified that was brought to the attention of Health Room staff.
- For injuries of significance (small scrapes will be treated without calling), any changes in known health conditions, and any health conditions not responding as expected to medications/treatments provided in Health Room.
- If Health Room staff is worried about a behavior or behavior change.

When reporting my child is sick, what should I report to school?

- Let school staff know what is wrong with child.
- Try to be as specific as possible.
- Example: let school health staff know if he/she has fever, diarrhea, or head cold.
- When a physician diagnoses a contagious illness such as strep throat, mononucleosis, meningitis, Shigella, ringworm, scabies, influenza, or any childhood disease such as chickenpox or Fifth's disease.
- When the child is admitted to a hospital.

When my child has had head lice, when can they return to school?

- When your child has been treated with an anti-lice product such as RID or NIX and all lice and nits (eggs) have been removed from their head.
- Re-checks will be done by Health Room staff before your child is allowed to return to school. For more information about elimination of head lice, contact Health Room staff.

If you have any questions regarding your child's health, please contact our school nurse, directly in the health room at 860 584-7727 (MTV) or 860 584-7812 x137 (SSS). Our school nurse has an abundant amount of information that may be specific to your child's needs, such as allergy related materials, dental, vision and hearing screenings, immunizations information, insurance and nutritional information. You may also contact the Burlington-Bristol Health DISTRICT at 860 584-7682 or www.bbhd.org. They are open to the public Monday through Friday from 8:30 a.m. to 4:30 p.m. and are located at 240 Stafford Avenue, Bristol, CT. (Appendix G) Flyer attached.

HAND WASHING

Families and/or staff are expected to assist and supervise children in washing their hands upon entering the School Readiness Preschool classroom, after using the bathroom, before eating or preparing food, before and after first aid procedures, after wiping their nose, when soiled from activities, and before and after sand and water play. Staff will monitor and supervise the hand-washing schedule and procedures, using prompts and hand washing songs as needed:

1. Wet Hands under warm water.
2. Apply soap from liquid dispenser and rub hands together for approximately 20 seconds, spreading soap between fingers, under fingernails, and up to wrists.
3. Rinse well under warm water.
4. Turn off water using paper towel.
5. Dry hands thoroughly with paper towel and dispose of towel in garbage.

HEALTH NUTRITION / INFORMATION SERVICES

Our school nurse is always available to answer any health related questions that you may have. We provide to parents an informational session before children start our preschool program. The school nurse will cover topics such as the school requirements, immunizations, health and nutrition questions, resources available to parents and general school related procedures. We ask that parents provide us with health and nutritional information on our application. We offer milk through the **National School Lunch Program – School Milk Program** for half-day preschool children. Our programs only serve children white milk or water. We celebrate snack time as a time to discuss healthy food choices. Parents will be asked to contribute weekly to our snack supply in order to consistently provide healthy choices for all children.

Our preschool program participates in “Healthy Kids Week” during the month of April. We look forward to your participation in this fun week and celebrating healthy nutritious choices. We also share with your child the “GO, SLOW, WHOA” food choices and you may incorporate this into your food choices at home. We utilize the CT State Department Public Health “Captain 5-A- Day Program” which provides our teachers with “healthy choices” / nutrition educational resources.

HEALTH SERVICES and REGULATIONS

Families are required by the State of Connecticut Department of Education to have a complete and current health history on file. We provide parents with the **ED 191 State of CT Health Form (yellow for Pre-K)** to be used in conjunction with our registration process.

An emergency number must be provided and should be kept current.

Pre-Kindergarten and Kindergarten requirements:

- Any four (4) year old entering pre-kindergarten for first time is required to have a health assessment dated after September 1 of previous year.
- Any student entering kindergarten for the first time is required to have a health assessment dated after September 1 of the previous year.
- Physical must be dated after the fourth birthday.

A current health form must be kept on file for each child in our program. This must be returned to the school, signed by your child’s pediatrician and parent, before your child will be allowed to begin school. Our school nurse will keep this record in a confidential file.

The State of Connecticut Department of Education requires that all schools require parents to submit an up to date Health Assessment Record (blue for Kindergarten) from your child’s physician. Our

school nurse will also assist you in making sure that your child has the correct immunizations as you are preparing to enter your child into Kindergarten.

Our school health staff conducts hearing screenings pursuant to **Early and Periodic Screening, Diagnosis and Treatment (EPSDT)**. We will make a referral to local pediatricians for vision screening. **Our school nurse tracks your child's health** related records in our Student Application Information System (Power School) as well as **highlighting your child's health chart**. If your child is in need of an immunization, our school nurse will assist all parents in staying current with deadlines. You will receive help and reminders to follow up with the necessary immunizations deadlines. Physicians may also request to discuss information in the health report with the school nurse. **We will collaborate with agencies to assist you in screenings for dental, vision, or hearing as appropriate with your written permission.**

HOMELESSNESS

Bristol Public School families who believe that they may be eligible for services or needs assistance may call Diana Berube, Homeless Grant Manager at 860 584-7070.

HUSKY

As a School Readiness Provider we collect data pertaining to health insurance for all families. If you have any questions about who to call for health insurance please contact the health room at your individual school site. Our school staff will assist you in making a referral to HUSKY.

IMMUNIZATIONS

If you are unable to access a pediatrician or meet guidelines and need assistance for a free vaccination the Bristol Burlington Health District (BBHD) Vaccination Clinic is available to parents.

BBHD Clinic hours: Mondays: 2:15-4:15 pm (except holidays)

If you are unable to attend the Monday clinic, an appointment may be scheduled with the public health nurse. Please contact the Bristol-Burlington Health District at 860 584-7682.

Children Age 3 through 18 NO CHARGE - Vaccines are paid for by the CT Public Health, "Vaccine for Children Program".

INSURANCE

School medical insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each year. While the program is not mandatory, we suggest that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers, and the Bristol Public School

LEARNING EXPERIENCE PLANNING

Our staff uses the standards and benchmarks when planning lessons daily. The standards are performance based and will show you where your child is functioning along the continuum of development in the following areas: personal/social, physical, cognitive, and creative expression. This framework incorporates the developmental variances or steps that naturally occur in children. We also follow the State Department of Education's guidance to create:

"Learning Experience Plans: The term 'Learning Experience Plan' will take the place of the previous 'lesson plan' terminology when referring to School Readiness lesson planning. A Learning Experience Plan describes both the learning expectations for children as well as the teaching strategies that support all children across varying levels of development and the setting in which the experiences are planned to occur."

- School Readiness Pre-K staff are required to follow the CT State Department of Education guidance for "Learning Experience Plans" to include:

A combination of documents that indicate:

- a daily schedule with estimated time allotments;
- description of learning centers available in the classroom;
- child interests;
- learning standards and specific benchmarks;
- experiences connected to standards and benchmarks;
- approaches to instruction (e.g., facilitated play, small group, large group, individual);
- an early literacy plan, including consideration of dual language learners
- evidence of strategies for individualization/differentiation;
- evidence of promoting higher order thinking (Bloom's Taxonomy);
- a plan for assessment processes;
- family engagement; and
- staff reflections that have informed the plan

2/2011 CT SDE guidance

LOCKDOWN PROCEDURES

In the event of a dangerous situation there may be the need to secure the school building. Staff will be notified by the onsite school principal and children will be expected to follow staff directions. The lock down procedure is practiced during the school year.

MEDICATION AUTHORIZATION FORMS

Under normal circumstances, no medicine is to be administered to children by the staff. If, however, there are unusual circumstances because of a child's health related needs, treatment by the school nurse will be considered with written permission from the child's doctor and parent signed consent. A "medication administration form" is available in the school health room.

NON-DISCRIMINATION POLICY STATEMENT

The Bristol Board of Education prohibits harassment and discrimination in educational programs, services, or employment on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991, and appropriate State laws.

OPEN DOOR POLICY

Our doors are always open to you, and we look forward to seeing you not only at regularly scheduled conferences but also during your visits to share in and observe our school day. We strongly advise parents to volunteer to be present in our classroom activities. We schedule parents daily as parent helpers. Please contact your child's teacher to inform her of your availability to visit and share some of your time within our programs. All parents /visitors will need to sign in at the main office.

ORAL HEALTH SERVICES

Preschool children are not eligible for the Bristol School Dental Program. It is for children in K - Grade 5 (Appendix H) flyer attached. For more details or to answer any questions related to oral health visit the BBHD website at <http://www.bbhd.org/oral.htm> or call 860 584-7682. Our school nurse will refer families to local dentistry agencies/oral health physicians, for screenings as necessary.

PARENT INVOLVEMENT

Your child will succeed best when home and school have a **strong partnership** based on communications and interactions. We urge you to support and encourage your child by placing a high priority on education and to make the most of the educational opportunities available. Parents who demonstrate an interest in educational activities are the best role models for their children. Parents/guardians should become familiar with all of the school activities and the district's educational programs. Activities that we strongly encourage are: attendance at parent-teacher conferences, participation in the school based PTA/PTO, participation in the School Readiness Parent Advisory Team helping to inform decisions, volunteering, becoming involved in the district Family Resource Centers' Parent Education Programs, Community Libraries, and Community Parks and Recreation Activities. For more information about our parent groups/activities please call your school offices.

PARENT TEACHER CONFERENCES

We will report children's progress through our parent/teacher conferences, usually in October and March following the Bristol Public Schools Parent Teacher Conference Schedule set by the Board of Education.

Report cards are sent home/given to parents three times per year in December, March and June.

We encourage parents to set up appointments at any time to review progress or answer any questions or concerns. If additional conferences are needed parents may schedule with their child's teacher. If teachers have a concern about a specific child's performance in any of the preschool domains, they will discuss this concern with parents and supervisor of the program and continue to work on specific skill acquisition with the support and collaboration of the family.

All report card information concerning individual children is always kept confidential including records which are kept on file in a confidential cabinet, conversations, and observation formats which are logged through a folder system with a closed cover for each child.

PARENTAL INPUT - ASSESSMENT

Parents will have an opportunity to be involved in sharing their observations of child growth with us. We are a collaborative team in assessing your child. Some children present skills at home but may not present those same skills at school. We invite parents to share observations with us in reference to skills that may be shown inconsistently at home and school to better understand your child's progress. Those skills that occur at home may be just emerging with us in school.

Observations will be documented through notes, journal entries, photographs, and work samples that are shared with parents, displayed in the classroom, and included in children's developmental portfolios. Your observations as parents are part of your child's portfolio. This documentation also provides the evidence necessary in the use of The Connecticut Preschool Assessment Framework (PAF) to determine children's growth and progress and set new goals for learning.

In addition, we may also use the Devereux Early Childhood Assessment (DECA) to assess the social and emotional development of our preschool students. The DECA is a strength-based, primary prevention program designed to foster healthy social and emotional development in preschoolers. The DECA program facilitates parent-professional collaboration, promotes quality early care and educational programs, and focuses on "within child protective factors."

PHILOSOPHY

We believe that the children who attend our preschool program benefit from a comprehensive, interdisciplinary early childhood program, which focuses on and encourages self-confidence in the young child.

We believe that the children who attend our program are to be active learners who learn best from activities they plan and carry out themselves. In order to create a setting in which children can become active learners, we establish a consistent daily routine that varies only when children have advance notice of any changes. We provide children with a learning environment and the varied experiences that will help them develop socially, intellectually, physically, and emotionally in a manner appropriate for their age and stage of development.

We believe that continued collaboration between school and home provide for a better understanding of a child's cultural background, and increased knowledge of the child's educational goals, development, and activities which are shared between home and school.

We believe that our program provides a supportive environment for all children and families. Parent involvement is a vital part of our program. Parents are the most significant adults in a child's life. We work to create mutual respect between parents and staff resulting in a partnership for the benefit of the child. We have an open door policy. You are welcome to drop in and participate in your child's learning experience.

We reach for excellence while working to uphold the following National Association for the Education of Young Children (NAEYC) standards:

- Promote **positive relationships** for all children and adults to encourage each child's sense of individual worth.
- Implement a **curriculum** that fosters all areas of child development: cognitive, emotional, language, physical, and social.
- Provide families **language interpreters** through the enrollment, orientation process, and on- going activities, to develop positive relationships.
- Use developmentally, culturally, and linguistically appropriate **effective teaching approaches**.
- Provide **ongoing assessments** of a child's learning and development, and communicate the child's progress to the family.
- Promote the **nutrition and health** of children and protect children and staff from injury and illness.
- Employ a **teaching staff** that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development, and to support families' diverse needs and interests.
- Establish and maintain collaborative relationships with each child's family.
- Establish relationships with and use the resources of the **community** to support the achievement of program goals.
- Provide a **safe and healthy physical environment at all times**. Implement strong personnel, fiscal, and program management policies so that all children, families, and staff have **high-quality experiences**.

PLAYGROUND SAFETY

School Readiness regulations require 75 square feet of outside play spaces for our children. Staff monitor that the surfaces are current to NAEYC standards and report any safety hazards to the Building Principal and the Supervisor of Early Childhood. All playgrounds are inspected and provided certification of safety for our children. NAEYC criterion 9.B.04/9.B.07

PRESCHOOL EVALUATION TEAM

Diagnostic evaluation of children's development is made through a referral to the Bristol Public School's Preschool Evaluation Team, and state and community agencies when written consent is provided by the parent (guardian) to do so. Staff will cooperate with agencies for requests for documentation and access for assessment purposes with written permission from the child's parent. (See Early Intervention Requests)

PROFESSIONAL DEVELOPMENT and CERTIFICATION of STAFF

All of our teachers are certified with at least a Bachelor's Degree in the Early Childhood field with a requirement to obtain their Master's Degree within seven years from their start date. All of our certified staff members have current certification from the State Department of Education. Staff members are required to attend two full six hour days of professional development related to early literacy skill development, data driven decision making, cultural and linguistic diversity prior to the beginning of our scheduled opening in August. All of our teacher aides may attend the same training at the beginning of each school year. All staff members are trained every year by a certified trainer of Physical Management Associates in the area of physical / psychological management training. (Appendix D)

Additionally, teachers are allotted two full days of paid professional development in the area of early childhood to advance their professional growth.

Bristol Public Schools strongly believe that teacher professional development and growth impacts our staffs' ability to provide a top quality educational program for your child.

All staff is supervised by a primary administrator who supports each individual staff to develop, plan and execute professional growth. All plans follow the CT State Department of Education System for Educator Evaluator and Development (SEED) Model. Every Wednesday, staff is provided professional development time to collaborate with their peers on student and adult effective practices. Data is recorded and submitted to the supervisor for documentation and support.

Please see below the Board of Education Policy on Staff Professional Development:

The Bristol Board of Education recognizes that staff must continually be active learners to meet new challenges, to stay abreast of developments, and to renew themselves in basis teacher-student and administrator-teacher relationships. To these ends, the Board of Education is committed to a planned, ongoing, and systematic professional staff development program that will maintain and enrich knowledge and skills required by all teachers and all administrators to meet their professional needs.

All aspects of professional staff development will have as a primary objective training in administrative and instructional methods and specific techniques as they apply to the effective teaching of students with varying learning styles. The Board of Education's commitment includes financial support and making time available to plan, implement, conduct, and evaluate the various programs and activities of the district's professional staff development endeavors. (Staff is required to keep written plans on file.)

The Director of Professional Development will plan and conduct the district's professional staff development program in concert with representatives from the Board of Education, administration, teachers, and other appropriate school and community personnel. The Director of Professional Development will report annually to the Board of Education on the program with recommendations for changes as needed.

BOE Policy 4131

PROGRAM ASSESSMENT

In addition to our public school systems, which rely on standards from the state, our program utilizes a variety of program assessment tools to identify areas of strengths and areas to improve which include: NAEYC Self Assessment and Self Study using the Family Survey, Teaching Staff Survey, Classroom Tour, and Classroom Observation. We also use the Early Childhood Environmental Rating Scale (ECERS-R) to measure environmental quality of our preschool programs. The ECERS-R assesses space and furnishings, personal care routines, language-reasoning activities, interaction, program structure and parents and staff. The School Readiness Program Quality Committee meets monthly to review and provide support and input to Early Childhood Education School Readiness providers with technical assistance in the development of action plans for program improvement when needed. The Connecticut School Readiness Preschool Program Evaluation (CSRPE) is completed on an annual basis and outlines the framework for the establishment of school readiness programs that provide high-quality education and care for children ages 3 and 4. These committee goals are to support and provide on-going continuous quality improvement efforts, which have been identified through various forms of assessment tools, evaluations and surveys to ensure quality measures. All information gathered from these assessment vehicles are shared at School Readiness Meetings monthly. Monthly minutes of the meetings are shared with families on school bulletin boards and posted on the School Readiness Community website through efforts of Bristol Supervisor of Early Childhood to share with public and community at large. Website is below:

<http://www.bristol.k12.ct.us/bristol-early-childhood-center>

PROGRAM DESCRIPTION/SERVICES PROVIDED

The SCHOOL READINESS PRESCHOOL PROGRAMS provides kindergarten readiness services in a preschool environment to children who are age three on or before January 1 for the current school year (pre-k 3) and age four on or before January 1 for the current school year (pre-k 4). Staffing in each classroom consists of an early childhood teacher and a classroom aide with no more than fifteen children per class. Our program follows the Bristol Public Schools calendar (Appendix A) and is in session for 10 months of the year. Classes are held five half days a week for two and a half hours daily. Sessions are only morning or afternoon, not both. See page 28 for specific details. The preschool classes at the SCHOOL READINESS PRESCHOOL PROGRAMS consist of children from our community with a varied background both economically and developmentally.

Our PRESCHOOL EVALUATION TEAM (see page 13) often refers children, who may benefit from a preschool experience, to the School Readiness Programs. Children are only accepted following the enrollment procedures (located on page 28) and dependent on an open slot. This process allows children an **early intervention** opportunity in a general education environment with support from special education staff. Our Preschool Evaluation Team will continue to monitor the child's developmental growth.

PROGRAM ENROLLMENT POLICY / PROCEDURES

The Bristol Public Schools accepts 3 and 4 year old children who reside in Bristol. We promote the enrollment of children from diverse racial, ethnic, and economic backgrounds. It is our goal to support all children who may need a quality preschool experience and might benefit from the

supports that we provide. All parents are required to submit an application, proof of residency, copies of income verification for the family and a signed contract page 63 indicating agreement with School Readiness policies for our preschool program. **Children should be toilet trained. However, we will accept a child who is in "pull ups" and already in process of toilet training. Parents must be willing to work collaboratively with school staff to train your child. We believe that between home and school any intervention is twice as effective if both environments are consistent with each other. Please see our vacancy policy referring to our wait list procedures.**

REPORTING PROGRESS to COMMUNITY

Our School Readiness Program reports on a monthly basis to the Bristol School Readiness Council. We also provide our quality progress and monthly financial reports to the School Readiness Program Quality committee through the ECERS Rating Scales. Monthly visits are completed by the School Readiness Grant Manager who also monitors and reports back to the School Readiness Council. Minutes of the School Readiness Council are provided to the public on the Bristol Public School Website found: <http://www.bristol.k12.ct.us>

School Hours/ School Readiness Preschool Program of Operation

Morning Class:

M, T, Th, Fri ---9:05-11:45 a.m. (Wed 9:05-11:25 a.m.)

Afternoon Class:

M, T, Th, Fri---12:45-3:25 p.m. (Wed 12:40-3:00 p.m.)

Shortened Day Schedule

Morning Class: 9:05-11:00 a.m.

Afternoon Class: 11:15-1:10 p.m.

Late Opening – Two Hour Delay

Morning Class: CANCELLED – No AM CLASS

Afternoon Class: M, T, Th, Fri---12:45-3:25 p.m. (Wed. 12:40-3:00 p.m.)

Early Release-Inclement Weather

A.M. – Released at 11:30 a.m.

P.M. –CANCELLED – NO PM CLASS

SICK CHILD PROCEDURES

PARENTS:

PLEASE NOTIFY YOUR CHILD'S MAIN OFFICE WHEN YOUR CHILD IS ILL.

If your child shows signs of illness, please keep him/her home. If your child has a cough or runny nose and is unable to blow his/her nose or cover his/her mouth, your child should not be sent to school.

Parents should notify the school nurse if your child has been exposed to a contagious illness.

After running a fever, a child should be kept home for at least twenty-four hours.

It is the parents' responsibility to notify the school and the bus company 860 584-2225 or 860 585-1883 if your child is going to be absent.

Should a child exhibit symptoms of illness during the school day, your child will be isolated under staff supervision (sent to the school nurse) until parent can be contacted and arrangements can be made for your child to be picked up.

Parents are required to provide, in writing, at the start of the school year, the names and phone numbers of people authorized to pick up their child if we are unable to reach the parent. Any person not known to us previously and designated by the parents in writing to pick up their child will be asked to show picture identification before the child is released to them.

SLIDING FEE SCALE

Parent/guardian fees will be calculated prior to enrollment using the current DSS School Readiness Sliding Fee Scale. Two recent pay stubs from all working members of the family and any other documentation of additional family income will be used to determine the family income and fee.

Staff will review the fee calculation with the family and obtain a parent signature. The parent will receive a copy of the fee schedule form.

Payment is due on or before the first of the month with no other options available. Payments that are late by two months will result in the child losing his/her place in the preschool program. Reminders to make payments should not be expected. Upon making restitution, parents may request in writing to be placed on the wait list and reapply.

Payments may be made on-line or by dropping off/ mailing a bank check or money order made payable to the Bristol BOE-Preschool with your child's name and school on the check. Drop off may be made to Bristol Board of Education, 129 Church Street, Bristol, CT 06010. There is a drop box located inside the back door for payments. Payments can also be mailed to Bristol BOE, P.O. Box 450, Bristol, CT 06011-0450.

SPECIAL EDUCATION SERVICES

All mandated services are provided on our school sites for children who are eligible for special education services under the guidelines of speech and language impairment. Pupil Placement Team (PPT) members make decisions as to where services will be provided if either in the preschool classroom or in a resource room and are based on individual child needs. If children require direct

services from a special education teacher other than consultation, services are determined by the PPT and are provided in one of our preschool learning centers at The Bristol Early Childhood Center with certified special education teachers. All special education service providers in each school are available resources for both parents and preschool teachers. They include speech and language pathologists, occupational therapists, physical therapists, school psychologists, and special education teachers.

STUDENT RECORDS: CONFIDENTIALITY

Per the Family Educational Rights and Privacy Act (FERPA) Educational records will be kept for each student and will reflect the physical, emotional, social, and academic aspects of a student's development in the educational process.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance, and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. (Please see School Handbook for further information on release of records and parent rights to records.)

SUPERVISION OF STUDENTS

ALL teachers are responsible for proper supervision of ALL students.

Staff will supervise primarily by sight. NAEYC 5.A.03

As children move through the centers/stations, or are toileting independently, staff may also supervise by sound but only for short intervals while frequently checking on children. It is expected that staff will be engaged with students during the school day for instructional purposes; either participating in dialogue with individual children, facilitating language interaction or recording anecdotal notes of observation of student activity for future planning.

THEFT POLICY

The *Bristol Public Schools* is not responsible for any lost or stolen items. Please label all clothing and personal belongings.

TOILETING

Preschool children may need help with buttons, snaps and zippers. It would be best to send your child to school in clothing that can be quickly and easily removed by your child independently. Children frequently need assistance in learning these self-help skills. If a child needs assistance in the area of toileting, we will notify the parent that their child needs assistance on these various self-help skills. It is our policy that an adult will only help a child in the presence of other individuals and at no time is one teacher alone with a child in these situations.

Bathroom / Toileting Procedures are as follows:

1. Bathrooms located in the classrooms will have an adult standing outside the slightly opened bathroom door.
2. If a child needs additional assistance, the adult supervising in the bathroom area will ask for assistance from another adult.

3. Parents will be encouraged to dress children appropriately. Please dress children in clothes that they can manage.
4. Parents are informed if the child lacks necessary self-help skills.
5. We encourage independent skills and allow the child to be self-sufficient.
6. Gloves will be used whenever we need to assist children.
7. If an accident occurs, the child will be changed in the bathroom and if completely soiled your child will be taken to the nurse who will call home to speak with the parent.
8. Clothing will be placed in a plastic bag and sent home that day for laundering.
9. Bathrooms are cleaned and disinfected properly after any accident and on a daily basis.

TOY POLICY

Please do not have your child bring in toys from home unless your child's classroom has scheduled a special event. Please be aware that bringing personal items are at your risk of loss or damage.

TRANSITION PLAN

FROM THE SCHOOL READINESS PRESCHOOL PROGRAM for three year olds (3)

GOAL:

To ensure that all preschool children have access to a preschool program as a four year old in the Bristol community:

In November, all parents will be given information and applications about screening opportunities at the BPS Preschool Learning Center for Community Peer slots. In February, parents will be given applications for Bristol Public Schools Early Childhood Preschools for four year olds and all other School Readiness Programs in the Bristol community.

Parents will be given information about all other Preschool opportunities in the Bristol community.

IF ENTERING Kindergarten from our School Readiness Early Childhood Preschool:

In the spring parents will be given information about their child's district school, dates of orientations, what to expect from Kindergarten and when to register for their child's enrollment. Parents are encouraged to attend Family Nights at the public schools to

learn more about how they can help their child be ready for Kindergarten. Information about Transition to Kindergarten activities sponsored by the School Readiness Council, the Bristol Early Childhood Alliance and the Bristol Public Schools will be given to parents during the months prior to Kindergarten registration.

School records will be forwarded to the district school office for Kindergarten. Children's data related to letter identification and your child's individual *Kindergarten readiness profile* will also be forwarded to district staff.

Kindergarten staff and School Readiness Preschool staff offer a literacy night for parents and children entering Kindergarten. Information shared will be about getting your child ready for Kindergarten, and what to expect as a parent entering this process with your child.

All children/families who have individualized education plans (IEP) will be part of a planning and placement team (PPT) meeting to discuss their child's program with kindergarten staff and preschool staff to ensure a smooth and effective transition to K.

All staff follow a protocol set up for transition to Kindergarten.

Transition to Kindergarten Folders: This brightly colored folder is filled with information for parents and guardians to assist in the preparation for Kindergarten. Numerous suggestions and ideas are given to help better prepare children for Kindergarten.

- ❖ Letter from the Superintendent, Mayor and School Readiness Co-Chairs
- ❖ Parent booklets on School Readiness and Health
- ❖ Bristol Public Library card application
- ❖ My Alphabet Book (used by Bristol Public Schools and offered electronically as well)
- ❖ Kindergarten transportation overview
- ❖ Activity Calendar for family to complete with child
- ❖ Bristol Burlington Health brochures

Other activities include:

Fire Truck Ride Raffle: Available for early registration only.

A Kindergarten Student is taken to school on the first day by the Fire Department in a Fire Truck. One Parent or family member may accompany the student.

Fire House Tour and T-Shirt ticket: Every Kindergarten student is invited to take a tour of the Central Fire Station and will receive a T-shirt (while supplies last) that celebrates being a new Kindergarten student.

Countdown to Kindergarten Community Event:

the Bristol Public Library and Imagine Nation Museum co-host a community event for new Kindergarten students. Kindergarten teachers, activities, and a bus ride are part of the event. Limited enrollment – you must register prior to event.

"Kindergarten Here I Come": Exhibit at the Imagine Nation Museum that focus on State of CT Early Childhood Standards for entry into Kindergarten.

TRANSLATION SERVICES

Families have the opportunity to participate in our program with an interpreter, if necessary, in order to assist with cultural dialect differences. If a family member needs interpretation, the school staff will request translation services through our Adult Education Department. Translation

requests should be requested two weeks prior to a meeting. Please discuss your needs with your child's teacher so we are prepared to help.

TRANSPORTATION BY PARENTS

For those children to be transported to and from school by parents:

To ensure the safety of all children, we ask parents to follow these procedures:

- 1. Parents/Guardians dropping off or picking up a child must park in the parking lot. Parents may not park on the side of the building or in the handicapped spaces; you must drive through to the designated spaces.**
- 2. Arrival at School: Parents \Guardians must walk their child to the outside classroom door, on the side of the building, and wait with the child until the teacher admits the children to the school.**
- 3. Departure from School: Parents\Guardians should wait for their child outside the preschool classroom door, on the side of the building. Teachers will dismiss children at (11:45 a.m., M, T, Th, Fri & 11:25 a.m. Wed.) or (3:25 p.m. M, T, Th, Fri. & Wed. 3:00 p.m.)**
- 4. If your child is late arriving to school, please bring your child to the school office. The child's teacher or classroom aide will be called to the office to meet your child.**
- 5. If an emergency arises and you will be late in picking up your child, please either try to make other arrangements for the pick-up of your child or call the school office to inform staff of the situation.**
- 6. When someone other than the parent or legal guardian is picking up your child, that person will need to present picture identification to office personnel. If you need to ask someone else to pick up your child, written permission is required from you in order to allow your child to leave with that person. Please complete the attached authorization form listing who may pick up your child.**

TUITION FOR PRESCHOOL AND SCHOOL READINESS POLICY

- All School Readiness and preschool programs run by Bristol Public Schools shall charge tuition fees. Fees are per child and not per family. Fees are calculated in accordance with the State of Connecticut Department of Education School Readiness sliding scale fee.
- Families must provide proof of income in the form of W2, or two consecutive pay stubs for each parent. Families that receive food stamps and or cash benefits from the State of Connecticut or unemployment benefits must provide appropriate documentation of said benefits.
- Families with "no income" will be reevaluated every three months. Fees will be assessed accordingly at that time.
- All fees received from families are used to support the preschool programs.
- **If a family does not pay their tuition they are subject to loss of their preschool spot.**
- Parents/Guardians whom fail to make 2 consecutive payments will be notified by mail that their child will be terminated from the program.

PAYMENT

- Tuition payment is due on the 1st of each month.
- The first payment is collected at the time of registration and is non-refundable.
- Parents or Guardians are responsible for ensuring payment is made on time.
- Fees are non-refundable for student's absence (vacation, illness, snow days etc.)
- Payment may be made online through our EZ Care2 billing system. An email must be provided to the school readiness office to select this option your invoice will be mailed monthly.
- Payments in the form of Check or Money Order may be mailed or hand delivered to the Board of Education a copy of your invoice must be included with the payment.

Mailed to:

Bristol Board of Education
Attn: Jodi Bond
P.O. Box 450
Bristol, CT 06011

Hand Deliver to: (Drop Box)

Bristol Board of Education
Attn: Jodi Bond
129 Church Street
Bristol, CT 06010

ADDITIONAL FEES

- Return Check Fee will be incurred based on the rate charged to the district.

VACANCY / WAITING LIST POLICY

We are a public school non-mandated Early Childhood Education program. We require parents to submit an application. If space is not available, we will keep the application on file to fill vacant slots. The families may be contacted when an opening arises to check if the family is still interested in an opening in our program. We will refer parents to other community preschool programs as we collaborate with many preschool programs in the Bristol region.

VISITORS

Parents and other visitors are welcome to visit Bristol's Schools. All visitors must first report to the school office, sign in, and wear a visitor's badge. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and with advanced notice. **Visits shall not be permitted if the duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.**

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

WEEKLY NEWSLETTERS / CLASS NOTES COMMUNICATION / LITERACY

Please check your child's folder daily for notes and notices. Your child's backpack is our communication tool. Each child will also have their own folder labeled "keep at home" and "return to school". Each Monday look for weekly newsletters to keep you give you advance notice of classroom happenings. Parents may choose to send notes to teachers about their child's night or weekend especially if you think it may impact your child during the day. Every day parents receive, from their teacher, personal notes describing your child's day. On this note you will find the title of the book read together and your child's center and play choices. Please use this interactive literacy tool to begin interacting with your child about his/her day!

WHAT YOUR CHILD SHOULD BRING TO SCHOOL:

Since accidents can happen, each child should bring an extra set of clothing. All clothing should be labeled with your child's first and last name and be an "easy on" and "easy off" variety. Daily snacks and a drink will be provided by school staff. Snacks will consist of healthy nutritious foods such as crackers, fruit, yogurt or vegetables. You may purchase milk for \$.40 per day through the School Lunch Program. Water will be provided for your child to drink. A regular size back pack is helpful for carrying other items and school/parent communications.

PARENT / COMMUNITY RESOURCES: B4

Provided by Kelly Lynn McCrohan, School Psychologist, Bristol Public Schools



Community Resources



This is a list of local support services in areas surrounding Bristol. The following agencies provide support services to children, parents, and families for a variety of needs. Please contact them with your concerns.

BRISTOL FAMILY RESOURCE CENTERS:

West Bristol / South Side / Greene Hills Schools

860-584-7815 860-584-7812 860-584-7822

- ◆ Adult Education: English as a Second Language (ESL)
- ◆ Cubs Corner
- ◆ Preschool Education
- ◆ Director- Linda Rich, MSW frc@ci.bristol.ct.us

Southside School

Gail Zimmermann
Playgroup Schedule:

860-584-7812 ext. 5

- ◆ Monday: 9:30 am to 10:45 - Play and Learn Group
- ◆ Tuesday: Ages and Stages Developmental Screenings
- ◆ Wednesday: Raising Readers Parent Club: Please call for more information and sign-up
- ◆ Thursday: 9:30 am - 10:45 am - Helping Hands for Home Day Care Providers

Bristol Youth Services

860-314-4690

51 High Street Bristol

- Individual & Family counseling
- Banana Splits-support group for children affected by divorce, separation, & loss
- Outreach work
- Parent Training
- Referral services

ImagineNation Museum

One Pleasant Street

Bristol, CT 06010

Contact; Doreen Stickney, Museum Director

860-314-1400 ext. 319

The Imagine Nation Museum is a hands-on, interactive children's museum best suited for ages 2 to 10. Located at One Pleasant Street, Bristol, CT. The Imagine Nation Museum host a wide variety of programs, workshop classes, field trips, scout programs, birthday parties, vacation and summer camp as well as educational outreach programs.

Bristol Hospital Exchange Club

860-585-3481

9 Prospect Street Bristol

- Parent and Child Center - **CLASSES FOR PARENTS**
- P.A.R.K. (Parents Alone Raising Kids) Education and Support
- Treasure Chest-Supply closet for Families in need of baby items: diapers, clothes, formula, soaps, car seats, cribs

Goodwin College

860-528-4111

One Riverside Drive

East Hartford, CT 06118

www.goodwin.edu

<http://www.goodwin.edu/financial-aid/scholarships>

Wheeler Clinic

860-793-3500 (main number)

91 Northwest Drive

860-585-4300 (Bristol Office)

Plainville, CT

- Marriage/Family Counseling, Individual & Group counseling
- Children's outpatient mental health services
- Children's Extended Day (CED) -structured after-school intensive program for children 6-12 years old.
- Individualized Family Services Team- home based network of resources for children at risk for out of home placement.
- Diagnostic Assessment and Referral Team evaluations (DART)
- TRUST Program- A free program for children affected by substance abuse - **793-2164**
- *Emergency Mobile Psychiatric Services* - will come out to home or school for children with behavior/psychiatric illnesses **1-866-261-0893** or **747-8719**

Bristol Boys and Girls Club

860-583-4734

Cambridge Park Unit (Davis Drive)

860-314-1074

South End Unit (Lake Ave.)

860-314-1715

The Counseling Center

860-583-5858

440-C North Main St

Bristol, CT

- Family therapy services (no individual children/adolescent therapy)
- Substance abuse groups

Bristol Community Services

860-584-6260

111 North Main Street
Bristol, CT

- Short Term Case Management
- Medicare and Medicaid Counseling Including Medicare Part D
- Application Assistance
- Limited Transportation Assistance

The Family Therapy Center

860-314-1236

38 Kelly St.
Bristol, CT

Community Counseling of Central CT Inc.

860-582-7904

53 Muir Ave.
Bristol, CT

- Individual and family counseling
- Sliding fee scale

Bristol Community Organization (BCO)

860-582-2725

55 South Street
Bristol, CT

- Support for grandparents
- Budgeting classes
- Energy assistance
- Transportation

Families in Crisis

860-727-5800

Headquarters: 60 F J Popieluszko Ct
Hartford, CT

- Family counseling and support programs, court outreach, individual, group and family counseling services, parent education
- Programs for children with parents in prison and transportation to visit offenders
- Domestic violence offender services
- Mom, mentor & me program for children who have a mother in prison (call Sarah Sepanski at 203-573-8656)
- Offices in Waterbury, Bridgeport, and New Haven

BEACON Behavioral Services, LLC

860-676-9350

40 Dale Road
Avon, CT

- Offices in Avon, Bloomfield and Glastonbury
- Various social workers, psychiatrists, and doctors on site
- Offer child, adolescent, and therapy, couple/family therapy, psychiatric care, support groups, substance abuse counseling, and divorce services.

Catholic Family Services **860-589-8662**
440C North Main Street
Bristol, CT

90 Franklin Square **860-225-3561**
New Britain, CT 06051

- Services for children and families
- Spanish speaking therapists on staff
- Sliding fee scale

Family Services of Central CT **860-223-9291**
26 Russell Street
New Britain, CT
Terryville office **860-589-6333**

- Marriage/Family Counseling (no individual children/adolescent therapy)
- Sliding fee scale

Life Source Inc. **860-628-8474**
710 Main Street #1
Southington, CT, 06489

- Individual & Family counseling;
- Parent workshops

New England Clinical Assoc. **860-561-3980**
10 North Main Street #315
West Hartford, CT 06107

Community Mental Health Affiliates (CMHA) **860-223-2778**
26 Russell St.
New Britain, CT

- Child Guidance Clinic- an intensive, structured after-school program that provides comprehensive psychiatric and psychosocial assessment, group, family and individual therapy in-home family therapy as indicated, medication management, behavior modification and life skills training and therapeutic recreation.
- Bilingual staff- Spanish, Polish, German, and French
- Foster care support
- Behavior problems, Hyperactivity/ADHD, Anxiety, Depression, sexual trauma;
- Parent education and training

Children support groups

- Lemons to Lemonade – a group for children whose parents are going through a divorce
- From Caterpillar to Butterfly: a group for children with a history of trauma

- Remembering: Coping with Grief/loss
- Kick you worries to the Curb – a group for children/teens suffering from anxiety
- Volcano in my Tummy – an anger management group for children
- Taking the Leap – a group to help prepare kids for entering high school
- Living above the Influence – a group for teens struggling with substance use
- Think First – an anger management group for teens
- Peas in a Pod – a group for siblings who are experiencing difficulty getting along
- Putting our Heads Together – a group for children exhibiting intimidation behaviors
- Take a Stand – a group for children who get intimidated by other children
- I'm Gonna Like Me – a group for pre-teen girls, focus on self-esteem and self-image
- How To be a Good Friend – a group to enhance children's social skills
- Girls Club – a group for girls to build positive peer relationships
- And more...
- ***Emergency After Hours 1-888-785-5554***

Southington Behavioral Health Center

860-276-9295

41 Old Turnpike Road
Southington, CT 06489

- Child and Family counseling services
- Psychiatric evaluations / Medication management

Institute of Living

1-800-673-2411

200 Retreat Ave.
Hartford, CT

860-545-7200

- Counseling for children, adolescents, adults, families
- Evaluations

Klingberg Family Centers

860-801-6693

370 Linwood Street
New Britain, CT 06052

- Family, Individual & Crisis Counseling
- Reunification,
- Respite care & specialized foster care
- Extended Day Program
- Medication management
- Predominantly works with State insurance plans

DCF-Department of Children & Families

800-842-2288

- Hotline for reporting suspected abuse or neglect
- Voluntary services for counseling, parent aides, in-home support, etc.

PRIVATE THERAPISTS

Friedman, Wynberg & Connolly, 860-242-3702
Offices of Kevin J. Connolly, Ph.D.
6 Northwestern Drive
Bloomfield, CT 06109

- Holds office hours in Bristol once a week

Helen Skovren, MS, LMFT 860-314-1236 ext.1
38 Kelley Street,
Bristol, CT

- marriage and family therapist

Mary Marsh ,M.S., L.M.F.T 860-584-1087
The Family Therapy Center of Bristol
61 Bradley Street, 2nd floor, suite 4
Bristol, CT

- marriage and family therapist
- individual, marital and family therapy

Gregory Banks, MA, LPC, NCC 860-841-6574
318 Main Street
Farmington, CT

- individual, couples, and child & family counseling
- substance abuse and trauma recovery

Jeanne Klineman, CISW, MSW 860-676-8375
Doris LaPlant, CISW, MSW
Farmington, CT 06032

Jill Hanson, LMFT 860-673-8848
Burlington, CT 06013

PSYCHIATRISTS/ DOCTORS/PEDIATRICIANS

UConn Health Center/Psychiatrics 860-679-6700
Farmington, CT

Dr. Dean Hokanson, 860-561-6177
68 South Main Street
West Hartford, CT

- Creative energies in working with children

Steven Shmurak, Ph.D
1019 Farmington Ave.
Bristol, CT

860-584-1951

- Individual- Older adolescents and adults counseling

Dr. Paul Horton
Meriden, CT

203-235-2505

Dr. Lynn Mangini
St. Francis Hospital
Hartford, CT

860-545-7493

Dr. Adele Martel
68 South Main St
West Hartford, CT

860-561-6182

Dr. Richard Nilson
10 Forrest Park Drive
Farmington, CT 06032

860-676-9227

- Consulting Psychiatrist to Wheeler Clinic, familiar with adolescent issues

Dr. Richard Miller
3 Northwestern Drive
Bloomfield, CT

860-243-3477

- Consulting Psychiatrist to Wheeler Clinic, familiar with adolescent issues

Dr. Almai
Southington, CT

860-276-9295

Dr. Carmona
West Hartford, CT

860-233-8725

Dr. Bhargava
Waterbury, CT

203-755-3279

Dr. Ken Robson
West Hartford, CT

860-561-4178

Bristol Pediatric Center
Doctors- Brownstein, Knox, Ward & Urbanati
160 Wolcott Street
Bristol, CT 06010

860-589-8872

Pediatric Associates
Doctors- Hodder, Holyst, Pandit
10 North Main Street
Bristol, CT

860-589-5230

INPATIENT OR PARTIAL HOSPITAL TREATMENT
SUBSTANCE ABUSE AND/OR PSYCHIATRIC

Mount Sinai Hospital
Adolescent & Alcohol Abuse Service
500 Blue Hills Ave.
Hartford, CT
860-286-4950

Adelbrook
60 Hicksville Road
Cromwell, CT
860-635-6010

Apple Valley
Behavioral Health
Southington, CT
860-378-8090

- Partial Hospital / After school care

HOUSING SERVICES

St. Vincent de Paul Emergency Shelter
17 Jacob Street
Bristol, CT
860-589-0702

Bristol Housing Authority
164 Jerome Ave
Bristol, CT
860-582-6313

USDA Rural Development
860-688-7725 ext. 4

- Subsidized mortgage payments for families struggling with divorce, unemployment, & other situations

Section 8 Vouchers
860-582-6313

- Subsidized housing within the Bristol community. Davis Drive and Quaker Lane Housing Authority

Eviction Protection Services
860-584-2725

- Funds for people under negative conditions. May assist with a security deposit

St. Vincent DePaul Shelter
860-589-0702

- Family and individual shelter and transitional housing

FOOD & CLOTHING

WIC	860-585-3280
<ul style="list-style-type: none">• Provides services for mothers during pregnancy and children birth to 5 years of age. Provides information on breastfeeding nutrition. Provides formula, vegetables, milk, cereal, beans, tuna, and peanut butter	
Salvation Army	860-583-4651
<ul style="list-style-type: none">• Food pantry, clothing vouchers, furniture vouchers, and free bread and vegetables weekly. Daily meals served.	
<u>Gifts of Love</u>	860-676-2323
35 East Main Street, Avon, CT	
<ul style="list-style-type: none">• Children & Youth, Crisis Support, Emergency & Safety, Homeless & Housing, Hunger	
Christian Fellowship Center	860-589-0662
<ul style="list-style-type: none">• Food pantry and meals	
Zion Lutheran Church	860-589-7744
<ul style="list-style-type: none">• Food pantry and meals	
St. Joseph's Church	860-583-1369
<ul style="list-style-type: none">• Food pantry and meals	
BCO	860-584-2725
<ul style="list-style-type: none">• Food stamp applications. Food and diapers	
Food Stamps for Legal Immigrants	860-951-2212
Summer Food for Children	
<ul style="list-style-type: none">• Free breakfast and lunch during the summer	
Parent & Child Center	860- 585-3481
<ul style="list-style-type: none">• Formula, food, and diapers	

LEGAL SERVICES & FAMILY DIVISION COURTS

Legal Assistance	860-541-5000
<ul style="list-style-type: none">• Service free to those who qualify•	
CT Women's Education & Legal Fund	860-247-6090
<ul style="list-style-type: none">• services and material free to those who qualify• Children's Law Center• Legal representation in the Hartford and New Britain courts	860- 232-9993
Bristol Probate Court	860-584-6230
<ul style="list-style-type: none">• Family matters, guardianship, etc.	
New Britain Family Services	860-515- 5115
<ul style="list-style-type: none">• Family affairs	

DOMESTIC VIOLENCE & ASSAULT

- Sexual Assault Crisis Services** 888-999-5545
- Hotline and referrals
- Prudence Crandall Center** 860-225-6357
- Crisis intervention with domestic and sexual abuse. Support groups Safe Haven of Greater Waterbury 203-575-0036
 - Crisis intervention for sexual and domestic abuse. Hotline, support groups, materials
- CT Coalition Against Domestic Violence** 888-774-2900

REFERRAL INFORMATION & RESOURCE AGENCIES

- (SERC) State Education Resource Center** 860-632-1458
25 Industrial Park Road
Middletown, CT 06457
- Parent information and resources center
 - Training opportunities
 - Informative website- www.ctserc.org
 - Accommodation for families
 - Library
- The Main Street Foundation** 860-583-6363 ext 202
120 Halcyon Dr 860- 589-1252 fax
Contact: Susan Sadecki
- Provide financial assistance to families in need. If there is a family in need, ask Main Street to fax over a request for funds (Immediate Response Fund)
- Info line** 211
- Information hotline for agencies and programs throughout CT, Childcare facilities, Birth to 3 Services
- CT Clearinghouse** (860) 793-9791
- Library and resources for parents and agencies. Materials and curriculums available
- BCO** 860-584-2725
- Budgeting classes, energy assistance, etc.
- Big Y Homework Line** 800-866-2449
- FREE-Helps with homework over the phone
- Wade's World Foundation** 860-585-5165
- Financial assistance for the needs of children

- | | |
|---|----------------------------|
| <p>Bristol Parks and Recreation</p> <ul style="list-style-type: none"> • Sports and rentals | <p>860-584-6160</p> |
| <p>Bristol Boys and Girls Club</p> <ul style="list-style-type: none"> • Before and after care | <p>860-583-4734</p> |

ADVOCATE AGENCIES

- | | |
|---|---|
| <p>Center for Children with Special Needs
Services and advocacy for children with special needs</p> | <p>860- 430-1762</p> |
| <p>Learning Disabilities Association (LDA)
Reach Me, Teach Me, Inc</p> <ul style="list-style-type: none"> • Services and advocacy for parents and children affected by Autism, Asperser's Syndrome, Pervasive Developmental Disorder | <p>888- 300-6710
860-632-1715</p> |
| <p>North Central Area Agency on Aging</p> <ul style="list-style-type: none"> • Services and support for grandparents raising grandchildren | <p>860-724-6443</p> |
| <p>Parent Advocacy
Information, materials, support groups</p> | <p>1-800-445-2722</p> |

BOOKS FOR FAMILIES EXPERIENCING A DIVORCE

- Dinosaurs Divorce: A Guide for Changing Families**
By Laurie & Marc Brown
- My Stick Family: Helping Children Cope with Divorce**
By Natalie Reilly
- Let's Talk About It: Divorce**
By Fred Rogers
- Two Homes**
By Claire Masure
- Divorce Happens to the Nicest Kids**
By Michael Prokop
- Divorce is Not the End of the World: Zoe's and Evan's Coping Guide for Kids**
By Zoe & Evan Stern
- I Don't Want to Talk About It**
By Jean Ransom
- My Family's Changing: A First Look at Family Break Up**
By Pat Thomas
- On the Day His Daddy Left**
Eric Adams & Kathleen Adams, LCSW

It's Not Your Fault, Koko Bear: A Read-Together Book for Parents and Young Children During Divorce
By Vicky Lansky

At Daddy's on Saturdays
By Linda Girard

BOOKS FOR ADOPTED FAMILIES

I Feel Different: A Book About Being Adopted
By Kathy Stinson

Did My First Mother Love Me?
By Kathryn Miller

Let's Talk About It: Adoption
By Fred Rogers

My New Family
By Pat Thomas

You're Not My Real Mother!
By Molly Friedrich

We Adopt You, Benjamin Koo
By Linda Walvoord Girard

Barklay and Eve Book Series
By Karen L. Carney

1-800-563-5677

www.safeplacetogrieve.com

- **Activity and Coloring Book Series- Helping children understand and cope with life's inevitable challenges (Divorces, death, cancer, Hospice, funerals)**

APPENDIX

Appendix A: School Calendar 2017-2018
Appendix B: National School Lunch Program (NSLP) Special Milk Program
Appendix C: Bristol Public Schools Early Intervention Request Form
Appendix D: Physical Management Training, Associates
Appendix E: Bristol Burlington Health District Lead Poisoning Fact Sheet
Appendix F: School Readiness Programming Objectives
Appendix G: Bristol Burlington Health District School Health Services Flyer
Appendix H: BBHD Dental Program Grades K-5

For your information, the U.S. Department of Education can be located at the following address:

**U.S. Department of Education
Office for Civil Rights
8th floor: 5 Post Office Square, Suite 900
Boston, MA 02109-3921
Phone: (617)289-0111
E-mail: OCR.Boston@ed.gov**

BRISTOL PUBLIC SCHOOLS CALENDAR 2017-2018

Teacher Meeting Day: August 28 **Professional Development Days:** August 29 and 30; November 7

Vacation Weeks: Close December 22 at end of the shortened school day – Reopen January 2
 Close February 16 at end of school day – Reopen February 21
 Close April 13 at end of school day – Reopen April 23

No School: Labor Day, Sept. 4; Columbus Day, Oct. 9; PDD, Nov. 7; Veteran’s Day, Nov. 10; Thanksgiving Recess, Nov. 23, 24;
 Martin Luther King Day, Jan. 15; Presidents Day, Feb 19; Good Friday, March 30; Memorial Day, May 28.

****Shortened Legal Days:** Thanksgiving Recess, Nov. 22; Christmas Recess, Dec. 22
 Elementary, K-8 & Middle – last three school days in June; High School – last school day in June Parent

Conference Days: (*indicates afternoon conferences)

Elementary – October 17, 18, 19*	(snow date: November 2)	Middle – October 24, 25, 26, 27*	(snow date: November 8)
March 21, 22, 23*	(snow date: April 11)	March 27, 28	(snow date: April 12)
K-8 – October 25, 26, 27*	(snow date: November 8)	High – October 17, 18, 19*	(snow date: November 2)
March 26, 27, 28	(snow date: April 12)	March 22	(snow date: April 11)

M	T	W	TH	F		M	T	W	TH	F	
<u>August</u>						<u>February</u>					
TMD	PDD	PDD	31		1 day				1	2	
						5	6	7	8	9	
<u>September</u>						12	13	14	15	16	
				1		PD	VAC	21	22	23	
LD	5	6	7	8		26	27	28			18 days
11	12	13	14	15							
18	19	20	21	22		<u>March</u>					
25	26	27	28	29	20 days				1	2	
						5	6	7	8	9	
<u>October</u>						12	13	14	15	16	
2	3	4	5	6		19	20	21	22	23	
CD	10	11	12	13		26	27	28	29	GF	21 days
16	17	18	19	20							
23	24	25	26	27		<u>April</u>					
30	31				21 days	2	3	4	5	6	
						9	10	11	12	13	
<u>November</u>						(16	17	18	19	20)	vacation
		1	2	3		23	24	25	26	27	
6	PDD	8	9	VD		30					16 days
13	14	15	16	17							
20	21	22**	VAC	VAC		<u>May</u>					
27	28	29	30		18 days		1	2	3	4	
						7	8	9	10	11	
<u>December</u>						14	15	16	17	18	
				1		21	22	23	24	25	
4	5	6	7	8		MD	29	30	31		22 days
11	12	13	14	15							
18	19	20	21	22***	16 days	<u>June</u>					
										1	
<u>January</u>						4	5	6	7	8	
NY	2	3	4	5		11	12	13	14	15	
8	9	10	11	12		18	19	20	21	22	
MLK	16	17	18	19		25	26	27	28	29	7 days
22	23	24	25	26							
29	30	31			21 days						
First Half		97 days				Second Half	84 days				
		Total				181					

Emergency Days – Students must attend school 181 days. With no snow days the last day of school will be June 11. Each snow day used will advance the last day of school forward to no later than June 29.

Appendix B

USDA Special Milk Program

1. What is the Special Milk Program?

The Special Milk Program provides milk to children in schools, child care institutions and eligible camps that do not participate in other Federal child nutrition meal service programs. The program reimburses schools and institutions for the milk they serve. In 2007, 4,914 schools and residential child care institutions participated, along with 853 summer camps and 533 non-residential child care institutions.

Schools in the National School Lunch or School Breakfast Programs may also participate in the Special Milk Program to provide milk to children in half-day pre-kindergarten and kindergarten programs where children do not have access to the school meal programs.

The Food and Nutrition Service administers the program at the Federal level. At the State level, the Special Milk Program is usually administered by State education agencies, which operates the program through agreements with school food authorities

2. How does the Special Milk Program work?

Generally, public or nonprofit private schools of high school grade or under and public or nonprofit private residential child care institutions and eligible camps may participate in the Special Milk Program provided they do not participate in other Federal child nutrition meal service programs, except as noted above. Participating schools and institutions receive reimbursement from the U.S. Department of Agriculture (USDA) for each half pint of milk served. They must operate their milk programs on a non-profit basis. They agree to use the Federal reimbursement to reduce the selling price of milk to all children.

Any child at a participating school or half-day pre-kindergarten program can get milk through the Special Milk Program. Children may buy milk or receive it free, depending on the school's choice of program options.

3. What types of milk can be offered and what are the nutritional requirements for the milk program?

Schools or institutions may choose pasteurized fluid types of unflavored or flavored whole milk, low-fat milk, skim milk, and cultured buttermilk that meet State and local standards. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration.

4. How do children qualify for free milk?

When local school officials offer free milk under the program to low-income children, any child from a family that meets income guidelines for free meals is eligible. Each child's family must apply annually for free milk eligibility.

5. How much reimbursement do schools get?

The Federal reimbursement for each half-pint of milk sold to children in School Year 2008-2009 is 18.25 cents. For students who receive their milk free, the USDA reimburses schools the net purchase price of the milk. For the latest reimbursement rates visit FNS website at <http://www.fns.usda.gov/cnd/Governance/notices/naps/NAPs.htm>

6. How much milk is served annually in the Special Milk Program?

In 2007, over 90 million half pints of milk were served through the Special Milk Program.

Expansion of the National School Lunch and School Breakfast Programs, which include milk, has led to a substantial reduction in the Special Milk Program since its peak in the late 1960's. The program served nearly 3 billion half pints of milk in 1969; 1.8 billion in 1980; and 181 million in 1990.

7. How much does the program cost?

In Fiscal Year 2007 the Special Milk Program cost \$13.6 million. By comparison, the program cost \$101.2 million in 1970; \$145.2 million in 1980; \$19.1 million in 1990; and \$15.4 million in 2000.

For more information:

For information on the operation of the Special Milk Program and all the Child Nutrition Programs, contact the State agency in your state that is responsible for the administration of the programs. A listing of all our State agencies may also be found on our web site at www.fns.usda.gov/cnd, select "Contact Us" then select "Child Nutrition Programs".

You may also contact us through the office of USDA, Food and Nutrition Service, Public Information Staff at 703-305-2286, or by mail at 3101 Park Center Drive, Room 914, Alexandria, Virginia 22302.

Bristol Public Schools
Department Of Special Services
Request For Early Intervention For A Preschool Child

This is a request for early intervention for a preschool child. This form is used with children from 3 years old until entrance into kindergarten. If you have a concern about the development of a preschool child, please complete this form and return to:
Janet Chamberland, Bristol Board of Education 129 Church Street, Bristol, CT, 06010

Phones: 860-585-4306 (Janet Chamberland-Special Education Teacher)
860- 585-4307 (Prudenza Lederman-Speech/Language Pathologist)

Upon receipt of this form, a screening appointment will be scheduled for the child. Based upon the results of the screening, a decision will be made as to whether or not a referral to special education is warranted.

(Please use **LEGAL NAMES** FOR CHILD AND PARENTS (**no nicknames**) and add information regarding custody or different last names/addresses as necessary)

Date _____ Referred by _____ ESL? YES NO
Student Name _____ Sex _____ Date of Birth _____
Address _____
Phone _____
Mother _____ Child resides with ___YES /___ NO
Father _____ Child resides with ___YES /___ NO
Custody Information: _____
Is this a Foster Address? ___YES /___ NO Pediatrician: _____
Foster Care Giver _____ Relationship _____
Name & Number of DCF Worker (as needed) _____
Additional Information _____

Presently enrolled in a Nursery School or Day Care Center ___YES___ NO
School: _____ Phone: _____
Address: _____
Days/Hours: _____ / Teacher: _____

Check Areas Of Concern

1. ___ **DEVELOPMENTAL CONCERNS:**
2. ___ **SPEECH-LANGUAGE CONCERNS:**
3. ___ **BEHAVIORAL CONCERNS:**

Please Describe/Explain All Concerns That You Wish To Be Addressed: (Use the back of this form if needed) _____

Additional information on back of this form? ___YES / ___NO

Has this child ever been tested or received special help (ex. Birth - 3, hearing, etc.)? ___YES / ___NO
If yes, Where _____
When _____

If submitted by a day care, nursery school, doctor, etc., the parent must read and sign this form:

Signature of Parent

Date

Date received by Special Services _____
Information taken by phone: ___SLP. ___SPED teacher

APPENDIX D

PMT Program Over-view

Physical/Psychological Management Training

The PMT program helps staff recognize that the basic need for security will determine how they function under stress. When there is only a minimal or no protocol for managing the agitated person, staff's concerns with performing adequately will automatically interfere with their functioning.

In short, without clear personal and administrative guidelines as to how to function during a crisis, staff will often resort to a natural defensive posture: fight or flight. This defensive reflex will augment both staff's fears and the other's fears and will frequently lead to more aggression and increased danger to all involved.

The PMT program covers a wide range of interventions, all of which fall into one of the four stages of managing aggressive:

1. **Prevention** (planning, networking, training, etc.)
2. **Pre-violence** (re-direction, environmental issues, verbal techs, escorts, etc)
3. **Violence** (quick action, teamwork, communication, safety, critiquing, protective holds, etc.)
4. **Post violence** (documentation, learning, planning, education, etc.)

Our basic program is designed to give participants "hands-on" and practical experience in handling a variety of crisis episodes. The core of the PMT training program involves learning through a variety of experiences, such as simulation and role-play exercises, with the help of practical theoretical concepts.

The goals of the PMT program are:

- (1) To increase understanding about those aspects of the crisis intervention process of most importance to the various disciplines attending the workshop.
- (2) To develop a skills for analyzing one's own style of managing conflict.
- (3) To increase the range of response options available to individual staff and teams.
- (4) To help staff manage their fear response in a crisis situation.

The objectives of the PMT program are:

- (1) To assist staff in preventing injury to consumers, him/herself or a third party, while managing the physically aggressive person.
- (2) To increase staff self-confidence when facing the angry/violent individual.
- (3) To increase consumer confidence and security in staff member's ability to manage crisis situations.
- (4) To increase staff awareness and knowledge of psychological factors during crisis and to develop strategies for identifying and preventing violent outbreaks.©

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APPENDIX E

CHILDHOOD LEAD POISONING PREVENTION

FACT SHEET

FACT :Lead can be found in drinking water
Run water for one minute before use
Use cold water for drinking and cooking
Do not use hot water – it can draw out lead from old pipes

FACT :Children can breathe in or swallow lead dust
Damp clean windows, floors and toys regularly

Wash children's hands before eating and sleeping
Do not scrape, drill or sand dry painted surfaces

FACT :Lead can be found in soil
Keep children and pets away from bare soil areas
Cover all bare soil areas with grass or mulch
Remove shoes when entering the house

FACT :Children can eat or swallow lead paint chips
Keep children away from all peeling paint
Do not let children chew window sills or painted surfaces
Remove loose paint chips from windows, floors and other areas

CHILDHOOD LEAD POISONING CAN CAUSE:

*speech, language & behavioral problems *muscle & bone growth reduction
*hyperactivity *nervous system & kidney damage
*impaired hearing *brain damage

HAVE YOUR CHILD TESTED FOR LEAD

Contact your healthcare provider. Please note that this is not a complete list of how you can be poisoned by lead.

For more information, contact the BRISTOL-BURLINGTON HEALTH DISTRICT
at 860-584-7682, or visit our web site www.bbhd.org
the CT Department of Public Health www.ct.gov/dph, or
the Centers for Disease Control and Prevention www.cdc.gov

Bristol-Burlington Health District
240 Stafford Avenue
Bristol, CT 06010
Funded by: CT Department of Public Health

APPENDIX F

SCHOOL READINESS PROGRAMMING OBJECTIVE

- ◆ A state-funded initiative (jointly funded by the Connecticut Department of Education and Department of Social Services and administered by the Department of Education) that develops a network of school readiness programs to:
 - Significantly increase the number of spaces in accredited and/or approved programs for young children to provide access to high quality school readiness programs;
 - Significantly increase the number of full-day, full-year spaces to meet family needs; and
 - Shared cost for school readiness and child-care programs among the state and its various agencies, the communities and families.

OVERVIEW

Established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and encoded in the CT General Statutes C.G.S. 10-16p – 10-16u, the legislation established a grant program to provide spaces in accredited or approved school readiness programs for eligible children in priority school districts and competitive grant municipalities.

◆ *Priority School Districts (BRISTOL)*

- These districts receive a grant allocation for spaces for eligible children who reside in priority school districts, that is based on the formula that uses the March 30 space count of the fiscal year prior to the fiscal year in which the grant is to be paid, plus or minus the current space requests, multiplied by the per child cost space rate.

◆ *Competitive Grant Municipalities*

- This is a competitive grants program for spaces for eligible children who reside in an area served by a priority school (severe need school) or in a town ranked 1 to 50 when all towns are ranked in ascending order according to town wealth. Each eligible municipality or regional school system where such a school is located may apply for a grant in an amount of \$107,000 dollars.
- Grant awards are made annually to eligible communities, for a period of five years. The chief elected official and the superintendent of schools jointly submit a plan for the expenditure of the funds and the responses to the local request for proposals process.

APPENDIX G

BRISTOL-BURLINGTON HEALTHDISTRICT SCHOOL HEALTH SERVICES HEALTH ASSESSMENTS MEDICATION IN SCHOOL IMMUNIZATION REQUIREMENTS

Immunization Clinic Hours Mondays (except holidays) 2:15 p.m. – 4:15 p.m. and by appointment
Call the BBHD office for more information at 860-584-7682

CT State Law requires that students have a health assessment / physical examination before entering school:

- For new entrants, the physical examination must be within 1 year (365 days) prior to the date entering school.
- During the 6th grade, and as a requirement for entrance to the 7th grade, a health assessment/physical examination must be completed.
- During the 9th or 10th grade, and as a requirement for entrance to the 11th grade, a health assessment/physical examination must be completed.
- For students participating in sports, a health assessment is required each year and must be completed and returned to the school before the student can practice or play a sport. The health assessment is only valid for 13 months from the date of the physical examination.

The Bristol-Burlington Health District is a provider of The Vaccines for Children Program and has an Immunization Clinic.

The following are some common reasons for dismissal. A student may also be dismissed for other health related issues.

- Chickenpox/Breakthrough Chickenpox: A student may not return to school until all lesions are dry (usually 4-6 days after onset of rash).
- Fever: A student will be sent home for a fever of 100 degrees or higher. A student must be fever free for 24 hours without fever medication in order to return to school.
- Fifth's Disease: A student must be fever free for 24 hours without fever medication in order to return to school.
- Hand, Foot and Mouth Disease: A student will not be allowed in school with draining hand lesions, blisters in mouth with drool or a fever of 100 degrees F or higher. A student may return to school when hand lesions are

The State of Connecticut requires the following immunizations for school entry:

- DTaP/Tdap (Diphtheria, Tetanus, A cellular Pertussis): Four or more doses, with 4 doses given by 18 months of age for Pre-Kindergarten & 1 dose on/after the 4th birthday for Kindergarten to grade 6. Students who start the series at age 7 or older need a total of 3 doses. Students grades 7-12 must have 1 additional booster dose of Tdap vaccine.
- Hepatitis A: If born on or after 1/1/2007, two doses are required six calendar months apart. The 1st dose must be given on/after the 1st birthday.
- Hepatitis B: Completion of a 3 dose series is required with the last dose on/after 24 weeks of age.
- HIB (Haemophilus Influenza Type B): One dose is required on/ after the 1st birthday or prior to the 5th birthday.
- Influenza: One dose given between August 1 and December 31 each year for ages 24 months to 59 months. Two doses separated by at least 28 days are required, if receiving flu vaccine for the 1st time.
- Meningococcal: One dose required prior to

dry, drool free and fever free for 24 hours without fever medication.

- **Impetigo:** A student must be treated with a prescribed antibiotic for 24 hours in order to return to school.
- **MRSA (skin infection):** A student will be dismissed from school for open draining sores/boils that cannot be covered. The student may return to school if affected area is covered and is fever free and has been on a prescribed antibiotic for at least 24 hours.
- **Pediculosis (head lice):** A student will be dismissed if live lice have been found. The student will be able to return to school after appropriate treatment. The student and parent/legal guardian must report to the school health room upon return. The student will then be checked daily for the next 10 days. The student will not be allowed back to school if live lice are found.
- **Rashes:** A student will be dismissed from school for a rash with fever and/or behavioral changes. A note from the health care provider is required in order to return to school.
- **Ringworm:** A student may return to school once a prescribed treatment from a health care provider has been started.
- **Scabies:** A student may return to school after a prescribed treatment from a health care provider has been started.
- **Strep Throat:** A student may return to school when fever free and has been on antibiotics for at least 24 hours.
- **Vomiting or Diarrhea:** A student will be dismissed from school. The student may return to school when symptom free (no vomiting, diarrhea) for at least 24 hours.

The following screenings are provided annually:

- **Pediculosis (head lice):** Preschool through grade 5.
- **Vision:** Kindergarten through grade 6 and during grade 9.
- **Hearing:** Kindergarten through grade 3, grade 5 and grade 8.
- **Scoliosis:** Grade 5 through grade 9

7th grade entry and for unvaccinated students entering grade 8 through 10.

- **MMR (Measles, Mumps, Rubella):** Two doses are required. One dose given on/after the 1st birthday and a 2nd dose given at least 28 days after 1st dose. The 2nd dose must be given prior to entering Kindergarten to grade 12.
- **Polio:** Three doses or more, with 3 doses by 18 months of age required for Pre-Kindergarten & 1 dose given on/after 4th birthday for Kindergarten through grade 12.
- **Pneumococcal:** If born on or after 1/1/2007, one dose is required on/after the 1st birthday for children less than 5 years old.
- **Varicella (Chickenpox):** One dose required on/after the 1st birthday. The 2nd dose separated by at least 3 months must be given prior to entering Kindergarten to grade 3 and grade 7 through grade 12. If a student has a history of a diagnosis of Varicella or Herpes Zoster, then a written statement signed and dated by a health care provider is required.

A Medication Authorization Form is Necessary for any medication (including over the counter drugs and medications) to be given/taken during school hours. The form must be filled out properly and signed by both the parent/legal guardian and the health care provider. Medication Authorization Forms are available in the school health room.

Prescription medication must be in the original, pharmacy prepared container and labeled with the student's name, medication name, strength, dose, and time it is to be given. A request may be made to the pharmacist to prepare two separate bottles, if medication is given at home and at school. Over the counter (OTC) medications must be in an original, unopened container. Only a 90-day supply is allowed in school. Medication must be brought to school and picked up at the end of the school year by a parent/legal guardian.

Oral health care services are provided by a registered dental hygienist. A preventative examination of the teeth and gums for students in Grade K through 5 is performed on an annual basis. Dental cleanings are done as needed. A permission slip must be signed and returned to school each year by the parent/legal guardian in order to receive oral health services.

REMINDER:
Please check backpacks for messages from the school/health staff. For more health related information, contact the school health staff or visit the following websites: www.aap.org or www.webMD.com
REV. 2/2014

APPENDIX H

Bristol-Burlington Health District

40 Stafford Avenue

Bristol, CT 06010

Phone: 860-584-7682

Fax: 860-584-3814

Monday - Friday 8:30 am - 4:30 p.m.

Visit our website at www.bbhd.org

Start The School Year Off With A Healthy Smile Every child wants to look their best as they head back to school in the fall. Parents help by scheduling haircuts and buying new outfits, but most overlook the simple steps to help their child maintain one of their most visible features-their smile. Studies show that one of the first things people notice about someone is their smile, and that a good smile creates a positive self imagesomething all parents wish for their children. Back-to-school time is the perfect time to incorporate good oral health habits into a child's daily routine. The sooner you make them a priority the sooner your child will benefit.

How you Can Help Prevent Tooth Decay

- Tooth decay can be caused by sugary foods such as soda, juice, and cookies – so, be sure to limit how much sugary foods your child eats as well as the number of times a day your child eats these foods.
- Never put an infant to bed with a bottle filled with juice, milk, or other drinks that contain sugar.
- Start to brush your child's teeth as soon as the first baby tooth comes into the mouth. Help your child brush until they are 6 or 7 years old. After that, they should be able to do it themselves.
- Brush your child's teeth at least twice a day – before bedtime is the most important time to brush.
- Use a small pea-size amount of fluoride toothpaste on a child-size soft nylon toothbrush.
- Lift your child's lip to brush at the gum line and behind the teeth.
- Brush the teeth for 2 full minutes, then have your child spit out the toothpaste-do not rinse with water.

REV. 3/2012
BRISTOL-BURLINGTON HEALTH DISTRICT
240 Stafford Avenue, Bristol, CT 06010
www.bbhd.org
Bristol Schools
Dental Program
K - 5

For more information call: Your School Health Room or 860-584-7682

Bristol Schools Dental Program

Tooth decay is still the most common chronic childhood disease and, left untreated, can affect a child's ability to eat, speak, sleep and learn. However, studies show that more than 60% of school-age children do not see a dentist annually. Simple preventative check-ups twice a year can help prevent childhood decay and help your child learn how to protect their teeth throughout the year. The Bristol-Burlington Health District, in cooperation with the Bristol Board of Education, offers a free school-based dental program for your child. Any child, who is enrolled in a Bristol public, parochial, or non-public school from Kindergarten through the 5th grade is eligible for these services.

Program Objectives:

To provide visual oral screening to children during the school year.

To conduct educational sessions on proper nutrition, dental care and oral disease prevention and provide helpful informative materials to participating students.

To identify children in need of dental services and to recommend to the parent/guardian the need to obtain treatment from local area dentists.

To combine the resources of the Bristol-Burlington Health District, Bristol Board of Education and the local dental community to provide services.

Services Offered A BBHD registered dental hygienist provides the oral health services.

Children are seen once a year for a visual oral screening and oral hygiene instruction. Dental cleanings are routinely performed on children with evidence of dental disease. All parents receive notification of exam results.

How to Participate:

The parent/guardian of a child, who is enrolling in the Bristol school system, receives a dental permission form along with your child's school registration forms. Completed dental permission form should be returned to your child's school health room. If you did not receive this form, please contact your child's school health room. The dental permission form will be sent to you along with the emergency update forms at the beginning of each school year.

