

REVERE EARLY CHILDHOOD PROGRAM

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PHILOSOPHY

Every child can learn and develop, in her/his own unique way. The staff of the Early Childhood program believes that for children, play is the method and self-expression and confidence are the tools. We aim to create an environment which encourages enjoyment of learning and promotes creativity and individuality.

The curriculum is designed to develop self esteem as well as conceptual growth. Teachers in the Early Childhood program recognize their responsibility to offer a variety of learning experiences in a variety of ways because children have different learning styles. The staff emphasizes each child's strengths and resources. This multi-faceted approach results in a stimulating environment in which children come to view school as a positive, appealing place.

The classroom is a multi-cultural/integrated setting. As educators we know that children process and retain information that is relevant to their experience. Methods of instruction in the Early Childhood program are culturally and socially relevant as well as developmentally sound.

It is the goal of Revere's Early Childhood program to insure that children participate in and benefit from academic and community experience.

DAILY SCHEDULE

The daily schedule consists of alternating periods of individual, small and large group activities. Structured time and free play are provided. All these are necessary for the healthy development of the child and to provide opportunities for each child to find the style of learning most comfortable for him or her.

A typical day in our Early Childhood program would include:

- Welcoming Activities and Free Play
- Circle Time
- Learning Center Activities
- Physical/Outdoor Activities
- Small Group Time
- Story Time

Designated areas within the classroom include a block area, water and sand table, quiet book space, housekeeping, an art area, and gross motor space.

ATTENDANCE

It is important for each child to attend school, on a regular basis. Regular attendance will give your child the opportunity to participate in all the program's activities and to fully benefit from them.

The Early Childhood program follows the Revere Public Schools' K-5 school calendar, including Early Release days, school vacations, holidays, Teacher Professional Development days and snow days.

If your child is not able to attend school, it is the parent's responsibility to call the school office and leave a message for your child's teacher. When your child returns to school, please send a note explaining the reason for absence. If you're late for pick-up two times in a month, you will be required to attend a conference with your child's teacher and the program director to review your child's placement. Your child may be dropped from the program for excessive unexcused absences or tardiness. If your child will not be able to attend school for any reason and you wish to maintain his/her slot, full tuition for that time period will be charged. Should you withdraw your child and then return (if there is an available slot) you will be charged a re-registration fee of \$100.00.

ILLNESS POLICY

If your child shows signs of illness, **do not** send him/her to school. Remember, you must consider the health of your own child and the health of the other children in the program.

The school reserves the right to send a sick child home. The parent will be called and will be expected to pick the child up in such a case. Please notify the staff if your child contracts a contagious disease so that appropriate action can be taken. Exclusion may also be necessary for conditions such as strep infections, scabies, head lice, impetigo, skin rashes and conjunctivitis until treatment for the illness has begun. In case of communicable conditions, the school has the right to request written authorization from a doctor stating that the child is fit to attend. **PRESCRIPTION MEDICATION WILL BE GIVEN BY THE SCHOOL NURSE ONLY WITH WRITTEN PARENTAL CONSENT AND A WRITTEN ORDER FROM A PHYSICIAN WHICH INDICATES THE MEDICATION IS FOR THE SPECIFIC CHILD.** The medication must be brought in by a parent and must be in original pharmacy container. Absences of three days or more require you to bring your child to the school nurse before attending class.

RECORDS

Each parent is responsible for completing and returning registration and health forms. All records are confidential and kept in the child's individual folder. Parents have the right to review their child's record at any time.

Please notify your child's teacher immediately of any change of address or telephone number.

The following items are required (*in order for your child to attend*):

- Birth Certificate (certified)
- Record of Immunization/Mass. School Health Forms
- Consent of Approved Release People
- Proof of Residency
- Home Language Survey Form

FOR PARENTS

Parents will receive a report of their child's individual progress at parent/teacher conferences. Individual parent/teacher conferences will be scheduled by the classroom teacher to discuss these reports. Also, parents may request a conference at anytime during the school year.

Parents are encouraged to be involved monthly in their child's education. During the year we will coordinate parent and child time (PACT) where you will be asked to interact with an activity with your child. Close communication through letters, telephone calls, or drop-in visits are welcome.

ARRIVAL AND DEPARTURE

Children must be brought to school by a parent or adult. Do not leave children unattended. If a parent is going to be late picking up their child they need to call their school's main office.

Morning Session

Arrival: 8:05

Dismissal: 10:35

Afternoon Session

Arrival: 11:35

Dismissal: 2:05

SNACKS

Children should bring nutritional based snacks and a drink or snack. Snack is a valuable socialization time for the children. We ask parents to provide their child a snack such as fruit, crackers, 100% cheese, vegetables, whole grain foods, 100% juice or milk. We discourage poor nutrition such as, candy, desserts—such as filled cookies, chips, soda and drinks that are not 100% milk or real fruit juice.

CLOTHING

Children are active learners. Students should be dressed in comfortable clothes appropriate for play and painting. *(Please consult your school on their uniform policy)*

Daily outdoor exercise is part of the program whenever possible. Please send your child in clothes which will keep them warm and dry in the winter. When your child wears boots to school, please send a pair of shoes to be worn in the classroom.

Please send in an extra set of clothing which includes: underwear, socks, pants and top. Please put these items into a plastic bag. *ALL ITEMS IN THE PLASTIC BAG MUST BE LABELED WITH YOUR CHILD'S NAME.*

RELEASE POLICY

Please be sure to list all the adults whom you give permission for the early childhood staff to release your child to. If you wish to have your child released to someone not on the list, then you must send a note with your signature and the name of the person. Identification will be required of the person picking up your child. Under no circumstances will a child be released to a friend or relative without prior written consent.

SCHOOL CANCELLATION

In case of inclement weather, listen to your local radio station for school cancellation. If there is no kindergarten in Revere Public Schools there will be no early childhood program. *(Any school cancellations will be deducted from your June tuition).*

DISCIPLINARY POLICY

Early Childhood teachers have the direct responsibility for maintaining a safe and orderly classroom environment. Rules and procedures must be followed in order to create an atmosphere that is conducive to learning and provides a safe and positive experience for all children.

The following procedures will be followed, as needed, if inappropriate behavior is observed during the child's early childhood learning experience:

- Teacher tells the child to stop the behavior and explains to the child the appropriate behavior
- Teacher gives positive reinforcement to the child and redirects the child to another area of the room or another activity
- Child is sent to a quiet area of the room and the teacher discusses gently but firmly appropriate behavior

- Teacher discusses child’s inappropriate behaviors with the parent and works with the parent in setting boundaries of behavior in school that can be reinforced at home
- Teacher’s documentation of continued inappropriate behaviors is read and signed by parent
- Parent conferences with director and teacher to determine an appropriate course of action, including out-of -classroom assistance (ex., social worker)

In accordance with the Massachusetts Department of Early Education and Care, the following disciplinary actions are prohibited:

- Any type of physical punishment
- Any type of humiliation, verbal or otherwise
- Depriving children of meals or snacks
- Disciplining children for soiling or wetting their clothes (change children immediately)

TERMINATION POLICY

Termination from our program can occur due to excessive unexcused absences, continued unacceptable behaviors,* and failure to meet program financial requirements.

** Termination from the program due to continued unacceptable behaviors will occur after the early childhood staff uses all resources to help the child. The program coordinators will continue to work with the family to find appropriate placement or services for the child whenever possible.*

PAYMENT POLICY

- Please make a check or money order payable to: **Revere Public Schools**
- Please print your child’s name on the bottom of the check (in the memo area)



- No reduction in tuition is given for days on which your child is sick or absent from school.
- You will be charged for school days, not school vacations and holidays. Should there be a snow day – those snow days will be deducted in the June tuition.
- Should you withdraw your child before the last month of school (**June**) you will **NOT** be reimbursed for snow days. **SNOW DAYS** will be reimbursed with June tuition only.
- Tuition payments are due by the dates on the tuition notice. **A late fee of \$20.00** will be charged if tuition is not received on time.

- Tuition payments are *not* to be given to your child's teacher. Please place payments in the locked security box at each designated location.
- Families behind on their payment will be required to meet with the program director and may be withdrawn from the program.
- There will be a ***\$25.00 fee*** for all returned checks. If your check is returned you will be required to replace this tuition payment immediately with a money order in the amount of the tuition plus the ***\$25.00 fee***.
- If your child will not be able to attend school for any reason and you wish to maintain his/her slot, full tuition for that time period will be charged. Should you withdraw your child and then return (*if there is an available slot*) you will be charged a re-registration fee of \$100.00.
- Requesting changes to your child's schedule (change in schools, AM vs. PM, number of days, etc.) will result in ***\$25.00 fee (change fee)***.
- For all questions concerning your payments, please call the Early Childhood office at 781-286-8305.