Welcome to Preschool

This handbook contains information and guidelines about the Preschool Department. Please read it and keep it as a reference. It will help you.

The Preschool Program
We believe preschool children develop best cognitively when they are active learners. They will learn language, explore their world and solve problems with the support and acceptance of teachers and instructional assistants.

Generally, children complete the preschool in three or four years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>3 year old class</td>
</tr>
<tr>
<td>Year 2</td>
<td>4 year old class</td>
</tr>
<tr>
<td>Year 3</td>
<td>Preprimary class, part 1</td>
</tr>
<tr>
<td>Year 4</td>
<td>Preprimary class, part 2</td>
</tr>
</tbody>
</table>

Parent Participation Policy
When parents and teachers work together, children benefit.

- Please write/respond to notes in “home/school” books.
- Please visit the classroom often to observe/meet with teacher.
- Please attend Meet the Teacher meetings.
- Please attend IEP parent/teacher conferences.
- Please attend classroom observations as requested by the teacher.
- Please attend informational meetings during the school year.
- Please help your child complete homework.
- Please complete and return absence forms.
Teaching Staff

- Teacher
- Instructional Assistant
- Individual Speech Teacher
- Group Speech Teacher
- Art, ASL, Dance, Gym and Technology teachers.

You may contact the classroom teachers via their email addresses:

Joyce Scotti      jscotti@lexnyc.org
Andrea Keyloun    akeyloun@lexnyc.org
Jane Kim          jkim@lexnyc.org
MaryJo Lo Piccolo Maguire
       mlopiccolomaguire@lexnyc.org
Marian Hart       mhart@lexnyc.org
Lisa Santiago     lsantiago@lexnyc.org

Orientation to School

We want to help your child make a good adjustment to a very active school day. Parents of **new students** will need to transport their child and stay with him/her to support this transition. Some families may use car service and some families may prefer to drive themselves. Please let Catrina know how you will get to school on the first day. Please follow teacher’s guidelines for increasing the time your child spends in school.
**Bus Routines**
New children will begin riding the school bus **home**, only after they have adjusted to their classroom routines. Shortly after that, they will ride the bus to school as well.

- Save letters/postcards received from the bus company.
- If your child is absent for three or more days, call the bus company to restart bus service. (Bus service will be stopped after three days absence.)
- If you have questions about bus service, please call the Office of Pupil Transportation (718) 784-3313. Please remember that bus schedules are set by the Department of Education and we cannot control them.

**Amplification Policy**
When recommended, we expect children to wear hearing aids/cochlear implants consistently at home and at school. They must be in good working condition to benefit your child. Some children will use FM units in their classrooms.

**Bathroom Policy**
Most children are toilet trained by the time they enter preschool. For those that are not, we will work with parents who are having difficulty toilet training their child. A consistent toilet training routine at home and in school will best help your child learn all he/she can from their time in school.

**If your child is not toilet trained, please make sure to keep a good supply of pull ups and wipes in the classroom.** The school does **not supply these**. Since there are not many children that require them it is often difficult to borrow them from other students. It is also very important to have a few changes of clothing in school.
Meal Time
The school provides a healthy breakfast to all children. The New York City Department of Education (NYCDOE) will be providing breakfast and lunch to our students. Breakfast will be free for every student. Snack is not be available for students.

Parents must supply their own healthy snack for their child. For lunch, parents will have to complete applications and the NYCDOE will determine if your child qualifies for a free or reduced lunch program. (You are welcome to send in meals for your child.)

School menus may be viewed online at http://www.schoolfoodnyc.org/schoolfood/menusdailydisplay.aspx.

School Calendar
You will receive a copy of the official school calendar. Please keep it handy. It lists holidays, days off from school, and major school events. In general, we follow the NYC public school calendar.

Some dates to remember for this year:
Sept. 4th- First day of school
Sept. 23rd – 27th - Deaf Awareness Week
Sept. 30th Oct.1st - School closed for Rosh Hashanah
Oct. 4th- PSA Picture Day
Oct. 9th – School closed for Yom Kippur
Oct. 14th- School closed for Columbus day
Oct. 22nd - Preschool Meet the Teacher Night
November 5th– Election Day- School closed for students
Nov. 11th- School closed for Veteran’s Day
November 12th-20th – PARP  
Nov. 18th- 22nd- PSA Book Fair  
November 27th - Preschool luncheon  
Nov. 28th & 29th – School closed for Thanksgiving  
Dec. 18th– Craft and Bake Sale  
Dec. 20th– Santa visits Preschool  
Dec. 23rd – Jan 1st – Holiday break  
Jan. 10- PSA Picture Retake Day  
Jan. 20th – School closed for Martin Luther King, Jr. Day  
Feb. 17th -21st – Mid-Winter Break  
Mar.9th- Multicultural Festival Week  
Mar. 17th– Staff development/ No school for students  
Mar. 24th- Preschool Meet the Teacher Day/Night  
April 9th –17th – Spring Break  
May - Bracken and SESAT Testing  
May 4th – 8th- PSA Book Fair  
  Staff Appreciation Week  
May 7th– Teacher Appreciation Day  
May 11th- 15th– Better hearing & Speech Month Celebration  
May 25th - School closed for Memorial Day  
June 3rd - Dance show  
June 17th Or 18th- Preschool Field day  
June 26th – Preschool graduation/ Last day of school/Report cards go home

Absence Policy
Please complete and return the absence response form whenever your child comes back to school after an absence.

Illness Policy

<table>
<thead>
<tr>
<th>Contagious Condition</th>
<th>What to do… It is suggested that your child:</th>
</tr>
</thead>
<tbody>
<tr>
<td>fever</td>
<td>Stay home until your child is without fever for 24 hours <em>without Tylenol</em></td>
</tr>
<tr>
<td>Condition</td>
<td>Instructions</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>diarrhea</td>
<td>Stay home until child’s stool returns to normal</td>
</tr>
<tr>
<td>vomiting</td>
<td>Stay home until child can eat and drink</td>
</tr>
<tr>
<td>fresh colds</td>
<td>Stay home while mucus is infectious (green color)</td>
</tr>
<tr>
<td>pink eye</td>
<td>Stay home until doctor gives the “ok”</td>
</tr>
<tr>
<td>persistent cough</td>
<td>Stay home until doctor gives the “ok”</td>
</tr>
<tr>
<td>rash</td>
<td>Stay home until doctor gives the “ok”</td>
</tr>
</tbody>
</table>

**Medication Policy**
If your child needs medication during the school day, please contact Health Services at 718-350-3280 to make the needed arrangements. **Do not send in any medication in your child’s book bag.**

**Trip Policy**
Please sign and return permission papers for class trips if you want your child to participate. If a child may present an unsafe situation on a trip, we will provide an alternate, appropriate school program that day.

**Important Contact Information**
Our **preschool department** telephone number is **718-350-3244**. If no one answers, an answering machine will pick up. Please be sure to leave a message, and we will call you back as soon as possible.

- Mr. Norman Wyatt, Receptionist/Switchbd.: 718-350-3300
- Mr. Russell West, Superintendent/CEO: [rwest@lexnyc.org](mailto:rwest@lexnyc.org)
- Ms. Jane Moran, Principal: 718-350-3275 or [jmoran@lexnyc.org](mailto:jmoran@lexnyc.org)
- Ms. Catrina Zowak, Preschool Supervisor: 718-350-3244 or
czowak@lexnyc.org

- Ms. Kim Taylor, Speech Coordinator: 718-350-3271 or ktaylor@lexnyc.org
- Ms. Dorothy Gatto, Transportation Director: 718-350-3037 dgatto@lexnyc.org
- Ms. Carolyn Izsak, School Nurse: 718-350-3280 cizsak@lexnyc.org
- Hispanic Resource Team Office: 718-350-3249  Chanel or Giselle
- Hearing and Speech: 718-350-3171

A Day in Preschool...

Sample Daily Schedule
8:30 AM: School day begins.
   Morning Routine (Teachers greet children, check amplification, review the day’s schedule.)
   Content Area Lesson
   Playtime Inside
   Snack/Language Practice
   Special Activity Class (gym, library, art, dance or technology)
   Story Time
   Playtime Outside
12:00 PM Lunch/Language Practice
   Group Content Area Lesson/Special Activity Class
   Rest Time
   Writing Time/Songs
2:30 PM Dismissal in bus room/Pick up by bus matron

Possible Special Activity Classes (One class daily)

This year, we are excited to add American Sign Language as a class for our students. Our goal is to allow children to have access to learning using two languages. There is a new teacher, named Shelly Guy, who will be working with our students.
Gym Class: 2-3 times each week (wear sneakers)
Art Class: 1-2 times each week
Dance Class: 1-2 times each week
Technology Class: 1-2 times a week
ASL Class: 1 time a week
Library Time: 1 time each week with the classroom teacher

**Speech Schedule**
Most students go to speech class five times a week:

<table>
<thead>
<tr>
<th></th>
<th>3 year old students</th>
<th>4 year old students</th>
<th>Preprimary students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individual Speech</strong></td>
<td>4x a week for 30 min</td>
<td>3x a week for 30 min</td>
<td></td>
</tr>
<tr>
<td><strong>Group Speech</strong></td>
<td>1x a week for 30 min</td>
<td>2x a week for 30 min</td>
<td></td>
</tr>
</tbody>
</table>
Supply List

Please send all items during the first few days of school. Please replace any items as needed. Please label everything with your child’s name. Classroom teachers may ask for additional items!

<table>
<thead>
<tr>
<th>Back Pack</th>
<th>3 Black and White Notebooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELMER’S Glue</td>
<td>Package of Batteries for hearing aids/ implants</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td>Box of CRAYOLA Crayons (Jumbo size for youngest children)</td>
<td>Box of CRAYOLA WASHABLE Markers</td>
</tr>
<tr>
<td>Plastic Painting Smock or Old Shirt</td>
<td>Labeled individual photos of your child and family members</td>
</tr>
<tr>
<td>Ages 3 and 4 only- 2 Crib sheets and 1 Blanket</td>
<td></td>
</tr>
<tr>
<td>Complete change of clothes, labeled underpants * undershirt * socks * t-shirt/sweatshirt * pants Pull ups and wipes if necessary.</td>
<td></td>
</tr>
</tbody>
</table>