KIDS IN ACTION

Pre-Kindergarten

Parent Handbook

2020-2021

Hingham Public Schools
220 Central Street
Hingham, MA 02043
Office: 781-804-4235
Classroom: 781-804-4211

Letter From The Director

Dear Parents,

Hingham Public Schools created the Kids In Action After-School Program in 1986 in response to a need in the community. Kids In Action provides a stable and secure environment for children at the end of the school day. In addition, Kids In Action encourages positive peer relationships and offers the children opportunities to explore their creativity through projects and activities. Children develop self-confidence and responsibility as they grow and mature.

The Kids In Action program provides a relaxed atmosphere for children to explore and imagine; discover learning skills through playing; the development of social skills through making friends and develops responsibility and independence through making choices. The program is designed to enhance each child's social, emotional, intellectual and physical development through creative and stimulating activities.

Our professional staff brings a genuine caring environment to the Pre-Kindergarten Program. The staff combines education in Early Childhood with many years of experience with Pre-Kindergarten children to provide quality care in the Pre-Kindergarten setting. The goal of our staff is to maintain a safe and secure environment for each child. In addition, our staff is dedicated to serving the individual needs of the children by offering a variety of activities that will foster the development of a positive self-image; encourage the use of appropriate social skills; facilitate discovery and growth and provide abundant physical activities.

We hope that each child will develop life-long friendships through their involvement with the Pre-Kindergarten Program. We know the fun-filled activities will remain as fond memories of their childhood.

HAVE A GREAT YEAR!

Kids In Action Staff

Superintendent of School
Dr. Paul Austin

Director of Business and Support Staff
John Ferris

Director
Jackie Sansone

Assistant Director

Pre-Kindergarten Staff
Karen Pratt, Teacher / Team Leader
Cathy Dyer, Teacher
Judy Cheney, Assistant Teacher

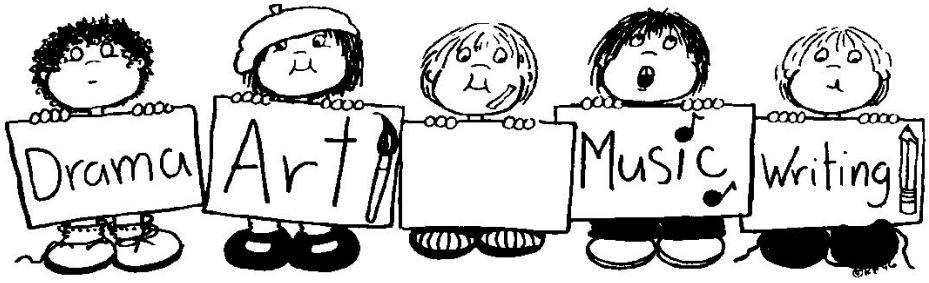
Program Design

KIDS IN ACTION provides a safe and caring atmosphere for Pre-Kindergarten children to learn and play. We believe that children learn best in an environment that is warm and comfortable. Children need the flexible structure of a gently guided routine. Individual activities encourage independence while group activities provide opportunities for negotiating, cooperating and sharing of ideas. Children are provided with experiences that allow them to make choices and to become active participants in their environment through exploration, discovery and imagination. Our curriculum incorporates the diversity and unique individuality of each child.

Learning Centers provide opportunities for children to develop independence and encourages involvement. Centers allow children to make choices of a variety of activities and to develop responsibility for the decisions that they make. Gentle guidance gives children the direction they need in caring for supplies and materials, as well as, following through to the conclusion of the activity.

Through *group activities*, *table-top activities* and *circle time* our curriculum provides direct educational stimulus. *Free play, creative play and imaginative play* provide opportunities for children to utilize their creative energies to optimize their learning experiences. Social skills are strengthened and reinforced through *sharing*, *taking turns* and through *cooperating* and *negotiating* with other children. *Music and movement activities along with outdoor* and *gym activities* provide exercise for large muscle development.

Our curriculum is designed to nurture and enhance the development of the *SOCIAL-EMOTIONAL, COGNITIVE, PHYSICA*L and *CREATIVE* areas of the Pre-Kindergarten child. Through the use of themes, we are able to integrate these developmental areas into an effective approach to learning.



LEARNING TAKES PLACE WHILE A CHILD IS AT PLAY!

Pre-Kindergarten Mission

- Promotes **positive relationships** with children to encourage each child's sense of individual worth.

- Implements a **curriculum** that fosters all areas of child development: cognitive, emotional, language, physical, and social.

- Uses developmentally, culturally, and linguistically appropriate **effective teaching approaches.**

- Provides **ongoing assessments** of a child's learning and development and communicates child's progress to the family.

- Promotes the **nutrition and health** of children and protects children and staff from injury and illness.

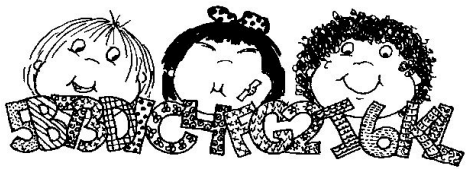
- Employs a **teaching staff** that has the educational qualifications, knowledge,
  and professional commitment necessary to promote children's learning and development, and to support families' diverse needs and interests.

- Establishes and maintains collaborative relationships with each child's **family.**

- Establishes relationships with and uses the resources of the **community** to support the achievement of program goals.

- Provides a safe and healthy **physical environment.**

- Implements strong personnel, fiscal and program management policies so that all children, families, and staff have **high quality experiences.**



Hingham Public Schools does not discriminate in its educational and/or operational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law

Achieving Standards through Play

Kids In Action has designed a program that supports learning through active play and play-based centers. We know that young children need many opportunities to explore and discover through interactive play and through a variety of experiences to make learning meaningful to them. We give children time to practice and use what they are learning through activities in each center. We encourage the children to use their imaginations to develop their creativity through the use of various materials.

Choices provide children with the opportunity to make decisions and become independent and to develop personal responsibility. Gentle nurturing staff, listen as children play to offer a **helping hand** when necessary and to adapt curriculum to better fit the needs of the children.

We have established a safe and supportive environment where the children can learn while developing relationships with others and where they feel comfortable taking risks and trying new things. Below are a few of the many opportunities that are provided for the children throughout their experience in our classroom.

<table>
<tr>
<td><u>Literacy</u>
Games & Puzzles
Circle Games
Table Activities
Book Transitions
Classroom Story-time
Stories on CD
Children's Class Books</td>
<td><u>Math</u>
Games & Puzzles
Circle Games
Table Activities
Graphing / Estimating
Manipulatives
Measuring
Height & Weight</td>
<td><u>Science</u>
Life Cycles
Sensory Table
Cooking Projects
Play Dough / Mixtures
Seasonal Changes
Hands-On Experiments
Dinosaurs & Animals</td>
</tr>
<tr>
<td><u>Social Studies</u>
Friends
The First Thanksgiving
Holiday Traditions
Farm Field Trip
Fire Fighter Visit
Safety Officer Visit
Community Helpers</td>
<td><u>Creative Arts</u>
Table Activities
Cutting & Gluing
Painting
Arts & Crafts
Writing Center
Dramatic Play
Puppet Play</td>
<td><u>Fine & Gross-Motor Skills</u>
Writing & Drawing
Tracing & Cutting
Transition Games
Playground Activities
Music & Movement
Circle Games
Board Games</td>
</tr>
<tr>
<td><u>Social-Emotional</u>
2nd Step Curriculum
Dramatic Play
Theme Centers
Table Activities
Circle Games
Large & Small Group Activities
Self-Help Skills
Problem Solving</td>
<td colspan="2"><u>Home to School Connection</u>
Children's Sneak-A-Peek
Parent Orientation
Newsletters / Calendar / Parent Handbook
Daily Communication through "Today's Happening"
Parent & Child Field Trip
Parent Classroom Visits
Biscuit Backpacks
Children's Class Books
Class Performances</td>
</tr>
</table>

Parent Information

Registration Process . . .

1. Open Registration begins in January for the upcoming school year and closes the 2nd week in February.

2. Confirmation of your child's acceptance and schedule will be mailed the 2nd week of March.
3. During the school year, registration is ongoing provided there is availability.
4. There is a $25.00 ***non-refundable*** Registration Fee due at the time of registration.
5. ~~A ***non-refundable*** deposit of $150.00 is due at the time of registration. Deposits will be credited to the June tuition. Deposits will be forfeited if you withdraw from KIA before June.~~ Due to the uncertainty of the Corona Virus, the $150.00 deposit will be applied to your first month's tuition.
6. Registration forms may be completed and submitted online at, https://interland3.donorperfect.net/weblink/WebLink.aspx?name=kiahs&id=1&page=sessions
7. Please mail your Registration Fee and Deposit to:

Kids In Action · 220 Central Street · Hingham, MA 02043

Tuition . . .

1. Tuition is an annual charge payable in10 Equal Payments, August through May. All families are required to pay KIA tuition electronically through H.P.S 3rd Party Billing provider, FACTS Management. The provider charges $43.00 to set up an account. There is no charge if the annual tuition is paid in full on or before August 1st. Tuition will be debited on the 20th of the month, August through May. A transaction fee will apply to charge card transactions. Email reminders will be sent a few days before payment is due.

2. At the time of registration, ***a non-refundable*** registration fee of $25.00 and a ***non-refundable*** deposit of $150.00 is due.

3. There is no reduction of fees for absences or vacations.

4. Parents are expected to pick up children by 12:00 p.m. / 3:00 p.m. A fee of $15 will be charged for each 15 minutes or portion thereafter.

5. There is a $50.00 charge for change of schedule. Scheduled changes will only be implemented at the beginning of the specified month. Limit three changes per school year submitted to the Director in writing one month prior to the schedule change.

6. If a child needs to be withdrawn from the Pre-Kindergarten Program, a one-month notice is required. This notification must be in writing and dated.

Parent Information

Drop Off and Pick Up Procedures . . .

1. Each child must wait in their car with their parent until they are greeted by a teacher. The teacher will ask the parents a series of questions related to their child's health that day. Your child's temperature will be taken.

2. Children must never be left at KIDS IN ACTION without a teacher present.

3. A teacher will walk your child to your car. Parents please assist your child with the seatbelt or car seat. Anyone, other than the usual person picking up a child, must have their identification. Please provide a note to the teachers indicating the name of the alternative pick up person

Clothing and Dress . . .

1. All Pre-Kindergarten children need a complete change of clothing (underwear, shirt, pants, socks) at Kids In Action at all times. Please place all items in a large zip lock bag labeled with your child's name.

2. Daily activities include outdoor play, if the outside temperature is above 32 degrees. Please be sure that your child is equipped with weather-appropriate clothing. (coats, mittens, hats, boots etc.)

3. Shoes must be appropriate for all activities including indoor and outdoor play. NO FLIP-FLOPS.

Birthday Celebrations . . .

The Pre-Kindergarten Class celebrates every child's Birthday. The teachers and students will make it a special day for them. Due to allergy concerns, birthday snacks may not be brought in for the class. Thank you for understanding.

Snack . . .

Children should bring in a snack and water bottle from home.

Kids In Action is a peanut and tree nut free classroom, please check the ingredients on **all** food you send to school.

Parent Information

Parent-Staff Communication …

The success of Kids In Action depends on good communication and mutual support between parents and staff. Please feel free to ask questions or express concerns at any time. A quick chat with the staff at drop-off or pick-up times are a great way to keep in touch. You know your child best and we will look to you for information about your child's needs, interests and behavior. It is essential that you communicate with us any changes in home or family life (divorce, death, illness, moving to a new home, change in employment, etc.) to help us respond effectively and with sensitivity to your child. We will keep you informed on a regular basis about your child's experiences in Kids In Action.

Assessments & Conferences…

Assessments will be sent out twice a year. If you wish to discuss a particular issue, please notify the Team Leader so an appropriate time can be made available. We want to devote full attention to your concern; therefore, a set schedule of a meeting time makes this possible. Informal conferences will take place in the Fall and formal conferences will take place in the Spring. Time is set aside each month for parents who would like a Parent/ Teacher meeting to discuss the child's progress.

Visits …

Due to the pandemic, the HPS has decided to refrain from parents entering the buildings. Unfortunately, until further notice, visitors are not allowed to visit the classroom.

Donations …

You can help us by donating dry erase makers, disinfectant wipes, paper towels, toys, books, etc. Often times the company that you work for, may look for a place to donate over-stock items or unused equipment - KEEP US IN MIND!

Emergency Information

Emergency Updates and Procedures …

1. Parents must inform KIDS IN ACTION of changes in address, phone numbers, employment and emergency information. It is critical, IN CASE OF EMERGENCY, that all information is complete and up-to-date.

2. If a child is going to be absent from Pre-Kindergarten for any reason, parents must notify the Pre-Kindergarten teachers. If you know in advance that your child will be out, please send a note, e-mail or tell the teachers the day before. Otherwise, call the Pre-Kindergarten classroom 781-804-4211 on the day your child will be absent.

3. In case of a **MEDICAL EMERGENCY** during Pre-Kindergarten hours, FIRST AID will be administered by the staff. The parent or designated adult, as indicated on your application, will be notified as quickly as possible. Any emergency transportation will be to SOUTH SHORE HOSPITAL, unless a doctor has

provided written instructions to transport a child to another MEDICAL FACILITY. Every effort will be made to contact the child's own PHYSICIAN.

School Cancelations . . .

1. Kids In Action follows the Public School Calendar.

2. In the event of a Hingham Public Schools cancellation, the Pre-Kindergarten will also be cancelled.

3. On days that there are delayed openings in the Hingham Public Schools, Pre-Kindergarten will be closed.

Health and Safety Procedures

With each child's wellbeing in mind, Kids In Action has developed health guidelines concerning illness and medication. We ask that all parents cooperate by observing the guidelines and by informing the staff of any health-related issues. This policy is in conjunction with the HINGHAM PUBLIC SCHOOL'S health guidelines.

MEDICATION

The only medications to be administered at KIA are emergency inhalant medications for Asthma or reactive airway disease and Epi-pen injector medications for known food or insect allergy. These medications will require a physician's order and parent authorization. Any child who receives an Epi-pen will be transported by ambulance to South Shore Hospital. A copy of the child's Food Allergy Action Plan will be kept in the child's classroom.

All medication must be in the original container with the prescription label on the bottle or box KIA will keep all medication under proper conditions for preservation, security and safety. All

unused medication will be returned to the parent.

ILLNESS

1. If a child has any condition, such as ALLERGIES or ASTHMA, which would limit participation in the regular activities provided at Kids In Action, the Director must be notified in writing. All allergies will be clearly posted (unless otherwise advised) with the child's name, allergy and allergic reaction and the staff will be alerted to the allergic response of the child involved.
2. Any child that is absent from their elementary school due to illness, will not be admitted to Kids In Action until he/she returns to school in compliance with Hingham Public School health guidelines.
3. If a child becomes ill at After-School (FEVER, VOMITING, DIARRHEA, ETC.) or is found to have a contagious condition such as, CONJUNCTIVITIS, or STREP THROAT; you or your emergency contact will be called and the child will be expected to be picked up as soon as possible from Kids In Action. Children must be free of the above symptoms for 24 hours before returning to the program.
4. Contagious illnesses should be reported immediately to the Director. Appropriate information will be posted and distributed to the necessary families and staff members. Contagious diseases like CONJUNCTIVITIS, SCARLET FEVER, STREP THROAT or BRONCHITIS require the child to remain at home until they have been on an antibiotic for 24 to 48 hours from the first dose of medication.
5. Any child found to have active head lice will be sent home from KIA. The child must be re-checked by their school nurse and cleared before returning to KIA.
6. Any child well enough to attend Kids In Action is expected to participate in all aspects of the daily routine, including outdoor play.

Updated and Revised by
Jackie Sansone, KIA Director
Deborah Whiting, Resource Nurse
11/21/19

Discipline Policy

Kids In Action believes children learn and grow through experiences. As teachers, we can lovingly guide and re-direct the children to help them learn to cooperate with their peers and encourage positive individual and group experiences that will enhance their growth and development while in our care. We believe that we can best accomplish this through using the following

BEHAVIOR CODE. Our goal is to help each child develop a sense of responsibility for his or her own behavior while at Kids in Action.

BEHAVIOR CODE

1. Be Respectful of Property Always.
2. Use Appropriate Language at all times.
3. Keep Hands and Feet to One's Self.
4. Cooperate with Teachers and Children.
5. Be Mindful of Other People's Feelings.

When a child's behavior does not follow these specified guidelines, we will use the following four steps in disciplining the child. All efforts will be made to encourage and assist the child in developing positive behavior techniques prior to removal from the Kids in Action Program.

1. Speak with the child, reminding him/her of the Behavior Code.
2. Encourage the child to express his/her feelings constructively and again remind the child of the Behavior Code.
3. Remove the child from the activity, giving the child an opportunity to calm down and to regain his/her composure. Provide the child with alternative behavior techniques that would be appropriate in the situation.
4. The Teacher/Director will speak to the child and his/her parents. In most instances when parents and Kids In Action staff work together with the child, inappropriate behaviors and/or issues can be resolved.

Conflict Resolution

In the natural growth and development process, when children interact with other children, disagreements may arise. To help children develop problem solving ability, we encourage using positive steps in resolving a situation. In an effort to maintain a warm and happy place, for children to play and grow, we offer this conflict resolution as a method of handling disagreements or uncomfortable situations.

REMEMBER TO USE YOUR WORDS TO HELP YOU SOLVE A PROBLEM!

CONFIRMATION

Handbook Agreement (please sign and return to the KIA teacher)

I _____, have read and agree to abide by the

(Print Name)

policies in the 2020/2021 Kids In Action Pre-Kindergarten Handbook. If I have any questions, I am aware, the Director is available to help me understand the KIA policies and procedures.

_____ _____ _____

(Child's Name) (Parent/Guardian Signature) (Date)

Tuition Agreement

I_____, understand tuition is an annual charge

(Print Name)

payable by 10 monthly installments, August – May. Paid electronically In FACTS Tuition Management System.

_____ _____ _____

(Child's Name) (Parent/Guardian Signature) (Date)