

“LEARNING OPENS THE MIND
RIPE FOR THE JOURNEY”



PK-Plus Program Classroom
508-763-5121

Freetown-Lakeville Extended Programs
112 Howland Rd.
Lakeville, MA 02734

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PK-Plus Program

*A full day
Pre School Enrichment Program
designed to meet the needs of families
and children*



HANDBOOK

TABLE OF CONTENTS

Table of Contents	2
Statement of Purpose	3
Registration	4
Daily Routine	5
Daily Routine	6
Policy	7
Frequently Asked Questions	8
Frequently Asked Questions	9
Staff	10
Environment	11
Tuition	12
Payments	13
Health and Safety	14
Health and Safety	15

Health and Safety

Diarrhea ó A child who has watery stools cannot attend the PK-PLUS PROGRAM. He/She may return as soon as the diarrhea has stopped.

Ear Infections ó Some children are susceptible to ear infections and it can be contagious. Children cannot return to the PK-PLUS PROGRAM until they have been on antibiotics for 24 hours.

Impetigo ó Impetigo is a contagious infection of the skin. Its common symptom is crested sores first appearing around the face and neck. Children cannot return to the PK-PLUS PROGRAM until they have been on antibiotics for 24 hours.

Strep Throat ó The commons symptoms of strep throat are a rash, fever and sore throat. Children cannot return to the PK-PLUS PROGRAM until they have been on antibiotics for 24 hours.

Temperature/Fever ó A child with a temperature of 100.5 F degrees or more cannot be kept at the PK-PLUS PROGRAM. We recommend that a child remain home without a fever for at least 24 hours.

Vomiting - Stomach viruses are very contagious. A child who is vomiting should remain home until the vomiting has ceased.

Head Lice - This is very contagious and very common in public schools. Children's heads should be checked often. Once the illness is detected, it should be reported to the Program Director immediately. The child must get a prescription from the doctor. All clothing and bed linens must be washed with the prescription.

The PK-PLUS PROGRAM Staff is concerned with the total well-being and safety of all children. The staff is required to report suspected cases of child abuse. This includes reporting of parents under the influence of drugs and alcohol.

Health and Safety

If your child has a known medical condition (allergy, asthma, diabetes, seizure disorder, etc.) please be sure to discuss it with the Program Director. There may be questions that need clarifying. Should an incident occur, the staff would be briefed on the proper procedure to take. The PK-PLUS PROGRAM cannot administer any medication. The PK-Plus Program will have some staff members trained on the correct epi-pen procedures.

Parents will be notified if the child is in need of a doctor's attention, has a contagious illness or is in need of prolonged individual attention. In serious cases, the child will be taken to one of the area hospitals by emergency vehicles for treatment and parents will be called immediately.

Your child should be excluded from the PK-PLUS PROGRAM if in the last 24 hours he/she has had a fever, vomiting, diarrhea, or any other contagious conditions.

If your child has any one of the following conditions, the parent will be notified to pick up the child immediately.

Chicken Pox ó Children may continue in the PK-PLUS PROGRAM following exposure or during the incubation period. Parents are urged to inform us if they suspect that their child has been exposed. Other parents must be informed. Parents should consult their physician if they have any questions regarding the disease.

Conjunctivitis ó Conjunctivitis is a contagious infection that affects the eyes. Its common symptoms are a yellow discharge and tearing. Children cannot return to the PK-PLUS PROGRAM until they have been on antibiotics for 24 hours and the discharge has stopped.

STATEMENT OF PURPOSE

The purpose of the Freetown-Lakeville Extended Programs PreK-Plus Program is to provide a full day Pre School enrichment Program, designed specifically to suit your needs in a safe and nurturing environment at Freetown Elementary School.

PK-Plus is designed to create an atmosphere that will promote and enhance self-esteem and responsibility as well as improve the skills of cooperation, sharing and independence. Children will be encouraged to make good choices and to explore personal interests.

The Program focuses on children's needs. It is a Program of balance-fostering the need for children to be children quilting the concept of learning by doing. Children will learn to participate and function in a group. Children will have the opportunity to enrich and expand their classroom learning through hands-on activities in art, cooking, role playing, computer and recreation. We will reinforce everyday learning!

REGISTRATION

The PreK-PLUS PROGRAM is open to all children in Pre-K that attend the Freetown Elementary School. Children are enrolled in the PreK-Plus Program once all necessary forms and payments are received. A confirmation will be sent prior to the opening of school. If enrollment reaches capacity, applicants will be placed on a waiting list. If completed forms and the required payments are not received by the date children are scheduled to begin the program, the child will not be eligible for services and, may forfeit their spot to someone on the waiting list.

PK-Plus Program Office

Austin Intermediate School
112 Howland Rd.
Lakeville, Ma 02347

PK-Plus Program is located at
Freetown Elementary School
43 Bullock Rd.
Freetown, Ma 02717



Payment For Services

- Tuition is due the first day your child attends for that month.
- **All payments must be received by check or money order made payable to the Freetown and Lakeville Regional School District or online.**
- Should you wish to do so, you may note on the check "PK-Plus Program," and the names of the child/children that payment is made.
- A \$10.00 late fee will occur if tuition is not received by the child's second day of attendance unless prior arrangements have been made. The late fee must be included in your payment. Continued late payments or a delinquent payment will result in termination of the Program. Reinstatement will occur only if space is available once tuition and fees are paid in advance.

PAYMENT REJECTION DUE TO INSUFFICIENT FUNDS

Returned checks due to Insufficient Funds will result in a \$25.00 processing fee. Re-payment including the processing fee must be made within five calendar days from the date of notification by the bank to the Business Office. Failure to make re-payment within five calendar days will result in discontinuation of day-care services. Personal checks will not be accepted after receiving a returned check.

FINANCIAL HARDSHIP

In the event any family experiences extraordinary hardship, which temporarily will result in a loss of day care, please contact the Program Director immediately. Information will be available for short term financial assistance as deemed necessary.

The Extended Programs is a member of the PACE voucher system.

IRS STATEMENTS

The PK-PLUS PROGRAM **does not provide** an itemized statement for tax purposes. We suggest you keep a record of your checks as an accurate account of your child care expenses. However, the Fore and Aft /PK-Plus Director will facilitate the necessary federal tax identification number during the tax season

Tuition Fees

Fee Structure

The following Fee Structure will be in place for the current School Year. If there is a situation not covered within the following information, a clarification can be obtained by contacting the Freetown-Lakeville Community Recreation Fore and Aft/PK-Plus Program Director at 508-923-2000 ext. 1730.

Daily Rate

PK-Plus Program	1/2 day program	\$ 10.00
PK-Plus	Full day	\$ 20.00

Parents are reminded that the Freetown-Lakeville Extended Programs is in operation every day school is in session and this includes half day in-service days. On days that school is not scheduled or school is cancelled for any reason (snow, power failure etc.) the Program will not be held.

- Tuition must be paid in advance on a MONTHLY basis.
- **The Tuition amount does not change from month to month.**
- The Program Director must receive a two-week notice if a parent withdraws a child from the Freetown-Lakeville PK-Plus Program. Tuition will be due for the balance of the month.
- Please mail all payments to the Program Director.
- Reimbursement will not be made for absences, holidays or personal vacations.
- **Checks are made payable to the Freetown- Lakeville Regional Schools or online at unipaygold.unibank.com.**
- **Do Not send payments with your child.**

Tuition can also be mailed to:

**112 Howland Rd.
Lakeville, Ma 02347**

Daily Routine

PreK-Plus in the A.M.

Daily Routine

- 9:05: Students are greeted at the door by the teacher.
- 9:15-9:45: Morning Circle: attendance, lunch money collection, story, songs, sharing, group game
- 9:45-11:00: Choice Time: Arts & Craft Center -
 Craft Time with Teacher direction.
 Computer Center Dress-up Center
 Doodle Board Blocks- Large and Small
 Lego's Puzzles
 Board Games Play dough
- Reading Center - filled with books from the library.
 Cooking Corner- one weekly cooking lesson per week.
- 10:20 - 10:40: Students may have their snack during this time
- 11:00 Clean-up
- 11:15 - 11:35: Recess: outdoors weather permitting
- 11:40 - 12:10: Lunch
- 12:10 - 12:30: Quiet Time

Daily Routine

PK-Plus in the P.M.

12:15 - 12:45: Lunch with PK-Plus Staff

12:45-1:00: Students are greeted at the door by the teacher and attendance taken.

1:00-1:30 Afternoon Circle:

story, songs, sharing, group game

1:30-2:15: Choice Time: Arts & Craft Center -

Craft Time with Teacher direction.

Computer Center Dress-up Center

Doodle Board Blocks- Large and Small

Lego's Puzzles

Board Games Play dough

Reading Center - filled with books from the library.

Cooking Corner- one weekly cooking lesson per week.

2:15 - 2:30: Students may have their snack during this time

2:30-3:00- Outside Weather Permitting

3:00-3:15- Cleanup and Dismissal

Environment

Freetown Elementary School is the site for the PK-Plus Program.

INDOOR

There is a designated classroom space next to the current Kindergarten Classrooms especially designed for the PK-Plus Program.

The PK-Plus Program makes use of a number of teaching areas in school when available.

Group activity as well as individual activities

Table games and puzzles

Quiet reading and resting

Art and Craft Center

Library

Gymnasium

Kitchen Center

OUTDOOR

Outdoor play will be available everyday, weather permitting in the playground area adjacent to the PK-Plus Room. Staff members will be with children during outdoor play time **AT ALL TIMES**. In the case of inclement weather, the gymnasium or other indoor space will be used.

PROGRAM DIRECTOR

The PK-Plus Program is under the purview of the Extended Programs Director, Lisa A. Pacheco. The Program Director's main office is located at the Austin Intermediate School. You can contact that office at 508-923-2000 ext. 1730.

Email address is: lpacheco@freelake.org

THE PK-PLUS PROGRAM STAFF

All staff members will be screened by the Attorney General's Office, Division of Criminal Identification and by the Master File of a Child Abuse and Neglect Tracking System of the Department of Children, Youth and Families. Staff will be certified in CPR and First Aid.

Staff members are a team of parents, teachers, and teacher aides. The most important qualifications for any staff member is a LOVE for children. The staff will encourage children to develop their talents and skills through activities and constant communication.

Should a parent have a concern regarding their child or staff member, it should be brought to the attention of Site Supervisor, Ms. Sandy Soares. Staff meetings will be held to remedy problems and discuss suggestions for improvement. The PK-Plus Program benefits from any suggestions from the parents.

Discipline Policy-In the PK-Plus Program we expect mutual respect. Our method is a very simple procedure encouraging positive behavior. It is our goal to encourage and reinforce courteous classroom behavior. We use the 1-2-3 Magic Program developed by Dr. Thomas Phelan, Ph.D. and Sarah Jane Schouner, M.A. The way the program works is the teacher will count when a child misbehaves or makes a bad choice. 1= first warning, 2= second warning, 3= third warning - take 5. The child must then take a five minute time-out to calm down and re-evaluate his or her behavior. If the behavior is extreme the teacher will automatically go to 3 and the child must take a time out immediately.

Expulsion-The PK-Plus Program is a separate Program offered through Freetown-Lakeville Extended Programs. Participation in the Program is under the purview of the PK-Plus Supervisor and Program Director. Therefore, please remember your child will be expelled should your child be a continuous disruption during PK-Plus or become disrespectful towards staff or other children.

Lunch Policy

The PK-Plus children will be eating lunch in the cafeteria. The children have the option of purchasing the school lunch or bringing lunch from home. Should a child forget their lunch money an IOU will be issued but must be paid the next school day.

Information Retrieval

A special PK-Plus Folder will be issued at the beginning of the school year. Please check this folder often for important PK-Plus News and information.

Snack Policy

A snack must be provided from home for PK-Plus. Should your child also need a snack for Preschool please place it in a specially marked bag so they won't get confused.

Frequently Asked Questions

Does my child have to go to the Program everyday?

No, you may enroll for any amount of days that you need. Also, you have the ability to increase or decrease enrollment anytime throughout the year. Pre K-Plus is available Monday to Thursday.

Do I have to use the Program the same days or can my schedule vary?

Yes, it is very difficult for a child to enroll on a varied schedule. It is also difficult for all of the teachers to accommodate a varied schedule.

Can my child also use the Extended Programs?

Unfortunately, no, preschool children are not allowed on the school bus transportation until Kindergarten.

Where do I send my tuition payments?

Tuition payments should be mailed monthly to:

PK-Plus Program
Attention: Program Director
112 Howland Rd.
Lakeville, Ma 02347

Or

Online at: unibankgold.unibank.com

What if my child is absent?

Please call the PK-Plus Program at 508-763-5121 or the Program Director at 508-923-2000 ext. 1730 in case of an Absence.

Frequently Asked Questions

Is there a “rest time” for the children?

Children certainly have some time to acclimate themselves from one part of the day to the next. There is “quiet time” allowed for this to happen. There may be an occasional “G” movie/video partially shown during this time. A list of these videos will be sent home for your review. If you do not want your child to watch these videos/movies please send a letter accordingly.

Where is the PK-Plus Classroom?

The PK-Plus Classroom is located within Freetown Elementary .

Is there a Program on half days?

Yes, there is a Morning PK-Plus Program on half days.

Is PK-Plus just a daycare?

No, PK-Plus is an extension of the day where children have the opportunity to engage in enriching activities that will enable them to develop fundamentally through hands-on experience. WE will reinforce everyday learning!

Are children allowed to play video games during PK-Plus?

Video games are not allowed in the PK-Plus Program.

Is PK-Plus held if there is a delay in school due to inclement weather?

No, because the Program is accessed from parent pick up and drop off.

Can my child attend even though they are not bathroom trained?

Unfortunately, all children must be trained.