

Preschool Family Handbook

2026-2027

Lebanon Public Schools
Lebanon Preschool Program
479 Exeter Road
Lebanon, CT 06249

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Lebanon Public Schools
Preschool Program Philosophy

Our NAEYC accredited program will create a nurturing, caring, and happy atmosphere for preschool children that is both safe and reassuring for them and their parents.

While we encourage children to learn through play, we engage children in developmentally appropriate experiences. Self-confidence and independence will be fostered along with experiences needed for social success. Families are considered an integral part of the success of their child's learning process and are encouraged to participate.

Equal Opportunity

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational activities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any program offerings.

Dawn DeLia, the Special Education Director, is the designated district compliance officer who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The Lebanon School District does not discriminate on the basis of disability by denying access to benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Dawn Delia.



Lebanon Public Schools
Preschool Program Goals and Objectives

- To provide appropriate supervision, equipment, materials, activities, and opportunities for children to develop in the following areas identified in the Connecticut Early Learning and Development Standards:
  - Cognitive--concepts, colors, shapes, sequencing
  - Social--sharing, group participation, problem solving
  - Fine Motor--using manipulatives, puzzles, artistic expression, writing, cutting
  - Gross Motor--hopping, skipping, standing on one foot, balancing, etc.
  - Receptive Language—processing information, following directions, understanding concepts • Expressive Language--reciting stories, using words vs. actions, experiencing stories, expressing feelings, building vocabulary, using complete sentences
  - Creativity--art, music, dance, creative play
  - Safety and Living Skills--health, nutrition, traffic and safety awareness
  - Self-help--dressing, toileting, independent skills such as packing and unpacking backpacks, opening snacks
- To be a resource for families and the community in general.
- To involve families actively in our program.
- To abide by the criteria established by The National Association for the Education of Young Children (NAEYC).

- ❖ To provide on-going staff training to update all involved on the most current research and education trends.
- ❖ To always consider the philosophy when programming.

Preschool Personnel

Principal and Director: Jessica Scorso
Teachers: Jessica Allaire, Gretchen Brochu and Maegan Meakem
Classroom Paraeducators: Karen Konow, Julie Lake, and Kristin Raymond
All teachers in our Preschool Program have a minimum of a bachelor's degree with at least two years concentration in Early Childhood. All paraeducators are working on or have achieved a Child Development Credential (CDA) and/ or an associate degree in Early Childhood. All staff members work continuously on formal and informal professional development to keep up on new and important practices in the field of Early Childhood Education. They are trained to conduct all the assessments used in the Prek program.

Preschool Sessions

Preschool runs Monday through Friday for three and four year old children who reside in Lebanon, CT.

2026-2027
REGULAR FULL DAY and DELAYED OPENINGS/EARLY CLOSING DAYS/EMERGENCY EARLY CLOSINGS

FULL DAY

Grades K-4	School starts – 8:35 a.m.; School ends 3:10 p.m.
AM Preschool	Session starts – 8:35 a.m.; Session ends 11:20 a.m.
PM Preschool	Session starts – 12:20 p.m.; Session ends 3:10 p.m.
School Day Preschool	Session starts- 8:35 a.m.; Session ends 3:10pm
2 HOUR DELAYED OPENING	
Grades K-4 and School Day Preschool	School starts – 10:35 a.m.; School ends 3:10 p.m. (Lunch served)
AM Preschool	CANCELED
PM Preschool	Session starts 12:20 p.m.; Session ends 3:10 p.m.
Early Closings Due to Inclement Weather	
Grades K-4 and School Day Preschool	School starts – 10:35 a.m.; School ends 1:05 p.m. (Lunch served)

AM Preschool	Session starts at 8:35; ends at 10:45
PM Preschool	CANCELED
PLANNED EARLY CLOSING DAY (PARENT TEACHER CONFERENCES, PD, HOLIDAYS, ETC.) AUGUST 26, NOVEMBER 2. NOVEMBER 25, DECEMBER 23, MARCH 24 AND 25 (NO PM ON THE 25TH), MAY 7, JUNE 8 AND 9	

Grades K-4 and School Day Preschool	School starts 8:35 a.m.; School ends 1:05 p.m. (Lunch served)
AM Preschool	Session starts 8:35 a.m.; Session ends 10:45 a.m.
PM Preschool	Session starts 10:45 a.m.; Session ends 1:05 p.m. Note: Students will be picked up approximately 90 minutes earlier. Please send your child with lunch.
UNPLANNED EARLY CLOSING DAY (DUE TO THINGS SUCH AS INCLEMENT WEATHER)	
Grades K-4 and School Day Preschool	School starts – 8:35 a.m.; School ends 1:05 p.m.
AM Preschool	Session starts 8:35 a.m.; Session ends 10:45 a.m.
PM Preschool	CANCELED

Feature Centers in Preschool Rooms/Related Arts/Support Services

- Writing Center: The children use writing utensils to enhance their fine motor skills while they identify letters of the alphabet and create their own stories.

- Listening Center: A book on tape/CD or the children's own voices may be available daily to listen to as they follow along with the story.



- Art Center: Come and paint at our large easels or draw with a variety of materials! Your child may also sit down at a table to cut, glue, or tape together their own creations.

- Dramatic Play Center: Your child may make breakfast, lunch, or dinner for their friends or take on a pretend role of their choice. This center often is turned into a specialty center such as a restaurant, veterinarian's office, or flower shop, bakery, etc.

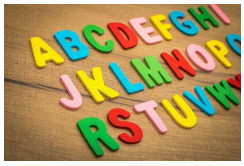
- Block Center: Build a tower, knock it down, and build it back up again! Your child may use squares, rectangles and triangles among other shapes to create their own structures. Other materials like cars and trucks, buildings, and different types of blocks may be added.

- Science/Math Centers: Look for ongoing experiments and seasonal science equipment available to manipulate. Our math center often has sorting, counting and measuring tools along with lots of number exposure.

- Sensory Table: The table's contents are ever changing based on our theme. It's been filled with everything from water or sand to dried corn or snow sculptures. Feel free to touch and explore.

- Manipulative Center: Toys are switched out weekly to enhance small motor skills. Legos, puzzles, unifix cubes, and playdoh, lacing and beading are just a few.

- Quiet Reading Center: Children can visit this center to rest or relax with a book or puppets.



● Related Arts: All students in both sessions will attend a related arts class one day a week for 20 minutes. This includes art, library, music, physical education, and technology.

● Support Services: At times, occupational therapists, physical therapists, speech pathologists, or other related services may co-teach and/or assist centers to further support instructional practices and students with their various developmental needs.

Technology and Media Use Policy

At our program, we use technology and interactive media thoughtfully and sparingly to support children's learning, creativity, and communication. In alignment with NAEYC guidelines, we believe that young children learn best through hands-on play and face-to-face interaction.Digital tools may be used for short, purposeful activities that engage children actively and enhance classroom learning. All technology use is supervised by a teacher and never replaces active play, exploration, or human connection. Screen time is limited to thirty minutes in the half day and sixty minutes in the full day program and always developmentally appropriate.

We partner with families to ensure technology use reflects shared values, supports equity, and protects children's health, safety, and privacy.

Eligibility

Any child, regardless of racial, ethnic, and economic status, who is 3-4 years of age and resides in the Town of Lebanon is eligible for the program based on the Preschool screening process, class sizes, and demographics of each class. We enroll children who are not yet toilet trained and work together with the family to help the child acquire this skill.

Fees

Due to our program being updated by the Office of Early Childhood readiness grant, there is currently no fee for students in the Lebanon Part-time Preschool Program. Our school day tuition based classroom runs from 8:35am to 3:10pm. The application process will determine which classroom your child will attend. This application takes into consideration various factors: parent choice, age of child, income eligibility, etc. and a scoring process is used for selection.

Review of Income/Early Start CT /Licensure

As of July 1, 2025, Connecticut's School Readiness program has been replaced by Early Start CT, a new statewide initiative to improve access to high-quality early childhood programs. Our community is now supported by a Local Governance Partner (LGP), which serves as a local hub for planning and supporting early childhood education and care. The LGP brings together families, educators, and community members to better coordinate services, ensure quality, and address local needs. This shift strengthens how we support young children and families across the state.

For enrollment criteria, we are required by Connecticut's Early Start CT Initiative to review a parent's household income every six months or on an as needed basis. We are proud to share that our preschool program is accredited through the National Association for the Education of Young Children (NAEYC); Promoting high-quality learning by connecting practice, policy, and research. We are a license-exempt program, but are in compliance with all states licensing requirements. For more information on the state regulations, you can access the information at:
https://www.ctoec.org/licensing/child-care-centers-group-child-care-homes/statutes-regulations/
Note: the district is not licensed by the Office of Early Childhood, due to being exempted from such licensure requirements.

Family Participation/Communication

Our Preschool Program appreciates family participation. Teachers and the school office will share weekly correspondence through various ways such as newsletters, emails, websites, and other technological apps. In addition, every Friday there is a Friday folder that will go home with your child. Please be sure to review your Friday folder materials because it could have information from the PTA, community, and/or other school related activities to further bridge the connection between school and the home. In the office and/or in the front lobby, there is a television screen, pamphlets and flyers that share events and/or highlights related to our school community. Events such as open houses on the first day of school, parent teacher conferences both in the Fall and Spring, also help to support your child's specific needs. Classroom teachers will provide a survey prior to these conferences to gain information about your child's developmental progress at home. At the parent teacher conference, this survey information along with the conference can provide a collaborative approach when assessing and planning for learning targets for your child.

Your knowledge of your child is essential to helping us create a successful and supportive school experience. If you have any information that will help your child to have a successful day, please share it with your classroom teachers. We want to support your child's needs in any way we can. CT DOTS (Connecticut Documentation and Observation for Teaching System) is a framework designed to help early childhood educators and families track a child's progress. It aligns with the Connecticut Early Learning and Development Standards (CT ELDS) to monitor skills, behaviors, and growth from birth through age five. Using the Family Input Feature (link is shared out to families), you can share your own observations and upload "evidence"—such as photos or videos—of your child reaching milestones at home.

In addition, a survey is given each spring to preschool parents. The primary goal of the parent surveys is to collect and understand parent opinions, perspectives, attitudes, and perceptions towards the school, their children, and education in general in order to improve the learning environment. The survey provides reflective feedback that helps staff assess its effectiveness, develop professional goals, and make programmatic improvements.

Should there be any difficulties or differences between the teacher and the parent, please know that the teachers would encourage a face to face meeting to discuss and reflect on the problem or issue. In the event that the conversation between the teacher and the parent does not resolve the issue, parents are encouraged to meet with the Administration to address their concerns. Through positivity, listening, and data/communication notes, the teachers will try their best to resolve any concerns.

We encourage each parent/guardian/family member to participate in some way during their child's enrollment. It's a wonderful way to let your child see the bond between home and school. We welcome your ideas and suggestions. If you have any talents or skills to share, we would be happy to invite you into our classroom. Let us know if you would like to join us or help with an activity or project. We have an open door policy; you are encouraged to visit the classroom. Please notify your child's teacher prior to your visit. Please follow the office sign-in procedures which require you to sign-in and sign-out and wear a visitor pass.

Many opportunities are available for parents to participate outside of the classroom as well. One example is being a part of the Local Governance Partners which meets three times a year. Being a part of this organization, allows you to have further input on the planning and choosing of programs, funds allocated, and parent outreach events. If you are interested in being a part of this council, please notify your child's teacher.

Please be sure to use our website, facebook and keep your email updated in the office to receive information on important school wide events, reminders, and newsletters. We want you to truly feel part of our school community! PTA is a great way to get involved early on! This is an organization of parents and teachers whose primary function is to support the school. They assist in assigning room parents and organizing activities for the school that are cultural, educational and social. The P.T.A. will meet the first Tuesday of every month at

6:30 PM in the LES media center.

Birthday Celebrations

While you may share a birthday snack with the classroom, we are unable to distribute invitations and suggest that you use the class student address lists provided at the beginning of the school year to mail invitations. You may not use the children's cubbies to distribute birthday invitations. This is a school-wide policy. As encouraged in the district wellness policy, classroom birthday celebrations will be food and snack free (LPS Wellness Policy 5015).



Snacks

Please provide a healthy snack in a labeled brown bag or lunch box. Please refrain from sending candy, as your child will not be allowed to eat it. Snacks should arrive ready to eat, in bite size pieces. Milk will be provided (through the National School Lunch Program). If your child does not drink milk, please provide juice or water.

As part of our NAEYC program standards, we must avoid feeding children hot dogs, whole grapes (cut grapes are fine), popcorn, raw peas, hard pretzels, raw carrots, and meat that can be swallowed whole. Please **do not** send these items listed, as it is against policy to feed them to your child.

Health Services

The preschool program follows all Lebanon Board of Education policies.

- There is a full time school nurse on site, Ms. Kelsey Konow. She may be reached at 860-642-5765 during school hours with any questions or concerns.
- All families are required to fill out an Emergency Information Sheet and Health summary on an annual basis.
- Parents/guardians are expected to notify the school when their child is absent. A written note with reason for absence should be sent with your child when they return to school.
- To maintain a healthful environment for all students, sick children should stay home. If a child becomes ill during school hours, they will be kept apart (but supervised) from other children until picked up. The program reserves the right to decide if a child is too unhealthy to remain on site.
- Parents and guardians are asked to complete a nutritional survey upon enrollment. This will allow our school nurse to determine eating habits and wellness, supporting students' growth and development. This survey is confidential and only viewed by the school nurse.
- Please contact the school nurse for further information if your child will need to take medication during the school day. ***The nurse cannot administer any medication without written physician and parent authorization. Medications that are required to stay on site will be properly stored in a locked location. In addition, emergency medications will be inaccessible to children.***
- Vision and hearing screenings for preschoolers are not mandated screenings for the school nurse. They are done as part of the health assessment by the physician. The preschool program has participated in the local Lions Club Vision screening program.
- The State of CT requires that children who are enrolled in a preschool program need to show proof of immunity to influenza. Influenza vaccines must be received between August 1, 2026 and December 31, 2026. Please submit proof of immunization to the school nurse prior to the return from winter break on January 5, 2027. For more information on Department of Health Questions and Answers regarding immunizations, please see: portal.ct.gov/-/media/Departments-and-Agencies/DPH/dph/infectious_diseases/immunization/laws/QA-Flu-vaccine

  Preschool classroom slots will not be held for anyone who falls out of compliance with Connecticut health regulations.

- Physicals & Immunizations: The State of CT requires that students have a physical with updated immunizations within the last twelve months prior to the start of preschool and Kindergarten. If your child will be attending preschool or Kindergarten during the 2027-2028 school year, please submit a copy of the health assessment and immunization record to the health office upon completion.

Illness/Injuries

Please do not send your child to school feeling ill, as they will be sent home. This includes (but is not limited to) children with fevers or a contagious disease. If a child becomes ill during the day, he or she will be kept apart (but supervised) from the other children until picked up with assistance from the health office. The program reserves the right to decide if a child is too unhealthy to remain on site. The health office will be in close communication to support the return of your child.

Injuries Occurring in School: The severity of the injury will determine what is done. Minor scrapes, cuts, bruises and the like will be reviewed by the school nurse. Depending on the severity, contact will be made to families through a paper health note, email, and/or phone call. More serious injuries, not requiring emergency care but needing more than first aid, will be referred to the child's parents or guardians for care or transportation to medical attention.

Attendance

Student attendance has a major impact on individual academic achievement and social development. As elementary students begin their school career, it is important that they establish a pattern of attendance and a positive attitude toward learning which promotes growth. We believe that absences detract from the quality of learning and hope that students are absent only when necessary**.** If your child is absent, parents are requested to use the "Reason for Absence Note" form to record and submit their child's absences in conjunction with a daily telephone call. Whenever a student is absent from school, no matter what the reason or circumstance, a note of explanation from the parent must accompany the student upon his/her return to school. ***It is important to note that while the first 9 absences in a school can be deemed excused for any reason the parent or guardian approves, the 10th and each subsequent absence establish a more stringent and specific set of reasons for the absence to be qualified as excused and must include specific written documentation or reasons***. You may receive a letter from administration, if attendance is a concern and/or the teacher or support services may reach out to you to see how we can further support your child's attendance. In the event of long term absences due to medical issues, parents and guardians are asked to contact the office and teacher.

Clothing and Other Belongings



We need a complete spare change of clothes that can be kept at school. Please label all clothing and belongings in a plastic zip-lock bag. This will be kept under your child's cubby. Make sure that your child arrives with appropriate clothing and comfortable shoes for recess and the weather. We will be going outside each day, as weather allows. For example: hats, mittens, snow pants, and boots for the winter and shorts and t-shirts for the summer. Labeling these items helps teachers to get lost things back to the correct student!

We know it can be difficult for children to bring snow gear back and forth to school, so here are things we consider when deciding to go out:

- Temperature with wind chill- We usually get notification from the main office on the days that children may not go out due to the temperature and wind chill factor. Please watch the morning weather to decide if you want to send in snow gear.
- Snow covered equipment-As we do not have a paved area for preschool children to play, we will only be able to play on the field so children need snow gear not just boots.
- Snow gear- In order to be able to go outside and play in the snow covered field, students need to have

waterproof boots, a snow suit, winter coat (not just fleece), hat, and mittens.

In addition, please realize that it takes a good amount of time to get so many students properly dressed for recess. It is very helpful for children to be independently putting on their snowsuits, changing into their boots, and putting on their coats, hats, and mittens. At this time everybody is not independent and so it takes 10 to 15 minutes to get ready to go outside. Recess is at the end of each session, so children will be wearing their snow gear home since we will not have time to change out of snow gear prior to bus loading. If we are unable to go outside, children still have recess, but it is an indoor activity time such as a "dance party" where children dance and follow visual directions to songs. Other days we also put out equipment like a tunnel, sit and spins, and bean bag frog toss. We understand the importance of recess and do our best to get outside.

Student Behavior/Expectations

All children benefit from rich learning environments that support children's social and emotional growth. According to the guiding principles of the Connecticut Early Childhood and Developmental Standards: *all children are capable of achieving positive early learning and developmental outcomes. Basic needs of young children include safe and nurturing environments, positive social relationships, and a sense of belonging*. In grades prek-4, all students participate in a social emotional program called Second Step. This program is evidence-based and includes everything schools need to integrate social-emotional learning (SEL) into their classrooms and schoolwide. Using the Second Step curriculum has been shown to decrease problem behaviors, and it's designed to promote school success, self-regulation, and a sense of safety and support. Preschool classrooms integrate this naturally into their classrooms weekly.

In addition, Lebanon Elementary School participates in the Positive Behavior Interventions and Supports program or (PBIS). The Preschool Program will also be participating in this, learning the behavior expectations of the school, framing the PBIS language from the four expectations (safe, Honest, Responsible, and Respectful) into red and green choices. Students will be a part of all school assemblies and other recognition awards such as Huskies of the Month and weekly PAW raffles. At times, our policy states that we utilize positive reinforcement and redirection whenever possible. Staff will never use physical punishment and do not engage in psychological abuse or coercion. They will never use threats or derogatory remarks nor withhold nor threaten to withhold food as a form of discipline. Please note that all of our policies are also located on the Lebanon Public Schools website. Parents will be contacted regarding re-occurring discipline concerns. Conferences with the parents will be held to consider possible solutions.

LES Behavior Purpose Statement

Lebanon Elementary School is a safe place to learn because we are respectful, responsible and honest.

HUSKIES Behavior Expectations:
Have Responsibility
Use Honesty
Show Respect To All
Keep **S**afe **I**n **E**very **S**etting

Safety Policies

Safety rules at Lebanon Preschool Program:

- A child is never to be left unattended for any reason. Supervision for short intervals by sound is permissible as long as teachers frequently check on children who are out of sight.
- A 1:10 ratio teacher to student is maintained at all times in both indoor and outdoor settings.
- Each child is informed of the playground rules and is expected to abide by them at all times.
- Pre-K children may **NOT** be dropped off or picked up in the lower bus loop in the morning.

Safety Procedures

Safety measures are integrated into our daily routines. All doors are locked during the school's operating hours. The main entrance has a buzzer entry system and all visitors must report to the office upon entry to sign in. Please be prepared to present identification and for the purpose of your visit. Any adult staying in the building must sign in and sign out and wear a visitor pass visibly.

Fire drills, evacuations, and lockdown procedures are part of a school safety plan and are implemented throughout the school year. Practice for the entire school population provides safety protocols to call upon in the event of emergency situations. Children are taught safe ways to act at home and in school.

Emergency response plans: Our priority is the safety and well-being of every child. Our staff is trained in pediatric CPR/First Aid and students and staff participate in monthly emergency drills to ensure a calm and orderly response to any situation. Our staff in trained in the following procedures:

In the event of a fire or the detection of smoke within the building:

- Immediate Action: The fire alarm will sound, and all children will be led by teachers to our designated outdoor area.
- Evacuation: Staff will take attendance sheets and emergency contact binders to ensure every child is accounted for.
- Response: The fire department will be notified immediately via 911. The fire department will determine if the building is safe for re-entry or if the school will follow evacuation procedures.

In event of a lockdown due to an intruder or activity involving police involvement:

- Secure Perimeter: All exterior doors and windows will be locked, and blinds will be closed.
- Indoor Safety: Children will be moved to a reinforced interior area of the building, away from windows.
- Administration and law enforcement will unlock classroom doors when the building is deemed safe.
- Families will be notified as soon as it is safe to do so via phone or our text/phone alert system-Thrillshare.

In the event of an evacuation to an off-site location if the building is deemed unsafe for occupancy (e.g., major structural damage, chemical leak, or extended power failure in extreme weather), families will be notified as soon as it is safe to do so via phone or our text/phone alert system-Thrillshare.

To ensure children are released only to authorized individuals, we follow a strict Reunification Protocol:

- Photo ID Required: No child will be released without a valid government-issued ID that matches our emergency contact records.
- The Check-In Gate: Parents must report to the "Check-In" station.
- Sign-Out: Once the ID is verified, a staff member will escort your child to the "Release" station to meet you.

Note to Families: Please ensure your emergency contact list is updated quarterly. We cannot release a child to anyone not listed in our records, regardless of the circumstances.

Visitors/Volunteers

For the safety and security of guests and students, visitors and volunteers are REQUIRED to present themselves at the office upon arrival at the Elementary School. In the office, visitors and volunteers will sign in and receive a visitor sticker. Upon departure, visitors/volunteers are asked to return to the office to sign out. Identification will be asked to be shown, as well as the purpose of the visit. This will assure that we can account for everyone in the building in an emergency. Because we care about you, staff members will direct anyone

without a sticker to the main office. We thank you for your help and understanding.

Bus/Parent Transportation



All preschool students are provided bus transportation and/or parents can pick up and drop off (*parent/guardian must sign the child in at the front office). Parents may walk their child to the front doors of the building during AM and PM drop off, waiting for a staff member to let them in. AM dismissal also takes place at the front doors of the building. PM dismissal will take place on the side door of the library near the stairs. Parents may not allow their car to idle during drop off or pick/up except in extreme temperatures. Parents are to park in the front parking lot and walk in or drop off their child. Students who attend the AM session will be provided a big bus and will go home in a small bus. For students in the PM session, students will be picked up from home in a small bus, but then will go home on a big bus. Should you choose to have your child ride using bus transportation, all preschool students are placed in the front when riding the big bus. Alternate transportation is sometimes provided for students with individualized plans and/or allergies. Should you need to change your transportation mode, please be sure to contact the office and teacher and write a note so that your child can get home accurately and safely. School rules and expectations are in effect while students are transported to and from school. Since the safety and well-being of students is our primary focus on the bus, any student jeopardizing the safety of others will be subject to disciplinary action that could include an assigned seat, close proximity to the bus driver, parent/student meeting with administrator, reflective/apology note to the bus driver, change of a bus, and/or suspension of transportation services up to ten consecutive days.

Dismissals

Early dismissal as with tardiness negatively impacts individual student learning as well as creates a disruption to classroom instruction. Unless there is an urgent medical problem, we ask that early dismissals be minimized. With a large student body, these disruptions can have a major impact on our academic program. Please seriously consider these concerns when planning your school year.

ALL STUDENTS, PARENTS AND VISITORS MUST REPORT TO THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING.

In order to properly account for the safety of all students during dismissal, students will be dismissed from the office and health room only. Children must be signed out by a parent, guardian or emergency contact. Identification is required.

Parent Teacher Conferences

We hold parent-teacher conferences twice during the school year - once in the Fall and once in the Spring. These days are schoolwide planned early dismissal days:

Morning Preschool	Session starts 8:35 a.m.; Session ends 10:45 a.m.

Afternoon Preschool	Session starts 10:45 a.m.; Session ends 1:05 p.m. Note: Students will be picked up approximately 90 minutes earlier. Please bring lunch.

During the conference time, we discuss your child's progress and how they are adjusting to the program. Conferences may also be held upon request from the parents or Preschool teachers. To facilitate these conferences Pre-k staff will be planning for, observing and assessing students in various ways to monitor their

development. This would include a standardized developmental screener, the CT ELDS (Early Learning and Development Standards) CT DOTS (Documentation for Observation and Teaching System) and parent input. Families will also receive a report card three times a year showing student progress based on standards in the ELDS and DOTS in the Learning Progressions of; Cognitive Development, Social Emotional Development, Language and Literacy, Mathematics and Science. Input from parent surveys and home observations contribute to this assessment.

Referrals

Applications for Husky and Care 4 Kids can be found in the preschool intake packet. The program strives to connect families to the appropriate services needed. School newsletters are provided for each family with information on the programs available during that time. A sample list of interactive literacy activities is included in this handbook. There are also flyers on parent workshops and/or meetings. If you need any further information, please contact your classroom teacher.

Support Services Provided

The Preschool Program is located inside Lebanon Elementary School. Children who need special services are referred to at team meetings where teachers, administrators, and special service providers meet to discuss the needs of the child. Planning and Placement Team meetings (PPT's) are held to discuss the implementation of services. All services are administered in the public school building. The Preschool Program is committed to serving children with special needs. Support services are available to all students in the school based on individual need. These services include counseling, group counseling, and agency referral and related services.



Confidentiality/ Mandated Reporting

Only teachers, administrators, and those with authorization, such as related service providers or regulatory authorities, have access to files. Parents/guardians may access the file upon request and can obtain copies of documents. Conversations and incidents that involve a family, staff or child are to be held in the strictest of confidence between the school and only those involved in the situation. The procedures protect both the rights of the accused and children in the program. The State of CT requires that all members of the Preschool Program report to the State Department of Children and Families any and all suspected cases of child abuse. Therefore, we are obligated by law to report such occurrences. Any reports of child abuse or neglect can be contacted through the CARELINE at 1-800-842-2288.

Program Evaluation

Parents complete an annual NAEYC evaluation of the program every Spring. Each year, the Preschool team meets to review the survey results and program data to assess the effectiveness of the preschool program and make revisions if needed.

New Entry Age for Kindergarten for starting 2024-2025 school year

Beginning in the 2024-2025 school year, children need to turn 5 years old on or before September 1 in order to be automatically eligible for kindergarten. For the 2024-25 school year and all following years children must turn 5 on or before September 1 to enter kindergarten for any given school year.

Transition to Kindergarten

If your child is eligible for kindergarten, per state law, the Preschool staff consults with Kindergarten teachers in the building through staff meetings and individual communication to support the transition. All student records are part of our K-12 student information system and as such are automatically transferred upon transition. Extra assistance can be given to children who need more assistance in transitioning. The following are various ways we help ease the transition into kindergarten:

Kindergarten Parents Transition Evening
Lebanon Elementary School - April
Parents and guardians attend an informational event given by kindergarten teachers, administration, and support services. Babysitting is provided if needed.

Preschool Visits to Kindergarten Classrooms/Cafeteria
Lebanon Elementary School - Mid-May/June
Lebanon Elementary students who attend our preschool, will visit kindergarten teachers and their classrooms. Students will also visit the cafeteria to practice how to eat in the lunchroom. In addition, daytime field trips are held by local private preschool and daycare to explore Lebanon Elementary School Kindergarten.



Summer Popsicle with the Principal
Lebanon Elementary School - August
Incoming kindergarten students are invited to join the “Popsicles with the Principal”and a tour of the playground as well as a short ride on the school bus.

Home School Partnership and Interactive Literacy Activities

Connecticut Early Start CT Initiative

As of July 1, 2025, Connecticut’s School Readiness program has been replaced by *Early Start CT*, a new statewide initiative to improve access to high-quality early childhood programs. Our community is now supported by a *Local Governance Partner (LGP)*, which serves as a local hub for planning and supporting early education and care. The LGP brings together families, educators, and community members to better coordinate services, ensure quality, and address local needs. This shift strengthens how we support young children and families across the state. *Stay tuned for more information on how families can participate on the LGP!*

Children’s Literacy Events
Lebanon Public Schools - Throughout the School Year

- Governor’s Reading Challenge
- Bingo for Books
- Book Character Dress Up
- Early Childhood Curriculum Nights
- Read Across America Day
- Children’s Book Week
- Family Literacy Night

Jonathan Trumbull Library - Public Library in Lebanon

860-642-7763
Story Times and Special Groups for Preschoolers (Please call the libraries to verify days and times and check the website for current sessions)

http://www.lebanonctlibrary.org/ The Calendar of Events - http://www.lebanonctlibrary.org/calendar/jtl-events-calendar/ - includes two weekly programs for young children as well as special programs. Follow the Jonathan Trumbull Library Facebook page for regular updates. There are also free *or discounted admission to the following: Connecticut Old State House, Florence Griswold Museum, Lutz Children's Museum, Mystic Aquarium, Mystic Seaport, New Britain Museum of American Art, Roger Williams Park Zoo, Wadsworth Atheneum Museum of Art, The Connecticut Eastern Railroad Museum.*

Adult Education Opportunities

Our regional education service center, EASTCONN, provides opportunities for adults to continue their learning experiences. You can reach them at 860-455-2591 or view their website at http://www.eastconn.org/index.php/schools-programs/adult-education for specific offerings. As always if you have any questions feel free to contact the elementary school office as well 860-642-5762/5763.

ADDENDUM-School Day Preschool Classroom

Through funds provided by The Office of Early Childhood Early Start Program, we are able to offer families two options for preschool.

1. Our part day tuition free classrooms offer a morning session from 8:35am to 11:20am and an afternoon session from 12:20pm to 3:10pm.
2. Our school day tuition based classroom runs from 8:35am to 3:10pm.

Our application process will determine which classroom your child will attend. This application takes into consideration various factors: parent choice, age of child, income and Early Start eligibility, etc. and a scoring process is used for selection.

The school day tuition is calculated using the The Office of Early Childhood Fee schedule based on family size and annual income and will be collected monthly. To access the fee schedule click on the link below and refer to the "Preschool School Time" column: https://www.ctoec.org/oec-family-fee-information/

Applications for the 2026-2027 school year will be available in the early spring of 2026.

School Day Preschool Fee Policy

Lebanon Preschool Program cost of care is $22,980 annually or $442 weekly. **This amount is supplemented through grant funds from the Office of Early Childhood.** *Parents pay a sliding fee scale tuition amount based on their gross income and family size.* Hardships are considered on a case by case basis.

a. Sliding Scale: Fees for child care services at the Lebanon School Readiness Preschool Program are based on a sliding fee scale. There is a discount to families with more than one child enrolled in the program.

b. **Documentation:** All families must submit financial documentation in the form of a 1040 tax form in order for a fee to be determined. The fee amount, as taken from a sliding scale, is derived from the amount of gross earnings and family size. Income derived from self-employment shall be determined based upon six calendar months preceding the date of enrollment. If documentation is not submitted the maximum fee will be

charged. Re-determination will occur annually and may also take place if there is a change in employment, family size or a gross weekly increase of $50.00 or more.

c. Payment of Fees: Fees are calculated on a monthly basis for your child's tuition. The first and last month's fees are due when the child begins the Lebanon School Readiness Preschool Program.

Payments each month are due on the **fifteenth day of the month**. Checks or money orders should be made payable to the **Lebanon Board of Education.** Cash is not accepted. Payments can be hand delivered to the school or mailed to the following address: Lebanon Elementary School 479 Exeter Rd. Lebanon, CT, 06249 Attn: Lebanon Readiness Program. Fees are to be paid even if a child is absent during that month or if there are program closures due to severe weather or other conditions.

Families will be required to sign a tuition agreement documenting their parent fee.

d. Non-payment of Fees: If payment is not received on the appropriate date, a $10.00 late fee can be charged. If the fee, plus payment, is not received by 5:00 PM on the following day, the child will not be accepted into the Lebanon School Readiness Preschool Program until payment is made. If, after another week, efforts have not been made to clear the past due payment balance, the child's name will be removed from the enrollment list, and the parents/guardians will be notified in writing. Repeated late payments may result in dismissal from the program. WE WANT TO WORK WITH YOU SO THAT YOUR CHILD REMAINS IN SCHOOL! Per grant requirements, all tuition fees must go back into supporting the program and cannot be carried over from year to year.

e. Hardship Policy: From time to time, there are unavoidable situations that arise that can burden a family financially. If such an occasion happens, please speak with school personnel if you need support, and the school board will determine if your situation qualifies for a temporary hardship.

This is not a guarantee, and each family's situation is taken into consideration.

f. Sibling Discount: A 25% discount will be offered to families with multiple children in the program.

School Day Preschool Tooth Brushing Policy

Children in the Full-Day and School-Day Programs will participate in an age appropriate daily dental hygiene program. Children will be offered time to brush their teeth after one meal per day or more frequently upon parent request.

a. Each child will have her/his own labeled toothbrush and brushes will be stored in a holder and kept out of reach of children when not in use.

b. Staff will supervise the entire tooth brushing session ensuring that the child is properly brushing teeth surfaces.

c. Toothbrushes will be replaced every 3 months on the first day of school in the months of September, December, March and June.

School Day Preschool Rest Policy All children who are enrolled in a school day classroom must be offered a rest time daily. Children who do rest are provided their own individual cot. Cots are organized so that children are afforded space from one another yet can be supervised by classroom staff. Families are asked to send in a small blanket and pillow. A small stuffed animal or something "special" for your child to rest with is also permitted. Blankets and pillows must be taken home on the last day of the school week to be laundered and brought back the following week. For those children who opt not to rest, quiet cot and/or table learning activities are provided.