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# Trumbull Early Childhood Education Center

## Parent Handbook



**Trumbull Early Childhood Education Center**

240 Middlebrooks Ave, Trumbull, CT 06611  
203-452-4422  
<http://www.trumbullps.org/tecec/>

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# **Trumbull Public Schools**

## **Our Vision**

Our schools will be dynamic learning communities of responsible individuals who strive for excellence and contribute to society.

## **Mission**

The Trumbull Public School System, in partnership with the community, strives to meet the educational needs of all students within a challenging and supportive academic environment that empowers each student to become a life-long learner and to live and participate in a democratic, diverse and global society.

## **Core Beliefs**

- ◆ We believe that all individuals are capable of learning.
- ◆ We believe that all individuals should have the resources necessary to achieve success within a challenging curriculum.
- ◆ We believe that a family, school, and community partnership is essential to our success.
- ◆ We believe that a safe and orderly environment is critical to learning.
- ◆ We believe that there is strength in diversity and that all individuals are worthy of our respect and dignity.
- ◆ We believe that our school climate must be welcoming, caring, and supportive for all members of the learning community.
- ◆ We believe that a reflective evaluation of present practices and processes is necessary in order to plan for our future.

## **Preschool Program Philosophy**

Our highly qualified staff at the Trumbull Early Childhood Education Center believes that every child is unique, and we are dedicated to providing specialized instruction, which builds a foundation of essential skills and initiates a passion for learning. We focus on holistic development, creating experiences that foster social, emotional, physical and intellectual growth, helping each child build a positive self-image and reach his or her fullest potential. We do this in a safe and nurturing environment utilizing a transdisciplinary team approach at home, in school and in the community.

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## **Overview**

This handbook is one of numerous efforts to establish and maintain good communication between home and school. We have tried to provide essential information in a readily accessible format, but it cannot answer all questions.

The information in this book may change during the school year. We will update you with any pertinent changes. We recognize that there will be questions and from time to time, problems too. We encourage you to contact the school when they arise. Our experience shows very clearly that the most expedient and satisfactorily solutions are achieved by direct contact, usually between the parent and teacher. If further assistance is needed, the building administrator will be happy to assist you.

## **Program Descriptions**

### ***Special Education Preschool***

Special Education Preschool is an early intervention program that provides developmentally appropriate learning experiences to address the fundamental needs of students to acquire basic skills and social competence. Students in this program have specific identified developmental delays which may be in the domains of cognitive, language, motor and/or social-emotional functioning. A cornerstone of the program is the integration of students without identified special needs who provide modeling of age-appropriate skills in all areas of development. This is one of many methodologies, which we use, that research has proven to be an effective strategy for educating children. All of the programs at the Trumbull Early Childhood Education Center are taught by highly qualified teachers either certified in special education, early childhood education or dually certified in early childhood/special education. They are supported by a transdisciplinary team which includes the nurse, physical therapist, occupational therapist, speech/language pathologist, school psychologist, social worker, BCBA (behaviorist) and paraprofessionals. Bus transportation is provided by the Town of Trumbull for students with identified special needs.

Inquiries about this program may be made to Child Find at 452-4422.

### ***Preschool Integration Program (PIP)***

The Preschool Integration Program provides a preschool experience for children with age-appropriate skills in which they interact with and serve as peer playmates for children with identified special needs. Students are actively engaged in school readiness activities, which help to prepare them for kindergarten. Students accepted into the program pay tuition. Please contact the school secretary for the tuition rates.

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### ***English Language Learner Program (ELL)***

The English Language Learner Program is a language-based program that is committed to providing students the opportunity to develop pre-academic skills and concepts at the same level as other students while acquiring English language proficiency. Through intriguing activities that elicit conversation and collaborative learning, students develop a passion for learning not only the English language, but readiness concepts which are a foundation for future academic ventures. The student's eligibility is determined through a developmental screening process. The 4-year-old group meets Monday, Wednesday & Friday from 12:50-3:05 p.m. and the 3-year-old group meets Tuesday & Thursday from 12:50 p.m. - 3:05 p.m. In addition to school readiness activities, a language lesson is provided once a week by a speech/language pathologist.



### ***Head Start***

Head Start is a federally funded grant program for preschool children from low-income families in the region. Head Start helps all children and their families succeed. Services are also offered to meet the special needs of children with identified special needs. Children in Head Start must be 3 years old by December 31. Children who attend Head Start participate in a variety of educational activities similar to other preschool programs. In addition, they receive medical and dental care, and have a healthy breakfast and lunch daily. The children come to school 5 days a week for 4 hours per day. Readiness activities for kindergarten are incorporated throughout the year. The Head Start personnel consist of a director, coordinator, disabilities coordinator, two certified classroom teachers, an education coordinator and two paraprofessionals. All children in the program are transported to and from school by their parents.

### ***Specialized Resource Program (SRP)***

The Specialized Resource Program provides educational programming for children with Autism Spectrum Disorder (ASD) and other related conditions. Some children with significant needs require specialized programs like the SRP or Special Education Preschool Program where they are provided with an individualized program that is geared towards their strengths and addresses their current challenges. The comprehensive approach utilized to educate children includes the strategies of Applied Behavioral Analysis (ABA), social and communicative interventions and generalization of learning. It is an intensive, specialized program that is language and behaviorally based.

### ***The Goals of Our Curriculum***

Children enrolled in our program learn through enjoyable and interactive experiences. Our classrooms include activity centers in which children are provided opportunities to choose from a variety of materials and equipment. These may include dramatic play, art, sensory tables, music, blocks,

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manipulatives (i.e. puzzles, pegs, stringing and lacing, etc.), gross motor, computer, (pre)writing, listening, and library. Music and art classes, and related services such as occupational, physical, and speech/language therapy incorporate curriculum vocabulary and materials to enhance the learning process. Our board of education approved curriculum is based on the State of Connecticut Early Learning Development Standards (ELDS). If you would like more information about the ELDS, please refer to:

<https://www.ct.gov/oec/lib/oec/earlycare/elds/ctelds.pdf>

Our curriculum identifies goals in all areas of development. The following are offered as examples of the goals that are valued as part of our program.

- ◆ Our curriculum encourages children to be actively involved in the learning process through a variety of developmentally sensitive activities, materials, and routines.
- ◆ Children’s culture, ethnicity, and experiences are respected and valued as part of our multicultural approach towards education.
- ◆ Families are integral partners in their child’s development.
- ◆ Systematic assessment is used to measure the effectiveness of the program in meeting the goals for the children.
- ◆ Interactions between children and staff provide opportunities to develop an understanding of self and others through personal respect, individuality, positive support, and responsiveness.
- ◆ Our interesting and inviting environment (indoor and outdoor) encourages exploration, curiosity, creativity, and learning.
- ◆ We provide an environment that promotes the health and safety of our children. Providing for these basic needs allows the children to be available for learning.

### **Activity Centers**

As stated in the goals of our curriculum, all of the classrooms include developmentally appropriate learning activity centers. These centers encourage children to explore in a safe and exciting environment, which meets all of their developmental and educational needs.

### **Art Center**

- ◆ Through art activities, children express how they feel, think, and view their environment.
- ◆ Children develop fine motor skills by cutting, tearing, and using writing instruments (crayons, pencils, markers).

- ◆ For young children, the process of creating is what is most important. This gives each child pride and builds self-esteem as they express themselves through their own creations.
- ◆ Visual and tactile discrimination skills are developed by using different media such as clay, finger paint, and glue.
- ◆ All work is respected and valued.



### **Table Toys/Manipulatives**

- ◆ Children improve eye/hand coordination while completing puzzles or placing pegs into pegboards.



- ◆ Cognitive skills are developed as children manipulate pieces of different shapes, colors, and sizes.
- ◆ Children work on emerging math skills such as matching, sorting, sequencing, and classification.



### **Library Center**

- ◆ Pre literacy skills are introduced.
- ◆ Language and communication skills are developed.
- ◆ The importance of print as a means of communication is presented to the children.
- ◆ Children develop cognitive skills of recalling and sequencing in storytelling activities.

### **Sensory Tables**

- ◆ Sensory integration skills are developed through tactile (touch) activities.
- ◆ Cognitive skills are enhanced as they explore concepts such as why some objects sink or float.
- ◆ Problem solving skills are developed (try to figure out how to build a castle or tower with wet or dry sand).
- ◆ Emerging math and science skills are enhanced by measuring, weighing, changing the property of sand and water (changing the color of the water or making the sand wet and easily molded).



### **Block Area**

- ◆ Play in this area develops an understanding of concepts of height, length, weight, and area.
- ◆ Children are engaged in building and creative activities.
- ◆ Classification and sorting skills (size, shape, and function) are developed.
- ◆ Children improve spatial relations and problem solving skills.



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## Gross Motor Activities

- ◆ Opportunities are provided to practice large muscle skills (running, skipping, hopping, and riding bicycles).
- ◆ Children show increased independence (climbing a ladder, going down a slide without assistance, etc.). Improvement in balance is encouraged (climbing, swinging, sliding, and walking on a balance beam).



## Music and Movement Activities



- ◆ Cause and effect materials are explored (experiment with musical instruments and other devices for creating sounds).
- ◆ Children develop social skills by playing cooperative musical games.
- ◆ Balance, coordination and rhythm are improved through dancing and movement songs.
- ◆ In addition, children who have difficulty with verbal communication can use music and dance activities as a means of expression.



## Dramatic Play

- ◆ Children engage themselves in role-playing activities (firefighter, nurse, chef, etc.).
- ◆ Symbols can be used to represent real objects to develop imagination (block as a telephone).
- ◆ The major emphasis in this area is communication and social development.

## PROGRAM GUIDELINES

### Address/Telephone Number/Email Changes

Please let your child's teacher know if your address, telephone number, email address, or other emergency information changes.

### Arrival and Dismissal Procedures

- ◆ During arrival and dismissal, no parking is allowed on site at the Trumbull Early Childhood Education Center. Parents must stay in their cars to await curbside drop-off/pick-up. In the event you need to enter the building during this time, you may only park in the Middlebrook School lot and walk down the hill. Parking is not permitted in the Trumbull Emergency Medical Services parking lot.
- ◆ All programs (Head Start, Special Education, PIP, ELL) will drop-off and pickup curbside in front of school. Our staff will be responsible for obtaining parent signatures from our Head Start parents.

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- ◆ Space in line is on a first come basis. All cars must get at the end of the line regardless of the time your child’s program begins. We ask that you plan accordingly, but do not arrive more than ten minutes in advance of your child’s start time.
  - ◆ School busses are the **only** vehicles that may come to the front of the line.
  - ◆ Please refrain from talking or texting on your electronic mobile devices while you are dropping off and picking up your child.
  - ◆ All cars must use the individualized color-coded parking cards provided to you. They must be placed on the passenger side dashboard. At dismissal, a staff member will read your child’s name and radio to staff in the school and your child will be escorted by staff to your vehicle. You will be asked to buckle your child into their car seat. To facilitate safety, please make sure your child’s car seat is located in the rear passenger side of your vehicle.

## **Attendance**

It is important that your child attend preschool consistently on the assigned days. Children must arrive and be picked up on time. If your child is absent, a written excuse for the absence is required. Medical absences greater than 3 days require a physician’s note to come back to school. If you foresee a special need to have your child dismissed early, please write a note to the child’s teacher and telephone the school with specific information about the change in schedule. Parental or guardianship approval must be in writing to change the child’s schedule. Contact information is listed below.

Main Office 203-452-4422  
Absentee Line 203-452-4422: Press 1  
Fax 203-452-4419

## **Birthdays/Celebrations**

Birthdays are special and important occasions that may be celebrated at school. Please contact your child’s teacher to coordinate times and activities. If you are planning a party outside of school, please send all invitations through the U.S. mail as children may have hurt feelings if not receiving an invitation in school. Special Celebrations (Halloween, Thanksgiving, etc.) are coordinated by the preschool room parent and teacher.

## **Building Security**

To maintain a safe and well monitored school environment, all of our exterior doors are locked at all times. All parents and visitors must enter through the main entrance, provide photo identification, and sign in to TECEC. Visitors must obtain a “Visitors Pass” after signing in and will be escorted to their intended destination. All visitors must stop in the office and sign out prior to leaving.

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## **Bullying**

The Trumbull Public Schools is committed to creating and maintaining an educational environment that is physically, emotionally, and intellectually safe and free from bullying, harassment and discrimination. In accordance with state law and the Board’s Safe School Climate Plan, the Board expressly prohibits any form of bullying on school grounds; at school sponsored or school related activities; function or program, whether on or off school grounds; at a school bus stop, on a school bus or other vehicle owned, leased, or used by a local board of education; or through the use of an electronic device or electronic mobile device owned or leased by the Board of Education. The Board also prohibits any form of bullying outside the school setting if it creates a hostile environment at school for the student which the bullying was directed, infringes on the rights of the student who was the target of bullying, or substantially disrupts the educational process or the orderly operation of school. Please refer to the Board of Education “Bullying Prevention and Intervention Policy” for further information.

## **Child Find**



Child Find is a process required by the Individuals with Disabilities Improvement Act (IDEA 2004) to locate students from birth through 21 who may have a disability and be eligible for early intervention or special education services. If you have questions about your child’s development, please contact our Child Find program 452-4422.

## **Communication**

Communication between parents and staff is extremely important at the Trumbull Early Childhood Education Center. We recognize the importance of working together with you as a team. Listed below are some of the ways the staff will be communicating with you:

**School newsletters**

**Conferences**

**Class newsletters**

**Open House**

**Website/Email**

**Visitations**

**Guest Speakers**

**Student Communication Books**

## **Conferences**

Preschool conferences take place in the fall and spring each school year. The teachers will provide each parent with a conveniently scheduled time. Parents are encouraged to attend the conferences to discuss their child’s progress and any concerns relevant to their development. In addition to the conferences, an annual review for the children with identified special needs is scheduled to plan for the following year.

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## **Early Intervention Process**

Scientific Research-Based Interventions (SRBI) are a way to provide support and instruction to children who are struggling to learn. A child's progress is studied and findings are used to make decisions about teaching and other learning supports. These decisions may be made within the classroom by the teacher, or within the format of an Early Intervention Team (EIT) meeting. The EIT is a team of classroom teachers, administrators, and other support staff (social workers, school psychologists, speech pathologists, etc.) who collectively develop a plan to help a child succeed. An Early Intervention Plan (EIP) may be developed at any time student assessment data indicates a need.

## **Emergency Evacuation/Drills**

The Trumbull Public Schools have devised several procedures to follow in the event that an emergency occurs while your child is in the school's care. Monthly fire and emergency drills are held to comply with the State law to ensure all staff and students are familiar with procedures to use in the event of a building emergency.

## **Field Trips**

Field trips are planned throughout the school year to supplement different aspects of the classroom curriculum. Parents will receive notice of the field trip and permission/medical forms to sign. Any child who has not been given written permission prior to the field trip will remain at school in a class assigned by the building administrator.

## **Getting Ready for Preschool**

- ◆ Provide opportunities for your child to interact with other children and adults in playgroups or other community programs.
- ◆ Visit the school and meet the teacher, principal, support staff, and other children before your child's first day.
- ◆ Explain to your child that (s)he will be attending a safe and friendly environment where (s)he will meet and play with many new friends.
- ◆ Read to your child daily. Local libraries also have story hours where children can experience new stories and meet new friends.

## **Hazing**

TPS Policy 5131.91 details the prohibition of hazing that is in any degree related to the Trumbull Public Schools or to any of its activities.

## **Health Services**

Health Rooms are staffed by Registered Nurses daily. Services include:

- Assessment of the ill and injured.
- First Aid to the ill and injured.

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- Prevention, control and tracking of communicable diseases.
  - CT state law immunization requirements can be found at: [www.ct.gov/dph/cwp/view.asp?a=3136&Q=467374&PM=1](http://www.ct.gov/dph/cwp/view.asp?a=3136&Q=467374&PM=1)  
Exemptions from required immunizations are granted for medical reasons certified by a physician and/or for Religious beliefs with proper documentation. See the School Nurse for questions.
  - Health Screenings based on grade level; color deficiency, vision, hearing, scoliosis.
  - Maintain student health records.
  - Coordinate chronic health condition management.
  - Connect school community with health resources.
  - Medication administration with physician authorization form completed by both physician AND parent (for both prescribed AND over the counter medication). Over the counter medication must be in original, unopened container; prescribed medication must have current prescription label with child's name, medication name, physician's name, and administration directions clearly marked on the container. All medication must be brought to school by an adult.

## Health Guidelines

Please use the following guidelines to prevent the spread of infection and illness in the school environment. Keep your child at home for:

- Fever (temperature of 100 degrees or over – must be fever free for 24 hours **without** medication in order to return to school)
- Nausea &/or Vomiting in the last 24 hours
- Sore throat persisting longer than 2 days
- Persistent coughing
- Red, inflamed, swollen eyes with discharge
- Persistent rash that is not allergy related

Suspected or confirmed contagious conditions:

- Chicken pox – excluded until rash has crusted over OR, in vaccinated students who do not develop vesicles, excluded until no NEW lesions appear within 24 hours
- Hepatitis – re-entry with physician note
- Lice – excluded until no evidence of live lice or nits; student's hair to be checked by nurse for re-entry
- Measles – excluded for 4 days after appearance of rash
- Mononucleosis –re-entry with physician note
- Mumps – excluded for 5 days
- Impetigo – may attend after 24 hours of treatment with affected areas covered. A physician note is required

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- Pertussis(whooping cough-excluded until student has completed 5 days of antibiotics
  - Pink Eye – re-entry with physician note
  - Strep throat/Scarlet Fever/Scarletina – excluded until student has completed 24 hours of antibiotics
  - Ring Worm – may attend if affected areas are covered as well as a physician’s note

## **Hours of Operation**

A.M. Session: 8:30 – 11:35 Monday - Thursday

P.M. Session 12:35- 3:05 Monday - Friday

Head Start: Full day 7:30 – 5:30 Monday - Friday

Half Day 8:20 – 12:20 Monday - Friday

E.L.L.: 12:50 – 3:05

## **How You Can Help**

- ◆ Attend Parent Teacher Organization (PTO) and Father’s Club meetings.
- ◆ Volunteer in the classroom or school as a room parent.
- ◆ Assist your child’s teacher or school when needed.
- ◆ Attend parent conferences and meetings.
- ◆ Encourage your child to talk about the school day. Talk about any special activities that happened that day.
- ◆ Encourage make believe play and make positive comments about their activities.
- ◆ Go through your child’s work that they bring home each day. Look at all the papers and notices and comment on them. If the papers are just thrown out, your child will feel that their school work is not important.
- ◆ A daily experience with books is vital to encouraging your child’s interest in reading. Read a story to your child every day. Your children will also enjoy retelling a story to you as they remember it by looking at the pictures.
- ◆ Have a quiet time alone with your child.
- ◆ Limit the amount of television and videos. When watching television with your child, ask questions and make comments about the program.
- ◆ Encourage your child to play with other children, or play with stimulating and developmentally appropriate toys.

## **Inclement Weather/Change of School Hours**

Occasionally weather or other emergency conditions will require the schools to close early. Unfortunately, it is impossible to call all



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of the parents and give them the information. When it is necessary to close school early, WICC 600 AM, Star 99.9 FM, WEBE - 107.9 FM, local TV stations and Channel 17 will be notified to make periodic announcements. In addition to the media, you will automatically be enrolled in the district's emergency alert system. This free service will send you a text, email and phone message if changes are made to the school schedule. Please inform us of any changes to your contact information so we may make the appropriate changes. If you choose to opt out of this service, you can contact the school and we can assist you with the process.

## **Integrated Pest Management**

“Per TPS Policy 3524, parents/guardians may register for prior notice of pesticide application by submitting a request by first-class or electronic mail to the appropriate school principal.”

## **Items Needed for School**

The children in the program enjoy painting, coloring, cooking, and playing outdoors. For your child to participate in these fun activities, they should wear comfortable play clothes. They should also wear clothes that can be independently managed in the bathroom.

**\*\*\*All items should be labeled with the child's name\*\*\***

- ◆ Durable and easily laundered clothes.
- ◆ A smock or apron (an old large shirt).
- ◆ Sneakers are required for indoor and outdoor gross motor activities.
- ◆ A book or carry bag brought daily to send projects home, snack, parent/teacher communication logs.
- ◆ An extra set of clothes must be kept in school in case there is a need to change your child (toileting, wet on playground, etc.).
- ◆ A notebook to be used as a journal for communication between school and home.
- ◆ Other items may be requested by your child's teacher in his/her welcome letter.

## **Library**

We have a library located in the “Family Center”. In addition to children's stories, there are books, pamphlets, videos, and magazines for parents on child rearing, information on children's diverse needs, and a computer to research information we may not have in our library. We encourage you to sign out any of the materials, which may be of interest to you, your child, or family. We ask that you please contact the office prior to utilizing the library as we have classes that occasionally take place in that location.

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## **Mandated Reporting**

According to Connecticut Public Act 11-93, “An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District all individuals working with children are mandated to report suspected physical, emotional or sexual abuse and neglect to the Department of Children and Families. The complete Trumbull Public School policy that aligns with the State can be found on the website:

[https://www.trumbullps.org/Attachments/pac/policies/5000/5141\\_4\\_Reporting\\_of\\_Child\\_Abuse\\_Neglect\\_and\\_Sexual\\_Assault.pdf](https://www.trumbullps.org/Attachments/pac/policies/5000/5141_4_Reporting_of_Child_Abuse_Neglect_and_Sexual_Assault.pdf)

## **Parent Teacher Organization (PTO) and Father’s Club**

The Trumbull Early Childhood Education Center Parent Teacher Organization and Father’s Club are dedicated to the enrichment of the school and its students. Their goals are to promote cooperation and communication between home, school, and community. Our philosophy is to provide educational enhancements, including, but not limited to, programs, which benefit the majority of the student body which are not usually provided by the Board of Education. Activities and functions that the organization has successfully provided in the past are: fundraising, organizing special assemblies, planning school newsletters, assisting with school fieldtrips, and working on school improvement projects. It is our belief that the team effort offers the best possible learning environment for our children. Every parent is encouraged to become an active member.

## **Peanut/Nut Products**

In an effort to maintain a safe environment for our students with life threatening allergies, snacks may not contain peanuts, other nut products, or be processed in factories that may use nuts. Please read all food labels prior to sending in food with your children. Please make sure children’s hands are washed prior to coming to school or boarding the bus. Your classroom teacher will provide a list of healthy, nut free snack suggestions.



## **Photo Permission**

Photographs may be taken by staff during the school year of the children engaged in class activities. Prior to staff taking any photographs of your child, you must sign the photograph release form and return it to your child’s teacher. Photos are not allowed to be taken by parents in school.

## **Policies**

Trumbull Public Schools policies approved by the Board of Education are maintained on the TPS District website at [www.trumbullps.org](http://www.trumbullps.org). In case of conflict

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between statements in this *Handbook* and policies of the Board of Education, policies of the Board of Education shall prevail.

## **Positive Behavior Intervention and Support (PBIS)**

PBIS is a program used to maintain a positive culture in a school that supports social, emotional and academic success. The TECEC community of students, staff and families embrace our core values which are to **Be safe, Act responsibly, Respect and Kindness**. This is known as the TECEC BARK.

## **Property**

Children should not bring their personal property to school (toys, stuffed animals, umbrellas, etc.). This will prevent the items from becoming misplaced or damaged. There will be certain occasions when toys are requested for special days such as “Show & Tell”. The teacher will send home a note in advance with the date of the special days.

## **Pupil Personnel Services**

The speech and language pathologist, occupational therapist, physical therapist, social worker, school nurse, psychologist, special education classroom teacher, paraprofessionals, board certified behavioral analysts and school administration all work together as a transdisciplinary team. Activities and planning take place as a team, which provides the children with lessons that meet their individual needs. These specialists may work directly with the children in or out of the classroom.

## **School Pictures**

Under the coordination of the PTO, student pictures are taken in the beginning of the school year with a variety of packages available. This is a voluntary venture and parents are under no obligation to purchase these pictures. Specific information about dates, process, etc., will be sent home in the beginning of the school year.

## **School Snacks**

Children bring their own snacks to school. A nutritious snack will benefit the child’s health and learning. Please refrain from sending in soda, candy, and other items containing a high amount of sugar. Fruit such as grapes must be cut in half length wise to alleviate the choking hazard. All snack items must be self-contained with appropriate utensils and not require refrigeration, heating, or cooking.

## **School Transportation**

The Trumbull Public Schools will provide transportation to all eligible children with identified special needs from their home to school. This transportation is provided by publicly owned equipment or by contracted services and equipment.



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Parents are expected to accompany and to meet their children when the bus arrives. Students who are attending the program as part of the Preschool Integration Program, ELL and Head Start provide their own transportation.

Please Note:

- ◆ If your child's bus is late or does not show up during the scheduled time, you must call the transportation department first, then the school.
- ◆ Any changes in the transportation schedule must be made in writing to the school. These requests are reviewed and forwarded to the transportation department. All changes in transportation will take a minimum of five business days to be put into effect.
- ◆ If your child is absent, it is your responsibility to contact the school and transportation office to assure that your child will be picked up when ready to return.
- ◆ Check your child's clothing to make sure that there are no loose drawstrings, shoe laces, or backpack straps that can get caught when getting on and off the bus.
- ◆ Hold your child's hand when getting on and off the bus. If you drop something near the bus, do not bend down to pick it up until the bus has safely moved.
- ◆ Be extremely cautious when crossing the street. Motorists do not always yield to pedestrian traffic.
- ◆ All adults taking students off the bus must be on the transportation drop off list to assure children are safe.
- ◆ Eating or drinking is not permitted on school busses.

Transportation Department Telephone Number:  
203-452-4322 or 203-452-4323

## **Selection of Instructional Material**

Per TPS Policy 6161.1, parents/guardians have the right to inspect any instructional materials, regardless of format, used as part of the educational curriculum.

## **Separation Anxiety**

Some young children may go through age of difficulty separating from a parent in new and unfamiliar environments. This is a normal part of every child's development and most children pass through this stage quickly and become comfortable being at school. It is best to ask your child's teacher for suggestions specific to your child's needs if the situation arises.

## **Sexual Harassment of Students**

Per TPS Policy 5145.5, sexual harassment will not be tolerated among students of the Trumbull Public Schools, and any form of sexual harassment is forbidden, whether by students, supervisory or non-supervisory personnel, individuals under

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contract, or volunteers in the schools. Students shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public. Sexual harassment is any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to: 1. insulting or degrading sexual remarks or conduct; 2. threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student; 3. conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures. The Board of Education encourages victims of sexual harassment to report such claims promptly to the appropriate building principal or to the Superintendent of Schools or his/her designee, the Assistant Superintendent of Schools. Complaints shall be investigated promptly, in accordance with the Regulations of this policy, and corrective action taken when allegations are verified. Confidentiality shall be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment. The District shall provide, for administrators and other staff, professional development related to sexual harassment, and annually shall distribute this policy to all staff and students. The District shall maintain records of the professional development provided, including the dates, the content, and the names of those attending.

If a student believes that he/she is being or has been sexually harassed, the student is encouraged to immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, and/or highly inappropriate.

2. As soon as a student believes that he/she has been subjected to sexual harassment, he/she should make a written complaint to the building principal. If the building principal is the subject of the complaint, the student should make the complaint to the Superintendent of Schools or his/her designee, the Assistant Superintendent of Schools.

3. The complaint should state the: (a) Name of the complainant; (b) Date of the complaint; (c) Date of the alleged harassment; (d) Name or names of the alleged harasser or harassers; (e) Location where such alleged harassment occurred; and (f) Details of the circumstances constituting the alleged harassment, including witnesses, if any.

4. When given by a student a written complaint of sexual harassment, the building principal shall provide that student a copy of this policy and its regulations and make the student aware of his/her rights.

5. When given by a student an oral complaint of sexual harassment, any staff member shall provide that student a copy of this policy and its regulations, make the student aware of his/her rights, and request that the student make a written complaint as outlined above.

6. If possible, within five (5) working days of receipt of the complaint, the building principal ("the investigator") shall commence an effective, thorough, objective, and complete investigation. The investigator shall consult with individuals reasonably believed to have relevant information, including the student and the alleged harasser(s), any witnesses to the conduct, and victims of similar conduct that the investigator reasonably

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believes may exist. The investigation shall be free of stereotypical assumptions about any party. The investigation shall be conducted discretely, maintaining confidentiality as possible while still conducting an effective and thorough investigation. Throughout the investigative process, due process rights of the alleged harasser(s) will be protected. 7. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser(s), and, as appropriate, to others directly concerned. The building principal shall also provide a copy of the written report to the Superintendent of Schools and his/her designee, the Assistant Superintendent of Schools. 8. If the student complainant is dissatisfied with the results of an investigation, he/she may file a written appeal to the Superintendent of Schools or his/her designee, the Assistant Superintendent of Schools, who shall review the investigator's written report, the information collected by the investigator, and the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent or his/her designee, the Assistant Superintendent of Schools, may conduct an independent investigation, 5145.5/Sexual Harassment of Students 4 including interviewing the complainant and alleged harasser(s) and any witnesses with relevant information. After completing this review, the Superintendent or his/her designee, the Assistant Superintendent of Schools, shall respond as soon as possible in writing to the complainant. If, after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the District shall take reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to findings of harassment may include reassignment, transfer, and/or disciplinary action, or warnings that appropriate action shall be taken if further acts of harassment or retaliation occur.

### **Start of the School Day/Dismissal Procedures**

- ◆ If you need to pick up your child early, you must send in a note to the teacher requesting an early dismissal. You must stop in the office to sign out your child.
- ◆ Parents must follow the school time schedule when dropping off and picking up their children.
- ◆ It is understandable that on occasion children will arrive late for school. If your child arrives after school begins, you must stop in the office, show picture identification, sign your child in, and a staff member will escort the child to their room.
- ◆ If someone other than you (parent/guardian) will be picking up your child, please inform us in writing via communication book or letter with a signature. Prior to dismissing your child to the specified individual, identification will be verified. Please be sure to give your color coded parking card to the individual who is picking up your child.

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- ◆ Children who ride the bus or transported by car are met by a teacher or paraprofessional when they arrive at school. Once the children have arrived, they are not permitted to leave without a parent until dismissal time.

## **Student Insurance**

Each year, the Trumbull Board of Education grants permission to an insurance company to offer group accident insurance. The benefits and limitations of this insurance are clearly spelled out in the application forms which are made available each fall. In the event of an accident, a claim form should be obtained from the school office and forwarded to the insurance agent.

## **Tuition**

All students who are a part of the Preschool Integration Program (PIP) pay tuition unless they are receiving special education services. Tuition is billed on a trimester basis and is the same for the morning and afternoon sessions. Payments are made in September, December, and March. Please contact the school secretary for current rates. Tuition fees may not be waived and no adjustments to children's schedules or tuition fees due to early dismissals, cancellations, delayed openings, illness, extended vacations, or school holidays.

We are more than happy to provide documentation for tuition fees paid for tax reporting purposes. Please allow a minimum of one week to process requests.

## **Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol**

TPS Policy 5131.6 indicates the prohibition of the use and/or possession of all smoking products, tobacco products, drugs, and alcohol in all facilities operated by the Board of Education, on school grounds when school is in session or during any activity sponsored by the Board of Education, on transportation vehicles under the jurisdiction of the Board of Education, and during any school-sponsored activity. The use and/or possession or electronic nicotine delivery systems and vapor products is also prohibited.

## **Visitors**

Visitors to the Trumbull Public Schools are welcome with approval of the building administrator. It is required that all visitors call the administrator for an appointment or tour in advance. For the children and staff's safety, all visitors must present photo identification in the office, sign in, wear a Visitor's ID Pass and be escorted to the intended location. Please remember to place your telephone in "Silent Mode" as we have to keep in mind, this is an educational facility with children actively engaged in learning. Cameras or other recording devices are not permitted.

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## **Volunteers**

If you would like to volunteer in our school, you will need to fill out the “School Volunteer Security Check” which is available online at <http://www.trumbullps.org/general/volunteer-form.html> or in our school office. The school district defines a volunteer as “any individual, other than an employee who works with students in any of the Trumbull Public Schools.” An example of a volunteer is a parent or guardian who assists the classroom teachers during centers, library or chaperones a school trip. In addition to volunteering in your child’s classroom, you are encouraged to attend as many school sponsored events as possible and join the Parent Teacher Organization (PTO) or Father’s Club to support our children and one another.

## **Website**

Please refer to our school website for up to date information regarding our programs and activities: <http://www.trumbullps.org/tecec/>.

## **Additional Head Start Information**



## **Philosophy of Head Start**

The mission of the Greater Trumbull/Monroe Regional Head Start Center is to provide quality family centered comprehensive services to the children and families participating in our programs.

To that end, The Greater Trumbull/Monroe Regional Head Start Center is committed to a comprehensive program consisting of:

- ◆ Family and child services for all family members.
- ◆ Inclusion of parents in the implementation and development of program and policies.
- ◆ Advocacy and support for families and children.
- ◆ An enhanced collaboration between and among family and child service agencies to improve the knowledge and responsiveness of these agencies to the needs of the children and their families.

## **Community Complaint Procedure**

The Trumbull/Monroe Regional Head Start Center is committed to providing quality services to all of its clients and the Greater Trumbull/Monroe community. In the event that an individual or organization in the community has a concern or complaint regarding our agency or the delivery of services, the following procedure provides an avenue for the individual or community organizations to pursue.

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All complaints will be addressed in a timely manner. Complaints will be addressed within 24-48 hours depending on the severity of the complaint.

All complaints should be directed to the Trumbull/Monroe Regional Head Start Center Director. The complaint will be reviewed and responded to in writing. A copy of this response will be directed to the Trumbull Public Schools Superintendent and ABCD, Inc.

In the event a resolution is not reached, the complainant will be directed to the Assistant Superintendent for Trumbull Public Schools.

Should further resolution be necessary the complaint would be forwarded to the Trumbull Public Schools Superintendent and eventually the Trumbull Board of Education for review and resolution.

## **Policy and Procedures**

The Trumbull/Monroe Regional Head Start Center follows all policies and procedures of the Trumbull Board of Education.

### **Arrival Procedures**

- ◆ Arrival begins at 8:15 and ends promptly at 8:25. Please ensure enough time to have your child removed from the car by 8:25.
- ◆ Please place parking cards in your front passenger window and stay in your vehicle.
- ◆ You should pull up to the front of the building and a paraprofessional will greet you and take your child from the car.
- ◆ You will sign your child into the Sign-in/Sign-out book.
- ◆ Please refrain from talking or texting on your electronic mobile devices while you are dropping off and picking up your child.

### **Full Day Classroom Arrival**

- ◆ Our full day classroom hours are 7:30 – 5:30. Hours are based upon your individual work/school schedule.
- ◆ If you arrive prior to 8:15, you must park and walk your child into the classroom. Please park at Middlebrook School and walk down to the preschool.
- ◆ If you arrive after 8:25, please park at Middlebrook School and walk down to the preschool to sign your child in at the main office.
- ◆ Please keep in mind classes begin promptly at 8:30. Please make sure your child is in class, this assures uninterrupted educational time.

### **Part Day Classroom Dismissal**

- ◆ Please stay in your vehicle.
- ◆ All children will be brought to the front of the building; staff will bring your child to your vehicle. Please note if you need to pick up your child early from school the following procedure will take place.

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- A note must be written in the communication book.
  - The main office personnel will call the individual classroom.
  - Parents will wait in the office/lobby.
  - If you are entering the building, please make sure you have proper identification to show personnel in the main office.
  - Please refrain from talking or texting on your electronic mobile devices while you are dropping off and picking up your child.

### **Full Day Classroom Dismissal**

- ◆ You must come into the building to pick up your child.
- ◆ Pick up times are dependent on your work/school schedule.
- ◆ Pick up must be after 3:00 due to the nap schedule.
- ◆ If you are arriving between the hours of 7:30-8:15 and picking up from 3:15-5:30 you must pick up your child at the classroom side door (the side door which is numbered 16 is located between the Middlebrook School and the playground).

### **Backpacks**

All students in Head Start receive a backpack. They will be provided to you on a loan basis for the school year. Please care for it gently and wash occasionally to keep it clean.

Each backpack will contain a communication book. They are utilized for ongoing contact between the parent and the Head Start staff. The teacher will check these daily. If anything out of the norm occurs at home, please document these events (e.g. your child attended a special event, they did well at a sports events, etc.). In addition, if your child has any cuts, scrapes or bruises, please document these types of issues in the notebook.

Any notes that are written must stay in the book. Do not tear them out. These notes will be filed in each child's school folder here at the center.

### **Meals**

All children receive breakfast and lunch with the full day program also receiving a snack component. No food is to be brought to the center. Our menu is peanut/pork free.

### **School Snacks**

Food is provided by the Head Start Program. No food or beverage items are allowed to be brought to school.

### **Birthday Celebrations**

You may send a non-food item for birthday celebration. You may choose to come in to read a story in the class/library or plan a multicultural activity.

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## **Naptime for Full Day Classroom**

Children in the full-day program take a daily nap. Please provide a small blanket (baby) and travel size pillow. **No** toys/stuffed animals are allowed since they are a health hazard to a child when sleeping.

## **Parent Meetings/Committees**

Parent meetings are held monthly where the staff will update all components of the program. This is a great way to become involved in your child's educational experience. In addition, we are mandated to have a quorum of parents to conduct these meetings per federal guidelines. Please make an effort to come and join us.