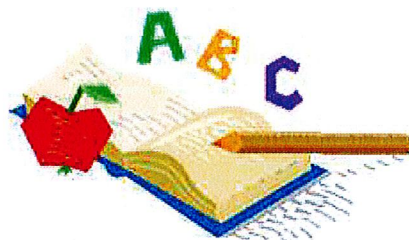


**LINEHAM SCHOOL**  
**EARLY LEARNING CENTER**  
**HANDBOOK**



**2023—2024**

**Exeter-West Greenwich Regional School District**



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The purpose of this manual is to provide you, the parents, with the information you will need to take an active part in your child's pre-school program. As the most important people in your child's life, your involvement is needed to make this early education experience a successful one. An active home-school partnership will provide a strong foundation for academic growth.

### **Vision Statement**

A joyful learning community that provides a safe, nurturing environment where all children thrive.

### **Mission Statement**

Our mission is to provide an engaging educational experience for young children, ensuring a strong academic, social and emotional foundation. Our goal is to encourage each child's confidence and enthusiasm for lifelong learning.

We value vital partnerships with families and the community.  
We celebrate children and this precious time called childhood.

**LINEHAM SCHOOL**  
859 Nooseneck Hill Rd.  
West Greenwich, RI 02817  
Phone: 397-3771 Fax: 392-0101  
Web page - [www.ewgrsd.org/lineham](http://www.ewgrsd.org/lineham)  
Like us on Facebook  
Lineham Office Hours 8:30 a.m.— 3:00 p.m.

**DIRECTORY**

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**LINEHAM SCHOOL STAFF**

Karen Lorme, Secretary

**Preschool Teachers**

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Lisa Piermattei  
Arielle Santarpio  
Teresa Doughty

**Occupational Therapist**

Julie Fornuto

**Speech Therapist**

Tracy Angell-Flynn

**Physical Therapist**

Robert Corriea

**Health/PE**

Paul DeCastro  
Josh Bednarczk

**Teacher Assistants**

Alicia Cranston  
Kelly Hart  
Cheryl Lagergren  
Desiree Erwin  
Brandi Skaling  
Meri George

**Custodian**

William Drew

**Bus Company**

Scott Baton, Manager  
397-7415



## **PHILOSOPHY**

The goal of the Lineham School Early Learning Center is to provide a nurturing, developmentally appropriate, early childhood educational experience that promotes the growth and development of all children. Our program is committed to providing a curriculum that both fosters and supports every child to reach his or her own potential through engaging, intentionally planned play based activities. We believe that children are active learners who learn primarily through and Development Standards, but is implemented by our talented teachers with flexibility and an awareness of each child's individual needs. Our goal is always to provide a safe, comfortable environment that allows children to develop independence, personal responsibility and competence both physically and cognitively. And as respectful as we are of each child's uniqueness, we are also respectful of each family's unique needs and gifts. We are a community based program that seeks to provide the very best education to our youngest students.

## **PROGRAM DESCRIPTION**

The Lineham School Early Learning Center is a public preschool program within the Exeter-West Greenwich Regional School District. Our preschool is an integrated model serving children with special needs and community peers from the towns of Exeter and West Greenwich.

## **CURRICULUM**

At Lineham School, we follow the Boston Public Schools Focus on Early Learning curriculum, one of the RI Department of Education approved curricula. It is a literacy based curriculum with the purpose of helping students achieve at a high level. The following is from their website:

*The Guiding Principles of the Boston Public Schools curriculum are that children:*

- Construct meaningful knowledge through robust interaction and high engagement;
- Aspire to be visible and valued;
- Experience, process, and interact with the world in unique ways; and are experienced and capable agents of their own learning

In our classrooms, children simultaneously develop social-emotional and academic skills, guided by engaged and reflective adults. Teachers strive to frame cultural, linguistic, and developmental diversity as assets, rather than barriers, to qualify experiences. Children gain the confident disposition of critical thinkers and flexibly use creative skills to meet the challenges and opportunities of the 21st century citizenry.

## **Assessment**

The Lineham teachers embrace the concept that Instruction should be informed by Data. Data is collected in a variety of ways: through screening, anecdotal observations, Standardized summative assessments, parent input, and team collaboration. All of this information is used to monitor the progress of our students, which in turn guides instruction as we aim to individually support each student to reach their potential. We utilize the Teaching Strategies Gold assessment system as a data collection tool and framework for our daily work.

## SCHOOL AND CLASSROOM INFORMATION

### ENROLLMENT

The preschool is available to children age three (as of Sept. 1st) to five years old who are residents of Exeter or West Greenwich. Lineham School is an integrated program, serving children of all abilities.

Applications are accepted at any time and are dated upon receipt. Open House is held in the Spring. Selection for enrollment will occur in April for the subsequent school year. Recognizing that there might be more applications than placements available, a lottery system may be used. We do our best to balance classes in terms of age and gender. Applications not selected in April will be placed on a waiting list according to date of application. All children must be screened by Child Outreach as part of the application process. Community peers **must be** successfully toilet trained at the start of the school year. Any special circumstances must be addressed with the Early Childhood Coordinator.

Tuition is charged monthly.

All payments must be made at, or be mailed to:

Exeter-West Greenwich Regional School District  
940 Nooseneck Hill Road  
West Greenwich, RI 02817

A month's notice must be given to withdraw your child from the program to avoid a charge

### PRESCHOOL SCHOOL SCHEDULE

Lineham School offers half day program options for three and four year olds. There are two full day programs for four year olds. All students attend the program Monday through Thursday. Our school follows the District calendar.

School attendance is important at ALL grade levels. A study published in March 2012 by the Baltimore Education Research Consortium, Baltimore, MD looked at Early Childhood attendance specifically. The study found that students with low attendance in both PreK and K often continue to have low attendance, are more likely to be retained by grade 3 and on average have lower academic outcomes than peers with better attendance. ([attendanceworks.org](http://attendanceworks.org)). Please be committed to your child's education.

**PLEASE NOTE:** In the case of emergency or unpredictable circumstances, the Emergency Contact form designates the individuals who will be allowed to pick up your child. **The staff must receive a phone call or note which includes the name of the person picking up your child.** That person will be required to present positive proof of identification (ie. valid photo driver's license). The individuals authorized to pick up your child must be at least 18 years or older, and will be responsible for your child once they leave the classroom. *The person dropping off a student will be responsible for signing in the student, insure the student wash their hands and walking the student to the classroom.*

### TUITION

Community peers will be charged a monthly tuition. Payments should be made by Friday of the first full week of the month. Tuition for the half day sessions will be: \$225.00 monthly. Full day is \$400.00 monthly. There is a reduced rate for families that qualify.

A month's notice must be given to withdraw your child from the program to avoid a charge.



## SPECIAL NEEDS ELIGIBILITY And Services

Lineham School offers a wide variety of support services for students and their families who are eligible. The specific services your child receives are based on his or her needs and determined at an IEP meeting. The preschool staff is committed to providing services in the least restrictive environment. To the maximum extent appropriate, support services are provided in the classroom setting. Services available include speech and language therapy, occupational therapy, adaptive physical education, physical therapy, and social skills supports.

A student is eligible for a special needs preschool placement when the Multi-Disciplinary Special Education Team has reviewed testing and observational data and identified the student as having a disability. The IEP team, which includes parents, will then decide if the preschool is an appropriate placement.

## TRANSPORTATION

Community peers must be transported by their parents. **All drop-offs and pick-ups must be walked into the building and to class by an adult at all times, no exceptions. Children must be signed in and out as well.** We ask parents to not leave any child alone in a car in the parking lot. Let us know if you need assistance.

## BUS TRANSPORTATION

Students eligible for IEP placement will be provided bus transportation. **Ocean State Transit Company** provides the transportation for the district students. Please notify them in advance if there is to be a change in transportation for your child. The district manager may be reached at 397-7415.

Proper conduct is required of all students riding the bus. Lineham students are expected to obey all rules and respect the drivers and monitors.

## SNACK

Parents are asked to pack a daily snack for their children. We encourage the selection of healthy snacks, including fresh fruits and vegetables. We ask that your child's snack contain at **least two food groups**. For example: hummus & carrots, crackers & cheese, apple slices & graham crackers or yogurt & grapes. We also encourage parents to send in water for the children each day. Healthy choices are discussed as part of our curriculum and we hope that you will support our efforts. We are nut free.



## PROGRESS REPORTING

A primary goal of our school is to involve families in their child's education. Monitoring progress and development of skills is an important piece of this process. The chart below indicates when you will receive specific information about your child, however, you may request a parent-teacher conference at any time. Home-school communication is essential to success!

	Written Information	Parent-Teacher Conference
FALL	All students receive report on Social/Emotional development and adjustment to school	October/November
WINTER	Report card sent end of January	
SPRING	Report card sent at end of year (June)	March

## CHILD OUTREACH SCREENING

Child Outreach screenings are FREE to all residents of Exeter and West Greenwich, ages 3, 4 and 5. The screenings help to ensure that your child is on track with developmental skills and can help to identify any areas of delay. If needed, further steps will be discussed with families. ALL children at Lineham will be screened annually, however, screening results will not serve to exclude a child from enrollment.

If you have a friend with a young child, please share this information. Screenings can be scheduled by calling Lineham School.

## DISCIPLINE

Lineham School utilizes a universal, research based, data-driven behavior system called Positive Behavioral Intervention Support, or PBIS, to address social and emotional skills. Our goal is to present a positive approach to behavioral expectations for ALL students by creating a climate that is consistent in all areas of our school community. The children will first be taught the positive behavioral expectations. Then, as a whole school, we will work together to encourage this behavior in all environments. We use components of the Conscious Discipline curriculum to support our students. Parents are asked to be committed to this process as well.

No punitive methods, such with holding food or physical punishments, will ever be used.



## HEALTH REQUIREMENTS AND REGULATIONS

All students are required to follow all State of Rhode Island mandates and Exeter-West Greenwich policies regarding health requirements. Prior to entry, the Health History Section **must** be completed by you, and your physician **must** complete the State of Rhode Island School Physical Form, or similar form. The school nurse **must** review it **before** your child attends school.

The school nurse and preschool staff must be alerted about any child who has a medical condition that requires the administration of an emergency medication (EpiPen), for example, anaphylactic reactions to bee stings/food allergies.

If your child has any communicable illness (ie., virus, cold with fever or excessive coughing, strep throat, persistent diarrhea, vomiting, conjunctivitis/pink eye, etc.) he/she must remain home until he/she is no longer contagious. Please notify us if any communicable diseases (ie., strep throat) are going through your household so that we and other parents can watch for symptoms in others. A child should be **fever and symptom-free with NO FEVER, DIARRHEA OR VOMITING for 24 hours before returning to school.**

**If your child will not be attending school on a given day due to illness, or any other reason, please call (401) 397-3771 to notify the office.** Please notify the bus company at (401) 397-7415 of any absences as well.

If your child becomes ill at school, the school will notify you at home or work. If they cannot reach you, they will contact the individual(s) listed on the emergency card.

## MEDICATIONS

### Physician and Parent

***Responsibility for prescribing medication to meet the needs of the student shall rest with the student's physician and parent, or guardian. Whenever possible, medication should be arranged to be taken outside of school hours.***

The administering of student medication in school shall be the responsibility of the school nurse-teacher, and only that medication under her or his direction or authorization shall be administered.

## SCHOOL AND DISTRICT POLICIES

### Exeter-West Greenwich Regional School District Pre-K Early School Dismissal Procedures Lineham School

As we all know, schools are compelled on occasion to dismiss early due to inclement weather and unexpected emergencies. On these special days, it is important for us to collaborate together to ensure the safety of our children. **Please sign up for text message alerts for the most immediate information.**

***No student will be released unless that person is listed on the students emergency pick-up list and presents a valid drivers license as identification.***

## **SAFE SCHOOLS**

Each student, staff member, teacher, and administrator has a right to attend and/or work at a school which is safe, secure, and peaceful, which is conducive to learning, and which is free from the threat, actual or implied, of physical harm by a disruptive student.

## **"BIG" PLAYGROUND RULES**

Parent is responsible for their child and their actions after the school hours

During the school hours, we prohibit

- A. Walking up the slide
- B. Sliding face first
- C. Sticks or any other material used as weapons
- D. Physical interactions between children (pushing/grabbing)
- E. Unkind words

## **SCHOOL SECURITY**

The safety of your child is a top priority. To ensure a safe environment, all doors will be locked. During pick-up and drop-off, the front door will be open and monitored by staff. Visitors are required to stop in the school office, sign in, and obtain a visitors pass. When leaving the building, visitors must return to the office, sign out, return visitor's pass, and exit through the main door. Children will practice fire, lockdown and evacuation drills throughout the school year.

## **PARENT VOLUNTEERS**

We welcome parents and family members to join us here at Lineham School. However, to ensure the safety of all of our children, we have policies that need to be followed. **ALL** volunteers must **complete a background check prior to participating in any volunteer activity.** Once completed, the background check is good for 5 years. This process can be initiated in the main office of the school. Classroom volunteers are always welcomed.

Once approved, please come to the office to sign in and receive a visitor badge, then sign out at the end of your visit. Thank you for understanding this important safety precaution.

## **BIRTHDAY CELEBRATIONS AND HOLIDAYS**

In an effort to adhere to the District's Wellness Policy 8705, we are no longer allowing food items to be sent in to share or serve to the whole class. There are many other options for these special days. For example, a book could be purchased for the class library, stickers, pencils, bookmarks or even a special craft project are some wonderful alternatives. Thank you in advance for your cooperation and understanding.

At Lineham School, we recognize that holidays are part of our culture and influence our daily lives. Children may learn about a variety of holidays and the related traditions, however, we do not promote individual holidays. If you have concerns or special requests regarding your child or family's traditions, please speak to your child's teacher.



## **SCHOOL RECORDS**

### **Policy 8901: Student Records**

Non-confidential, or directory, information may be released without consent providing notice of what constitutes non-confidential, or directory, information is provided to parents along with an opportunity to object within a specified timeline to the release. Directory information shall be released only if there is no objection and shall be limited to name and grade. Inclusion of this information in the student handbook constitutes notice.

### **Policy 8905: Publication of Student Images**

The school district operates a local access television studio that includes material created within the district. The district also has an Internet web site that includes information created within the district. Material relating to the district communicated to the public through these and other media often contains student images and/or identification. This policy describes the manner in which student images and/or identification may be presented to the public.

1. Identified images of students shall not be made public without the written consent of the student's parent(s) or guardian(s), with the exception of the specific instances included in this policy.
2. Unidentified featured images of students shall not be made public without the written consent of the student, parent(s), or guardian(s), with the exception of the specific instances included in this policy. Featured images are those that are in the forefront and/or remain visible for more than a moment, as opposed to incidental images, which are momentary and in the background.
3. Exception: In the case of school-sponsored programs or courses of study that create material for either the television studio or the web site, parents shall be notified in writing prior to the start of the program that their child's image may be published. Inclusion of this information in the student handbook or program
4. Exception: Students who participate in school-sponsored programs that include public performances or events may have their image and/or name published. Musical performances, plays, athletic events, graduations and other ceremonies are often recorded for public presentation. Participation in such a performance or event shall be regarded as consent. Inclusion of this information in the student handbook or program information constitutes notice of this exception.

Exception: Images may be released if they are incidental and unidentified. Incidental images are momentary and in the background