

# Christ Church Preschool

## Parent Handbook and Resource Guide

2020-2021

*Updated with our Pandemic Plan and Social Distancing Guidelines for 2020*



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# Table of Contents

Welcome .....	4
Our Mission .....	4
Our Organization .....	4
Board of Directors .....	4
A Letter from the Board .....	5
Preschool Staff .....	6
Staff Professional Development .....	7
Educational Philosophy .....	7
Curriculum and Instruction .....	8
Preschool Programs .....	9
Daily Schedule .....	10
Classroom Centers .....	11
Typical Skills Learned in Preschool .....	12
Preschool Policies .....	13
Abandoned Child at School .....	13
Absences .....	13
Arrival .....	13
Birthdays .....	13
Child Abuse and Neglect 1.....	14
Clothing .....	15
Conferences .....	15
Discipline .....	16
Dismissal .....	17
Emergency Policies .....	17
Emergency Telephone Numbers .....	19
Entry and Parking .....	19
Field Trips .....	19
Health Forms .....	19
Illness Policy .....	20
Illness Policy: Children with Infectious Disease .....	21
Illness Exclusion .....	21
Immunizations .....	22

Preschool Policies (cont...)

- Outdoor Play .....22
- School Closings and Delays ..... 22
- School Year .....23
- Snacks .....24
- Supervision by Staff .....25
- Toilet Training ..... 25
- Toys from Home ..... 25
- Tuition .....25
- Typical Payment Schedule Chart .....26
- Visitors .....27
- Weather .....27
- A Few Other Notes .....28
  - Bringing Your Child to the Classroom .....28
  - Separation Tips .....29
- 2020-2021 Calendar..... 30



Christ Church Preschool is a licensed child care center through the Connecticut Office of Early Childhood. Christ Church Preschool does not discriminate against families, children, or staff in regard to race, religion, cultural heritage, political beliefs, marital status, nation of origin, or sexual preference. The program values diverse background of all people.

License Number: DCCC.12873

# Welcome to Christ Church Preschool

The staff and Board of Directors of Christ Church Preschool wish to welcome you and your family to our early learning center. We are extremely proud of our preschool program and we are happy to now have you as part of our little family. We are excited that you have chosen to take this part of your child's educational journey with us. We pride ourselves on our commitment to children and make every effort to communicate that commitment to you; daily, weekly, monthly, and as needed. We have prepared this Parent Handbook for you to use as a reference to our policies and procedures. Please don't ever hesitate to reach out to us with any questions or concerns. We hope your involvement and investment in our program proves to be a fun and enriching experience for you and your child(ren).

## Our Organization

Christ Church Preschool was established in 1970 to provide care and guidance as a traditional preschool, and is a place where children learn as they play and share experiences with their peers. Christ Church Preschool is state licensed, non-profit and non-sectarian. Our professional staff has many years of childcare experience working exclusively with young children. We are members of the Connecticut and National Association for the Education of Young Children (NAEYC).

## Board of Directors 2020-2021



Chairperson: Jodie Hamel  
Vice Chairperson: Vacant  
Publicity: Danielle Lyons  
Secretary: Jenelle DiGianvittorio  
Fundraising: Vacant  
Classroom Liaisons: To be determined

# A Welcome from the Board of Directors

Christ Church Preschool is a non-profit organization run by a volunteer Board of Directors consisting of parents of students enrolled here. We encourage parents who are interested in serving on the Board to contact the Director, Hilary Coons.

Parent Representatives are needed from each class. The duties of the Parent Representatives are:

- To provide an avenue of communication between the Board, teachers, and parents by attending board meetings
- To assist in organizing fundraising activities (brainstorming ideas collecting orders, and distributing goods, etc.)
- To assist teachers with in-school activities

A Parent Orientation meeting for all parents is held at the preschool the Tuesday *before* classes begin. School policies and procedures will be reviewed (required by the State of CT). This is a chance for you to ask any questions you haven't already asked *before* the school year begins.

This orientation is a good time to share "separation anxieties" and meet new friends. Please join us at these events. If you are comfortable with us, your child will be too!

As mentioned, each year some fund-raising projects are undertaken. Our tuition income covers all necessary expenses, but leaves very little for special projects. Items purchased with fundraiser monies include easels, water tables, manipulative tables, area rugs, cases and some classroom toys. Supplies for special events are also purchased with fundraiser monies. We are in the process of upgrading our classrooms with these new items a little at a time.

Our monthly Book Club allows us to increase the books in our children's library, while providing an inexpensive source of books for your personal use. It also allows us to give books as gifts for holidays and occasions throughout the year.

We appreciate your involvement and support in our school. We hope you will join us in whatever capacity you choose.

Welcome to Christ Church Preschool!



## Our Staff

Preschool Director .....	<b>Dr. Hilary Coons</b> hilarycoons@gmail.com
4-year Old Classroom Lead Teacher .....	<b>Mrs. Linda Wheeler</b> lwheelerct@gmail.com
4-Year Old Classroom Assistant Teacher .....	<b>Mrs. Dawn Petrie</b> wdpetrie@comcast.net
4-Year Old Classroom Teacher .....	<b>Mrs. Rochelle Modesti</b> rocmodesti@gmail.com
3-Year Old Classroom Lead Teacher .....	<b>Mrs. Jenn O'Brien</b> steely68@me.com
3-Year Old Classroom Assistant Teacher .....	<b>Mrs. Kelly Dolyak</b> kdolyak@aol.com

## Meet the Staff

**Hilary Coons – Director:** This is Hilary’s first year as Director of Christ Church Preschool. Hilary has both a Doctorate and Master’s degree in Public Administration, and is in the process of taking the Connecticut State Director’s Credentials. Her three children went to Christ Church Preschool.

**Linda Wheeler – Lead Teacher:** Linda holds a Bachelor’s Degree in Early Childhood Education from Southern Connecticut State University and is certified as a Lead Teacher. Her children attended Christ Church Preschool. Linda has been at the Preschool since 2019.

**Dawn Petrie – Assistant Teacher:** Dawn has been working in the 4’s program since 2007. She has earned credits toward an education degree at Southern Connecticut State University and has volunteered her time at different educational facilities across the state.

**Rochelle Modesti – Teacher:** Rochelle previously completed certification as a co-teacher in a Florida NAEYC accredited preschool. She is a qualified paraprofessional. She has been at Christ Church Preschool since 2010.

**Jenn O’Brien – Lead Teacher:** Jenn has a degree in Behavioral Science with credits in early childhood education. She started out as a substitute teacher at Christ Church Preschool and then spent a year working in the 3-year old classroom as a teacher. She is currently in her first year as Lead Teacher in the room and has been an employee since 2012.

**Kelly Dolyak – Assistant Teacher:** Kelly holds a BA degree from UConn where she majored in English with a concentration in Communications. Kelly has experience working with young children from a previous daycare job. She has 3 children who all attended Christ Church Preschool.

# Staff Professional Development

All staff members are required to participate in continuing education classes, workshops, and seminars each year. We are members of the National Association for the Education of Young People and the Southwestern Connecticut Association for the Education of Young Children. In addition, we subscribe to many professional publications, which allow us to be up-to-date in the latest educational theories and practices. In-service training is required by the State of Connecticut. If it is necessary to conduct training for preschool staff during school time, parents will be notified one month in advance to allow sufficient time to make other arrangements for their children. Most training will be conducted when school is not in session.

## Educational Philosophy

In a caring and positive atmosphere, we create a warm and happy environment for preschoolers to develop. As we bridge the gap from home to school, we guide children to a continued good self-image, while building personal skills in a school setting.

Sensory, motor, perceptual, and language skills are introduced through materials and activities which are both child-selected and teacher initiated. Work is planned which emphasizes *the process rather than the product*, fostering a sense of accomplishment and pride. Based on the theory that *children learn through play*, classroom routines encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

Recognizing that *children grow in predictable stages*, we treat each child as an individual, working from the level each child has attained and moving forward a step at a time. We teach a *love of learning* by allowing children to experience their own stage of development and helping them to feel *success without pressure*. We value the active involvement of parents in our program, both through our Board of Directors and classroom participation. Parents gain valuable insights and techniques from the expertise of the staff.

Dialogue between home and school permits the development of an appropriate plan for the success of each individual. School then becomes a shared experience which hopefully will continue throughout each child's educational process.



# Curriculum and Instruction

The teacher's observations of the child, allow her to plan a curriculum that introduces developmentally appropriate concepts and skills. Activities and experiences are planned according to a calendar of themes and units which are relevant and often initiated by the children. The teacher serves as a facilitator in this meaningful and successful learning.

Children's learning occurs as a result of tactile experiences with objects in their environment. By manipulating objects and exploring on their own, they obtain information. As they relate new ideas to information they already know, more learning takes place. Children move beyond rote memory recall when adults provide them with concrete materials and guide them through their own first-hand discoveries. Sensory interaction is essential if children are to handle symbols well later on.

A child feels a sense of accomplishment and belonging through successful child-initiated activity as well as adult-child interactions. The whole child goes to school, not just the brain. A child's intelligence needs to be supported by the rest of development, using the child's potential for school success. Rather than being pushed from one stage to another, children need to be prepared by experience for each major change. The children are exposed to a variety of materials and activities allowing for success in a variety of learning styles. Academic worksheets are available for those who may be ready. Those who are not may go at a slower pace. When they are ready, familiarity will help in their success.

Encouragement of social, emotional, cognitive, physical, creative expression and aesthetic development, along with independence and self-help skills build self-esteem and confidence. Success in preschool and kindergarten is the result.



Our school's original founder and a former director, served on a committee that helped in the development of the Connecticut Framework. Today, Christ Church Preschool uses the **Connecticut Preschool Curriculum Framework** goals and standards, along with the Connecticut Preschool Assessment Framework as guidelines for developing and implementing our educational program. In addition, our curriculum incorporates the **Handwriting Without Tears** program and the principles of **Brain Gym** to maximize the child's learning and development.

Our programs use the four domains of development:

- personal and social development
- physical development
- cognitive development
- creative expression/aesthetic development

The daily activities are both child-selected and teacher-initiated. A variety of materials and equipment allow for exploration and discovery by individuals or small groups, along with active and quiet play. We strive to facilitate a child's confidence, independence, and skills that enable them to sustain the day for a successful Kindergarten experience.



# Our Preschool Programs

Each program includes free-choice activities, as well as teacher-directed ones. It includes active and quiet times. Each day is carefully planned to include large and small muscle activities, creative, social and cognitive experiences, indoor and outdoor activities, a time for listening and conversation, snack and music. We provide a positive and stimulating environment for each child to grow and develop physically, socially, emotionally, aesthetically, and intellectually at his own rate as an individual. We achieve these goals through the use of patient guidance, opportunities for self-exploration and fun!

We work closely with local early childhood professionals and consultants. They provide us with suggestions and guidance, so we can better work with your child. If your child requires help beyond our expertise, we will refer you to the specialist needed to include:

- occupational and physical therapy
- sensory integration therapy
- speech and language
- psychological and social growth

## 3-Year Old Program

Our three-year-old Preschool Program has its own classroom and curriculum with a class size of two teachers per ten students. The children have a warm, secure, stimulating space in which to play and develop. We maintain open communication between teachers and parents.

Program goals include:

- a gentle parent-child separation experience
- building self-esteem and confidence
- self-help skills and social skills
- creative arts (self-expressive and teacher directed)
- music and motion
- language development
- reading readiness skills
- centers for individual and group exploration
- large motor activities
- fine motor activities
- cooking experiences
- science and math activities
- scheduled and as needed parent conferences
- FUN!!!

3

## 4-Year Old Program

Our four-year-old Kindergarten Readiness Program builds upon and expands the preschool curriculum to prepare the children to enter Kindergarten with confidence and an eagerness for academic success. Our class size is three teachers per sixteen students.

We achieve these goals through:

- the use of patient guidance
- group activities that foster listening, taking turns, cooperation
- emergent reading, writing, and language skills
- independence and confidence building
- jobs and responsibility
- reading readiness skills
- self-initiated developmentally appropriate centers
- creative thinking and problem solving
- developing and expanding academic skills
- cooking experiences
- innovative art, science, math, and social studies centers
- music, rhyme, pattern, and movement
- outdoor play
- scheduled and as needed parent conferences
- FUN!!!

4

# DAILY SCHEDULE

Morning Class	Activity	Afternoon Class
9:00 – 9:15	Arrival and greeting of parents and children	12:30 – 12:45
9:15 – 9:30	Circle time – discussion of day’s activities	12:34 – 1:00
9:30 – 10:30	Free Play – centers, art, cooking, blocks, etc...	1:00 – 2:00
10:30 – 10:45	Clean-up Time	2:00 – 2:15
10:45 – 11:00	Circle Time – story, songs, finger plays, etc...	2:15 – 2:30
11:00 – 11:30	Bathroom, snack, outside play	2:30 – 3:00
11:30	Dismissal	3:00

Please note that times are approximate. Our schedule is flexible to accommodate the needs of each group. Activities, toys, books, songs, and other materials are varied. Outside play is dependent on weather. Gross motor activities are also done inside. Our fours class may go outside earlier during the day, allowing an opportunity for the three class to use the playground by themselves.

**We find that many families enjoy staying after school and playing on the playground with their friends. Unfortunately, this year we cannot allow this due to current social distancing guidelines and our need to sanitize the playground for preschool use.**

# Classroom Centers

Our classrooms are divided into centers which facilitate learning by concentrating on specific goals within each area. This design invites children to help themselves to the materials and to spend as much time as they need to explore.

## Book and Listening Corner

As children explore books on their own or with an interested adult, they begin to notice that print goes from left to right and top to bottom, that pictures tell a story, and that the story stays the same and is read over and over. Listening, paying attention, sequencing, and thinking skills are being used as children enjoy a story. Children become acquainted with new vocabulary words and the style of formal written English as they listen to stories.

## Puzzles, Games, and Toy Tables

Children enjoy playing with small toys at the tables or on the floor. Controlled movement of the fingers and hands enables children to master the muscles necessary for writing. As children work with patterns, they develop visual discrimination and memory. When children pretend about things they have built, they are taking the first steps in the use of symbols which are important as they begin to read and write.

## Block Area

As a child builds with blocks, she is developing control of the small muscles of fingers and hands as blocks are added to a structure. Perception, size, weight, and shape are developing and language skills are growing as children discuss what they are building. Cooperation and planning among children develop as they work together toward a common goal.

## Art Area

Art materials that are freely accessible to the children allow them to make choices, interact with a variety of materials, and learn to be thinking and creative. The process of working with the materials is more important than what is actually made. Choices are made as they select paper, particular colors of paint, and experiment with the way they are applied. Children develop a vocabulary of describing words such as: soft, hard, squishy, smooth, rough, striped, checked, etc...

## Science and Math Centers

Children can interact with materials on their own or in small groups as they explore items at these interest centers. Counting shells, sorting leaves by size or shape, and classifying rocks by type are examples of activities young children can do here. Adults provide names and items and ask questions such as "How are these alike? Different? Is this bigger? Smaller?" Children's interest grows as they think about everyday items in new ways.

## Housekeeping Area

The housekeeping area allows boys and girls the opportunity to use their imagination and try on various roles from the adult world. Through play, children try to make sense of the events happening around them and deal with the emotions surrounding them. Social skills grow as children choose definite roles in the "play" of the day, whether it be playing house, school, doctors, restaurant, etc...

# Typical Skills Children Learn in Preschool

Activity	Specific Skills Learned
Finding toys or learning materials to work with by himself or with others.	Cognitive: Makes decision about interests and abilities. Self-help: Finds toys by himself or sets up environment for play. Social/language: Learns to share, barter, manage conflict, and ask for help. Emotional: Learns about acceptance and rejection. Expressed needs.
Block Play	Physical: Learns to balance, line them up (small motor coordination) Cognitive: May count blocks, sees pattern and design, learns to build and plan structure, matches blocks that look alike. Social: Learns to share and cooperate.
Dramatic Play	Social: Plays adult roles. Develops self-image and coordinates with others. Language: Learns to express self in another role. Cognitive: Decides appropriate dress and appearance for role, uses visual perceptions to assess self and others, and play environment. Learns and remembers behaviors to imitate. Develops abstract thinking abilities. Self-help: Dresses self. Sets up play environments and finds props.
Setting the Table	Cognitive: Counts silverware, glasses, napkins, and places one object by each setting. Social: Cooperates with other children, may teach younger children to help. Physical: Picks up and places objects (small motor coordination).
Sitting Down to Eat	Physical: Pours drink, passes the dish (small motor coordination). Cognitive: Measures to pour, understands directions. Social/Language: Learns appropriate table conversation and manners.
Storytime or Listening to Music	Cognitive: Listens and retains information. Follows story line (sequencing) with eyes and/or ears. Recognizes words, pictures, instruments, rhythms.
Finger Plays and Songs	Cognitive/Language: Learns words, gestures, and melodies (sequencing, repetition, speech, and listening skills). Follows directions. Physical: Coordination (small and large motor) for gestures and finger plays.
Dance	Cognitive/Language: Listens to music and rhythms. Learns to understand simple movement direction and their relationship to the music. Physical: Coordinates movements (large motor skills).
Climbing/Riding	Cognitive: Count rungs to the top of structure, plans climb, maps out direction and distance, watches for others in path. Physical: Large moto coordination, balance Social: Takes turns, interacts
Sand Play	Cognitive: Measure sand, maps out roads (special relationships). Physical: Pours, dumps, pushes, gathers, scoops, packs (small and large motor). Social: Shares, interacts, and cooperates.
Putting Away Toys	Cognitive: Sorts toys, follows directions. Physical: Places objects on the shelf, replaces lids, opens and shuts doors. Social: Takes turns, learns to handle toys carefully.

# Christ Church Preschool Policies



This section is designed to help you navigate our policies and procedures at our preschool. Our number one priority is the safety of our children and families while they are in our school environment. We have the following rules in place to help us maintain our high level of safety, nurturing, and learning we pride ourselves on. The policies and guidelines are listed alphabetically.

**ABANDONED CHILD AT SCHOOL:** If a child had not been picked up within 10 minutes after class ends, a teacher will call the scheduled pick-up person, and the parents, at all phone numbers. If they cannot be reached, calls will be made to all other authorized persons. Two staff members at least 18 years of age will remain with the child at all times. The State Police will be called after one hour if parents and other authorized persons cannot be reached. At that time the child may be released to the police.

**ABSENCES:** Please call or email the school before your class starts if you know your child will be absent from class. Leave a message if no one answers.

**ARRIVAL:** Due to our pandemic guidelines, we will be having arrival either outside or in the Parish Hall. Please remain in your vehicle until the start of class. The basement doors will open to the parking lot at the start of class (9:00 a.m. or 12:30 p.m.). At this point, a parent may walk their child to the door. The parent must sign the child in with the teacher at the doorway and leave. But don't forget to give your child a big hug and say goodbye!

**BIRTHDAYS:** Each child will have an assigned time close to their birthday to bring a special snack and celebrate with their school friends. Children with summer birthdays will celebrate in May. We offer several snack selections for birthday celebrations. Refer to the complete Snack Policy in this handbook. Invitations for at-home parties may be distributed into backpacks at school only if the entire class is invited. Otherwise, please mail invitations or distribute on your own before or after school.





**CHILD ABUSE AND NEGLECT POLICIES:** Our goal at Christ Church Preschool is to protect a child whose health and welfare may be adversely affected through abuse and neglect from further harm. As child care providers, the teachers and preschool staff are mandated reporters. Mandated reporters have a legal responsibility (CGS 17a-101) to notify the Department of children and families by telephone (1-800-842-2288) or in person within 12 hours of the receipt of information pointing to abuse or neglect. A written report (DCF136) must follow within 48 hours. Documentation will be made and kept on file. Mandated reporters are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CGS 17a-101e).

Evidence of abuse and neglect may include but are not limited to physical signs such as bruises, broken bones, and abrasions, environmental signs such as consistently unclean clothes or body, constant complaints of hunger, or obvious or reported emotional signs such as hysteria, or fear of going home. Abuse of neglect may also be indicated by the child's behavior, and/or caretaker indicators such as the misuse of alcohol or drugs.

All employees receive training prior to working in the classroom. Review is done annually and as deemed necessary. The yearly review includes but is not limited to the detection, prevention, care of the child, and responsibilities as mandated reporters. A copy of the abuse and neglect policy is posted on the Parent Board, included in our handbook, and reviewed on our annual parent night.



The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child. When an accusation of abuse and neglect by a staff member is made, the Director must immediately inform the parents/guardians that a report has been made to DCF, Health care officials may need to talk to a child's parents to access the cause of the child's injuries and offer support and guidance.

**CLOTHING:** Make sure all of your child's things are marked with your child's name. Backpacks are required for students. A good-sized backpack is a great way to carry important notes and special projects your child takes home without losing them on the way to your car. We get involved in activities and should not have to be overly concerned with staying clean, dresses with ruffles and bows and pants with difficult belts and fastenings should be avoided.

Be sure your child's clothing:

- is comfortable, washable, and allows for self-dressing.
- is appropriate for arts and crafts (paint smocks are provided, but accidents do happen)

When the weather is cold, always:

- Bring a sweater or sweatshirt to layer over clothes. Classrooms are warm. An undershirt and shirt are often warm enough, but an extra sweater is good to have in case your child is cold.
- Provide appropriate outdoor clothing.
- Don't forget those mittens and hats.
- Remember the temperature and wind chill and time (for dressing) are factors in our decision to go outside. Let your child practice getting their clothing on at home so they are better prepared.
- We will let you know in advance if we plan to go out in the snow. In that case, it is easier to just have your child carry their snow pants and boots in a bag. And not have to take the time to remove them on arrival.
- Snow boots become very warm if worn all day - please bring in alternate shoes appropriate for indoors. The best shoes are sneakers.
- Provide pants for girls who like to wear dresses. Those little legs get so cold without extra protection! It is often easier for them to wear them under their dresses all day!

When the weather is rainy:

- Wear a raincoat and leave umbrellas with parent and not at school.

**CONFERENCES:** The teachers schedule a formal conference in January/February. You will receive notice of the conference time in advance. In addition, parents or teachers may initiate a conference at any time during the school year. Formal conferences are held during school hours. Phone conferences can be done to accommodate parent's schedules or any social distancing worries.



**DISCIPLINE POLICY:** We believe children learn best through experience. Our teachers lovingly guide and redirect the children within clearly established limits. Do not harm yourself, others, or school property. This helps them to develop inner control and achieve the appropriate social behavior needed to interact positively with their peers. Individual growth and development is encouraged through positive, educational experiences.



We believe that we can best accomplish this by having a variety of activities for the children, and providing flexibility in routines and curriculum as needed. We use group management techniques, limiting the number of children in each area of the room to avoid overcrowding and to allow for sufficient materials and the opportunity for constructive interaction. We are consistent so the children know what is expected. We provide a ratio of one teacher to 5 students in our three-year-old program and one teacher to 8 students in our four-year-old program, so there is more individual attention to each child.

If problems still occur with an individual or group, teachers facilitate the process, helping the children to cool down. Acknowledge feelings. Identify the problem with words. Talk things out. Brainstorm and implement solutions.

A teacher will speak privately with a child if their behavior is repeatedly inappropriate for the area or materials they are using. They will help the child to find an alternate acceptable choice. In this way the child learns how to talk things out themselves or realizes that a move from an area of difficulty to another activity may help them can gain control on their own the next time.

Parents are informed if a child has continual unresolved difficulties. Teachers work together with the parents on solutions. If necessary outside assistance is sought. Ultimately the child can be dismissed from the program when the health, safety, and welfare of this child and/or that of another child or group of children are at risk.

Staff will continuously supervise children during disciplinary actions. Staff shall not be abusive, neglectful, or use physical, corporal, humiliating or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or another child or adult.

**DISMISSAL:** If the children are on the playground when you arrive to pick up, please remain in your car until they are back in the building. At dismissal (11:30 a.m. or 3:00 p.m.) a teacher will open the Parish Hall doors to let parents sign-out their child(ren). A parent or authorized person must sign your child out and assume legal responsibility for the safety and welfare of the child as soon as the child is dismissed. The children will be dismissed one at a time. No child will be allowed to leave without authorized adult for safety reasons. Please pick up your child on time. Please call if you are going to be late picking up your child. This eliminates their anxiety. The teachers need time between sessions for lunch and to prepare for the next session. At the end of the day, they need to leave on time for their own family commitments.



**EMERGENCY POLICY: SHELTER IN PLACE:** This will be used if severe weather occurs during class time (hurricane, tornado, etc.) or there is a reason to have a lock-down due to a police order or for the safety of the children. Children will be gathered in the Parish Hall in the basement area of the church to seek a safe shelter or locked in their classrooms until authorities arrive. The children will practice this drill monthly.

**EMERGENCY POLICY: FIRE EMERGENCY:** In case of fire, the children will be immediately evacuated from the building, using techniques learned during monthly fire drills. The threes will exit through the center doors in the four-year-old classroom. The fours will exit through the front doors directly outside of their classroom. (Alternate route-through the church and out the front door or downstairs though any clear exit door). The lead teacher will take the front of the line. She will take attendance sheet on clipboard. The assistant teacher will take the First Aid Kit (which contains emergency numbers for the children), cell phone, and the children's medications and follow at the rear of the line. The director and aide will do a quick check of rooms including bathroom area, closing lights and doors before exiting building. Attendance will be taken. They will follow the pathway, to the area under the large trees next to the church building. If necessary, the children will be taken to the Oxford Veterinary Hospital across the street and parents will be notified from there.

**EMERGENCY POLICY: FIRE PROCEDURES:** Windows and doors will be closed and locked to seal better for safety. Curtains will be closed and children kept away from windows and doors. Any systems that may ignite/spark will be turned off. No one will be allowed to enter or leave until emergency personnel determine the area all clear. Parents should not pick up children until after incident is over. In case of toxic cloud, we will shelter in place. The area will be sealed as well as possible. We will keep in touch with emergency personnel.

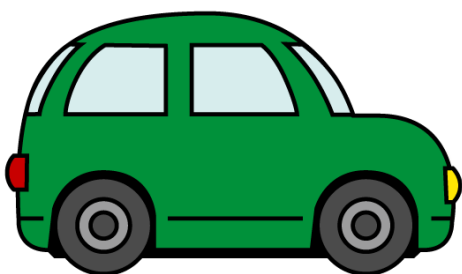
**EMERGENCY POLICY: EVACUATION PROCEDURES:** For emergencies that require evacuation, we will quickly assess situation, make sure route is clear, follow fire procedures, take coats if time allows, take attendance after assembled in a safe meeting place. If safe to go inside again, reassemble and take attendance. Oxford Fire Chief will call or come directly to the Preschool in the event of an emergency in which evacuation to an alternate site is necessary. Our emergency shelter is located at Quaker Farms Elementary School. The Fire Chief will provide a bus or other means of transportation. Parents will be notified upon arrival at shelter.

**EMERGENCY POLICY: MEDICAL ACCIDENTS/EMERGENCY:** In case of medical emergency, a qualified staff member will administer the appropriate first aid. Another staff member will notify the family of the child. Attempts may be made to consult with the child's physician/dentist or to contact the school's medical consultant. For extreme emergencies, 911 will be called. If the Emergency Medical Service determines it necessary, they will transport the child to an appropriate medical facility for treatment. One staff member will accompany child in ambulance to medical facility designated by emergency services. They will take child's emergency forms with them. Family or emergency/alternate will be called to meet the child at the emergency room. Additional staff will be called into the school if necessary. For **minor emergencies** (ex; skinned knee) the parents will not be called immediately, but will be informed at pick up. A report will be completed and a copy provided to the parent within 24 hours.

**EMERGENCY POLICY: PANDEMIC:** Persons with flu should stay at home, cover nose and mouth when coughing or sneezing dispose of tissues and wash hands with soap and warm water, maintain special separation of at least three feet from others if possible. Wash hands frequently, especially before and after eating or touching eyes, nose and mouth. **\*More information about our Pandemic Plan can be found in the addendum to this document.**

**EMERGENCY POLICY: Emergency Telephone Numbers:**  
**Ambulance/Fire/Police: 911**  
**Poison Control: 1-800-222-1222**

**ENTRY AND PARKING:** For safety reasons, when entering and leaving the building, adults with children are encouraged to park in the rear parking lot and enter through the lower, downstairs door. Please hold your child's hand when walking through the parking area. Drive slowly and watch for small children who may be difficult to see. Do not block other cars or driving lanes when



parking. The Fire Marshall has declared that the driveway is a fire lane and **NO PARKING** will be permitted in the driveway. There is handicap parking available off the main street to the right of the church. If using the handicap accessible ramp to enter the building, please knock as that door is usually locked.

**FIELD TRIPS:** Parents will be notified before each field trip. Parents must give written permission for their child to participate in any trip off school grounds. Without a signed permission sheet your child will not be allowed to participate. Field trips are local. Parents drop off and pick up from the specified location. Please read all papers to make sure of all details, especially pickup time. Sometimes the trip does not last the full class time!!

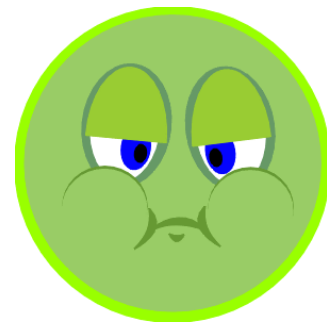
**HEALTH FORMS:** We are required by the State of CT to have a form completed and updated on a yearly basis by your physician. We understand that you are not always able to schedule an appointment on the exact date your last physical expires. We will take a doctor's note or appointment card verifying the scheduled appointment date to keep in our files. If you are not able to get the completed form on the day of the exam, we will need a note from the doctor confirming your child has had the scheduled visit and the form is on its way.



**ILLNESS POLICY:** Young children are more likely to catch infectious disease than older children and adults. They have immature immune systems that do not fight infections well. Young children also are meeting many infections for the first time. Unlike older children and adults whose bodies have fought off similar infections, young children's bodies do not have the same experience. Children have the same kinds of infectious childhood illnesses whether they are cared for at home or in a childcare setting.

If a child comes to school when he/she is not feeling well, they will be more vulnerable to infection. It is in the best interest of the child and of the other people at Christ Church Preschool to keep your child at home when they are ill. A child needs to be well to participate actively in the program and to enjoy that participation! If a child is well enough to come to school, we will expect them to go outdoors with the class, weather permitting. Often, children may ask to come to school even though they are ill. Although your child may be disappointed, please keep them home if they are sick.

If your child becomes ill at school, we will call a parent or authorized pickup person. The child will sit in a conspicuous area of the classroom away from the other children with a staff member until the parent or authorized pickup person arrives. Please pick up promptly. We will not call you unless your child needs to be at home. We may attempt to contact your child's healthcare provider if necessary.



Only medications needed for life-threatening conditions will be administered providing the necessary forms and requirements have been met. The proper training, administering, storage, and disposal will be met. The parent (before or after school hours) should give all other medications. Each child must have on file at Christ Church Preschool, a current physical examination form. If immunizations are not complete, there must be a written plan from the healthcare provider for completion. If the child cannot receive immunizations or parents have conscientious objection to them these needs must be noted on the forms and discussed with the director. This form must be updated annually. If an appointment cannot be scheduled before the old form expires, an appointment card or doctor note is necessary.

**ILLNESS POLICY: CHILDREN WITH INFECTIOUS DISEASE:** Parents or guardians of any child enrolling/enrolled at Christ Church Preschool must notify the director of any medical condition requiring special attention or consideration. Children afflicted with contagious, reportable disease shall be excluded until free of disease and parents must notify the preschool within 24 hours of diagnosis. A doctor's note must be submitted to the director before the child can be readmitted to school.

**ILLNESS EXCLUSION GUIDELINES:** Please call the school if your child is going to be absent, and let us know the reason for the absence. Please let us know if your child has a contagious disease. If your child has one or more of the following he/she must remain home or will be sent home:

- **Temperature:** 100.0 degrees or greater. Must remain home until fever-free for 24 hours without the use of medications.
- **Diarrhea:** Loose stool x 3. Must remain home for a minimum of 24 hours and until diarrhea has completely stopped and without the use of any medication.
- **Vomiting:** 2 or more episodes of vomiting. Must remain home until vomiting has stopped for 24 hours and without the use of any medication.
- **Conjunctivitis:** (pink eye/drainage) eyes swollen, itchy, tearing, yellow discharge, & white of eye pink or red. Must remain home until has been on medication for 24 hours.
- **Head Lice:** Intense itchy scalp, especially at night. Must remain home until treated with special shampoo & ALL nits have been removed from hair. IT IS IMPORTANT TO INFORM THE CENTER IF YOUR CHILD HAS HEAD LICE!
- **Strep Throat:** May or may not have fever, headache, stomach, red swollen throat with white patches. You may also see a light rash on torso or entire body without any other symptoms. Must remain home until they have been on antibiotic for 24 hours without any fever reducing medicine.





- **Ringworm:** Small, reddish, ring-like, itchy skin lesions with a raised border. They can appear anywhere on the body. **Must remain home until have been on anti-fungal medication for 24 hours.**
- **Chicken Pox:** Look like small red bumps or pimples. By next day look like clear water blisters against reddened area of skin. Usually starts on stomach, but can start elsewhere. Must remain home until ALL blisters have scabbed over. Usually 5-7 days.
- **Coxsackie Disease:** (Foot, Hand, and Mouth Disease) Ulcers or sores inside cheeks, gums, or tongue, fever, sore throat, poor appetite. Two days later a rash appears on palms, fingers, & soles of feet. Must remain home until fever & sores are gone.
- **Impetigo:** Can start as a red pimple (nebulous) the pimple will become thick, crusted, and honey colored. They can appear anywhere on the body. Bullous will appear as tiny pus-filled clear blister anywhere on the body. In 2-3 days, the blister will break, leaving a varnish like crust. Must remain home for 48 hours after treatment has started.
- **A child may be excluded from school also for the following reasons:**
  - The illness prevents the child from participating comfortably in the facility activities.
  - The illness results in *greater care* than the child care staff can provide without compromising the health and safety of the other children.
  - The child has a rash of unknown origin. Must be seen by a doctor to determine if contagious. Must return with a Doctor's note.
  - The first two doses of any antibiotic must be given at home even if the child has received it *before*.

Every effort is made to keep a child in the facility, but parents should have back up for sick children. The facility must protect other children from communicable illness as well as the staff caring for the children. If a staff member becomes ill it is difficult on the other children. We ask parents to please be considerate of others, & *keep* their children home when sick.

**IMMUNIZATIONS:** All children are required to be up-to-date on immunizations needed for their age to attend school. (Check schedule posted on Parent's Board or with your pediatrician.) Special paperwork is necessary for immunization exemptions and must be provided to the school. You may ask the Preschool Director or your doctor for the required paperwork. Please note that all exemption documents require notarization to be accepted.



**OUTDOOR PLAY:** Please label all clothing, backpacks, and other personal items. We go outside to play as often as we can if the weather cooperates. We will not go outside and play if the weather is extremely cold or stormy (below 32 degrees, or severe wind chill). Please send your child with appropriate clothing for the weather and messy play. Washable comfortable clothes and sneakers are best suited to our activities. On sunny days remember to apply sunscreen to your child before school and keep this item at home. Refer to our clothing policy for more details.



**SCHOOL YEAR:** Classes begin the Wednesday after Labor Day and end the Thursday before Memorial Day. A yearly calendar of special events and vacations can be found in the back of this handbook and will be updated as necessary during the year. We will notify you of any updates as soon as possible.

Important School Year Notes:

- We follow the Oxford Public Schools calendar regarding school holidays (Columbus Day, Martin Luther King Day, Good Friday, etc...) and vacations (Thanksgiving break, Winter break, Spring vacation, etc...).
- We DO NOT follow the public school calendar regarding early dismissals for their conference days or their planned professional development no-school or early dismissal days.

**SCHOOL CLOSINGS AND DELAYS:** We follow the Oxford Public Schools guidance for school delays or cancellations. If the weather is questionable, please watch TV (channel 8) for our preschool's closing, delay, or early dismissal. If there is a delayed opening our AM classes will begin at 10:30 am and end at 12:30 pm. The PM classes will begin at 1:00 pm and end at 3:00 pm. In case of early dismissal AM classes will end at the normal time and there will be no PM session unless parents are told otherwise depending on the timing of the weather condition.

A message will also be left on the school answering machine if there is a closure, delay, or early dismissal. Families are to use their own judgment on days when the weather is inclement, and school is in session. **THERE WILL BE NO MAKE UP FOR DAYS LOST DUE TO INCLEMENT WEATHER.**

**SNACKS:** The staff at Christ Church Preschool closely monitors all of the allergies within our classrooms. We take precautions to avoid the allergen for the child. Our monthly calendar indicates the regular snacks, birthday snacks, and special snacks that will be served. Cooking experiences are a part of our curriculum. The school provides the ingredients for these snacks. The ingredients for these snacks are posted on the snack board in each of the classrooms. It is ultimately the responsibility of you, the child's parents, to check the ingredients of all snacks and to let us know if your child cannot have a particular snack, and possibly provide an appropriate substitute snack. Water and apple juice are available on a daily basis. If there is a special drink it will be posted on the calendar and snack board.



We have taken note to the fact that many children, particularly those allergic to nuts and their by-products, may experience severe reactions when simply being close to the item. Because of this, the staff at Christ Church Preschool has implemented a **"No Nuts" policy**. We will not be using nuts or nut products in our lessons or cooking experiences. If an item is prepared in an area that may have processed nuts it will be stated on the label and will not be allowed. Labels will be read carefully when buying prepared foods. We try our best, BUT THERE ARE NO GUARANTEES.

Our Holiday Party, for all students, and the Three-Year-old Food Fest are special occasions when you provide the snacks. It would be helpful if you can provide the ingredients for the item you bring and place them next to the item. This way the parents of a child with allergies can check the ingredients and decide what their child can or cannot eat. On both of these occasions it is your responsibility to supervise what your child eats.

We have decided to limit our list of acceptable birthday snacks. Please make sure to provide the "specific brands" listed because we know these are "nut-free". Since companies can change without notice, please double check by reading the ingredients and allergy warnings yourselves also. You select the special birthday snack ahead of time on a separate form.

**SUPERVISION BY STAFF:** At no time shall a child be left unsupervised. Our three-year-old classes have ten students enrolled with a Lead and Assistant Teacher. We are licensed for a maximum of fourteen children in that class, but prefer the smaller numbers. Our four-year-old class is licensed for twenty children, but we prefer sixteen students with a Lead and Assistant Teacher. Our Teacher's Aide assists where needed. She lends a hand if children have separation anxiety and helps monitor the bathroom areas and outside if necessary. Substitutes are employed to be on hand to fill in if teacher absences are necessary. Adequate staff will always be present indoors or outside.

**TOILET TRAINING:** Children MUST BE toilet trained before they can attend school. We allow pull-ups if your child is able to change them themselves. Accidents happen. We do have extra clothes you may borrow or you may leave a change of clothes in your child's backpack. We will call you if your child needs help changing a bowel accident. If we find the accidents are occurring on a regular basis we will work with you to facilitate a solution.

**TOYS FROM HOME:** Please do not send items to school, unless it is a special stuffed animal or toy needed for separation issues. Personal items can get broken or lost causing undue stress. We will offer show-and-tell throughout the year to allow students the opportunity to show off a special toy.



**TUITION POLICIES:** Please don't ever hesitate to ask a question about tuition, your payments, or schedule!

1. **Application Fee:** A non-refundable application fee of \$75.00 is due and payable when the application is submitted.
2. **Registration Fee:** A non-refundable deposit (first of nine payments) is required upon acceptance. This payment will be deducted from the total tuition. Such a fee guarantees a place on the class roster.
3. **Billing:** Parents receive a copy of the tuition agreement to review, sign and submit with the first tuition payment. (Please make a copy if you would like one for your records. No monthly statements will be issued.) The second payment is due by June 15th. The third through ninth payments are due on/or before the first of the month beginning in

September with the final payment to be made by March 1st. Tuition is an annual fee and will be paid in nine payments, as outlined in the Tuition Agreement provided to and signed by the parents.

### Typical Payment Schedule

*Keep for your records*

Payment	Due Date	Paid
Payment 1	Upon Registration	
Payment 2	June 15	
Payment 3	September 1	
Payment 4	October 1	
Payment 5	November 1	
Payment 6	December 1	
Payment 7	January 1	
Payment 8	February 1	
Payment 9	March 1	

4. **Late Payments:** An additional fee of \$15.00 per student, per each late payment, will be added to the account if payment is not received by the 1st day of the month due. If adjustments are needed in payment schedule, such requests must be made to the Director in writing. If payment is not received by the 1st day of the month due, a reminder notice will be sent, including the \$15.00 late fee in the amount due. If payment is not made by the tenth day of the month due, a phone call will be made to the parent requesting immediate payment. If payment is not received, the child will not be allowed to attend until the balance is brought current. Tuition is an annual fee and must be paid in full.
5. **Returned Check Fee:** There will be a non-refundable fee (at least \$25.00) for all returned checks. It will be determined by the bank charges. If you have more than two returned checks, you will be required to pay tuition by cash for the remainder of the school year.
6. **Withdrawal:** If it becomes necessary to withdraw the student from the school before the end of the school year, a thirty-day written notice must be given, and the balance of the yearly tuition is due. Written requests for exception based on special circumstances will be taken to the Board of Directors. No guarantee of the Board granting such request can be made. There is no provisional enrollment.
7. **There will be no make-up or refunds for days missed due to inclement weather or illness.**
8. **Mid-Semester Entrance:** Any child entering at any time during the school year will pay a pro-rated tuition. Payment of the initial \$75.00 application fee and two months non-refundable deposit is due by the child's starting date. The next month's payment will be due by the first day of the next month. This payment will include any adjustments in the tuition for the year.

**VISITORS:** Normally, parents are welcome visitors at all times in the program. However, during this time of social distancing and under our pandemic plan, we will **NOT BE ALLOWING VISITORS TO OUR PROGRAM** until further notice.

**WEATHER POLICIES:** We follow the Oxford Public Schools guidance for school delays or cancellations. If the weather is questionable, please watch TV (channel 8) for our preschool's closing, delay, or early dismissal. If there is a delayed opening our AM classes will begin at 10:30 am and end at 12:30 pm. The PM classes will begin at 1:00 pm and end at 3:00 pm. In case of early dismissal AM classes will end at the normal time and there will be no PM session unless parents are told otherwise depending on the timing of the weather condition.



A message will also be left on the school answering machine if there is a closure, delay, or early dismissal. Families are to use their own judgment on days when the weather is inclement, and school is in session. **THERE WILL BE NO MAKE UP FOR DAYS LOST DUE TO INCLEMENT WEATHER.**

**\*\*As policies are updated, all necessary notifications will be made\*\***



# Bring your child into the classroom every time!

**\*We are keeping this as part of the handbook because it is important information to share; however, this year will not be allowing parents into the classroom. See addendum for more information about our Pandemic Plan policies.**

It is important for you to accompany your child into their classroom when they arrive at school. The reasons for this are:

1. Parents must check their child in so that we know they are here: transfer of responsibility. Parents need to mark the time of arrival on the attendance sheet. If they will not be picking up their child, they need to write the name of the person designated to pick up in the appropriate box and initial. If this person is not on their designated pick-up list, they must also sign a note stating that person has their permission to take their child home. The note must include the date and pick-up person's name and phone #.



2. After signing in, let the teacher know that you and your child have arrived. The teacher can then greet you both at the beginning of each session. In addition to the obvious safety factor, this also helps teach important social skills to your child that will carry with them throughout life.

3. It is helpful for children to arrive as close to the start time (9:00a.m. or 12:30p.m.) as possible. Also, please call if you will not be attending school. Then we are not delayed waiting for one or two children.

4. This time at the beginning of the day allows the child to "share" their school and their "work" with their parent. They enjoy showing you favorite friends, materials and equipment they enjoy, and watch as you interact with their teachers and other parents.

*NOTE: The teachers are always happy to discuss your child with you. Please feel free to share information which will help us to know your child better. However, the beginning and end of the sessions are very busy. If you wish to confer for more than a few minutes, please request an appointment. We will be able to arrange class coverage or give you a call. This will allow the time needed to discuss these important matters with you.*

5. At the end of the session, children are dismissed individually to designated caregivers. If someone else is picking up, we must have your written permission to release your child. We will ask for a photo ID to verify the person's identity. Please inform your pick-up person in advance of this fact to save time and avoid possible embarrassment.

6. Helpful hint: Make arrangements with another parent in your child's class to be a "Pick-up Buddy". Designate this on your pick-up list. In case you cannot make it on time to pick-up your child, call them and they can sign out for your child and meet you on the playground or in the parish hall when you arrive. This alleviates any anxiety your child has when you are late. It also helps staff members who need to be on time for their children.

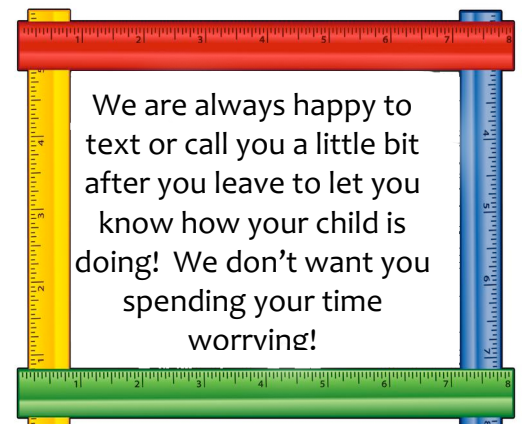
**Thank you for your cooperation!**

# Separation Tips

**\*We are keeping this as part of the handbook because it is important information to share; however, this year will not be allowing parents into the classroom. See addendum for more information about our Pandemic Plan policies.**

As difficult as separation can be for youngsters (and parents!), it needn't cause them enduring unhappiness. In our experience, here are a few things that help children adjust:

- Don't sneak off. If a parent disappears, the child then learns not to trust the parent, and it only makes it worse.
- Feel free to stay for a while, especially that first day. When you do, resist the temptation to play with your child. Instead observe behavior and encourage your child to become involved in school activities. Your child needs to realize that school is a place to play and learn away from you, not with you. This "hands-off" behavior on your part will help your child let go and accomplish successful separation.
- If your child is capable of accomplishing tasks on his own, allow him to do so. If he can take off and hang up his own jacket, let him. Sometimes it seems quicker and easier to perform these small chores for your child, but true self-esteem comes from the learning of independent behaviors. Self-esteem is a major focus at Christ Church Preschool, and we know that learning independent self-help skills is vital to this process.
- Be matter of fact about leaving. Even if you are hesitant yourself, put on a brave face and tell your child you must leave and then leave. If your child seems extremely upset acknowledge these feelings by saying, "I know you are sad that I'm leaving. I must go to work now, but we will see each other later." Once your child has settled in after being upset, we will try to call you. Always feel you can call us if you do not hear from us first. We may not realize you were upset.
- Establish a ritual. One youngster we know has a short routine she follows whenever she leaves her mother. She gives her mother a big bear hug and a kiss. Her mother then says, "I love you and I'll see you after school" The child waves and she leaves.
- Make sure your child gets enough sleep. Most preschoolers need about eleven hours a night.
- Expect lapses. Children from three to six will show distress seemingly out of the blue. Possible causes include breaks in family routines, and other difficulties at home or school. Often when a reason surfaces, the parents, teachers, and child can work together to solve it.
- Don't berate yourself if your child cries. Distress is simply one sign of your child's attachment to you. On the other hand, don't be concerned if your youngster runs off happily.
- Most crying episodes will stop by the end of the second week. If the crying persists, ask the teacher if the anxiety your child is experiencing is typical. If either of you has doubt, seek professional advice.





# CHRIST CHURCH PRESCHOOL 2020-2021 ANTICIPATED CALENDAR

## AUGUST 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## JANUARY 2021

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31						

## SEPTEMBER 2020

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27	28	29	30			

## FEBRUARY 2021

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28						

## OCTOBER 2020

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## MARCH 2021

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## NOVEMBER 2020

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## APRIL 2021

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## DECEMBER 2020

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26	27	28	29	30		

## MAY 2021

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23	24	25	26	27	28	29
30	31					

- No School
- Preschool Event/Party
- Field Trip (Tentative)

- 24 – 28 Lead Teacher Prep Days
- 31 – 9/4 All Teacher Prep and In-Service Days
  
- SEPTEMBER 2020**
- 4 Optional Meet-and-Greet at Lily Park for all students, parents, and teachers (10am – 12pm)
- 7 Labor Day – No School
- 8 Parent Orientation 6-8pm
- 9 First Day of School for MWam3's, AM4's, PM3's, PM4's
- 9 Shortened Session for TTHam3's and PM3's
- 10 First Day of School for THam3's
- 10 Shortened Session for TTHam3's
- 14 Shortened Session for TTHam3's and PM3's
- 15 Shortened Session for TTHam3's
  
- OCTOBER 2020**
- 7-8 Tentative Fall Field Trip Days
- 12 Columbus Day – No School
- 28 Halloween Party – MW3's
- 29 Halloween Parties – TTH3's, PM3's, AM4's, PM4's
  
- NOVEMBER 2020**
- 3 Election Day – No School
- 23 Thanksgiving Feast – MW3's, PM3's, AM4's, PM4's
- 24 Thanksgiving Feast – TTH3's
- 25 – 27 Thanksgiving Break – No School
  
- December 2020**
- 21 Holidays Parties – TTH3's, PM3's, AM4's, PM4's
- 22 Holiday Party – MW3's
- 23 – 1/1 Holiday Break – No School
  
- JANUARY 2021**
- 1 New Year's Day – No School
- 18 MLK Day – No School
  
- FEBRUARY 2021**
- 1-5 Conferences (4's classes)
- 8 – 12 Conferences (3's classes)
- 10 Valentine's Day Party – MW3's
- 11 Valentine's Day Party – TTH3's, PM3's, AM4's, PM4's
- 15 – 16 Mid-Winter Break – No School
  
- MARCH 2021**
- 12 Dino Night (4's) and Food Fest (3's)
  
- APRIL 2021**
- 12 – 16 Spring Vacation – No School
- 21 Tentative Library Field Trip (4's)
- 28 Tentative QFS Field Trip (4's)
  
- MAY 2021**
- 12 Mother's Day Tea – MW3's
- 13 Mother's Day Tea - TTH3's, PM3's, AM4's, PM4's
- 26 Graduation Ceremony – MW3's
- 27 Graduation Ceremony - TTH3's, PM3's, AM4's, PM4's