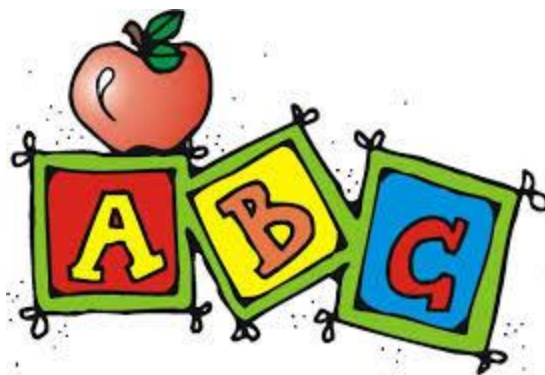


Woburn Preschool Program
Reeves Preschool



Reeves Elementary School is home to one of the Woburn Preschool Programs. Our classroom is taught by a teacher who is certified in special-education, as well as a paraprofessional. The program and curriculum are designed to meet the needs of all of our students and is based on the Massachusetts Common Core Standards. The preschool program uses a social competency program called AI's Pals. This program teaches students to make safe and healthy choices for themselves and for others. We also focus on the development of pre-reading skills by focusing on beginning sound development through the Lively Letters reading program. Pre-writing is also practiced in order to strengthen fine motor skills. All students who are accepted to the preschool program are required to be potty trained.

Classroom Times: M-F AM 8:45-11:30; MWF PM 12:15-3:00; TU-TH 12:15-3:00

Fee: A \$75 nonrefundable registration fee is due at the time of registration. Tuition is due the first of the month and is based on the number of days per week your student attends the preschool. 5-\$400, 3-\$240, 2-\$160

Classroom Placement: Classroom lists are established on a first come first serve basis. Applications may be picked up at the Reeves main office or can be printed off of the preschool website. Applications are available beginning March 1st. Applications are accepted and processed any time after April 1st for the following school year based on available space. Families will be notified of acceptance via email after their registration paperwork was submitted and their deposit has cleared. Deposits are only cashed for accepted students.

School Calendar: The preschool program follows the Woburn Public Schools calendar with the following exceptions:

- *The preschool begins on the first Monday following the opening of Woburn Public Schools.
- *Open house will be held the first week of school. Letters will be sent in August to families.
- *Early Release Days: On early release days all preschool students are dismissed at 11:30. There is no afternoon preschool unless otherwise noted.

Snow Closure: When Woburn Public Schools are closed due to weather concerns, the preschool will also be closed. In the event of a delayed opening, there will be no morning preschool for morning students. Afternoon preschool will follow the regular schedule. Closing announcements will be sent to registered phones on applications and can also be found on local news programs.

Classroom Visits/CORI: All adults must fill out a CORI form with a copy driver's license to be able to attend classroom events.

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Health Policy: All students need the most recent copy of their physical exam and immunizations, which includes their lead level. Blank forms are available if necessary for families. Any students taking medication or who have allergies need to submit an action plan and Doctor's orders for food allergies. WPS Sick Policy: Students must be kept home for 24 hours after a fever and/or throwing up. "A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevent the spread of illness in the school community and allows the child opportunity to rest and recover."

Arrival/Dismissal: The classroom teacher will explain the specific door and arrival and dismissal procedures for the classroom at the Open House. Please park in the parking lot located at the top of the Reeves Elementary School. Please do not park in the fire lane or bus lane and do not leave your car running unattended. Classroom staff will greet and dismiss the children from the assigned door. If a child is being dropped off late, you will need to sign them in at the main office of the building.

Nut Free Classroom: The preschool classroom is a peanut and tree nut free classroom. Please do not send in any food that may contain nuts or is manufactured in a facility that uses nut products. This includes, but, is not limited to peanut butter crackers, peanut butter flavored granola bars, and trail mix with nuts. Please check packages and carefully for any allergy warnings. There can be no exceptions to this policy. Thank you in advance for your cooperation with this policy. A list of safe snacks will be provided upon request.

Personal Items: Please make sure that all items are labeled with your child's name (backpack, lunchbox, jacket, extra clothes). An extra set of clothing should be sent in for your child in the event of the toileting accident or the messiness of preschool play. Please place the clothes in a Ziploc bag and label both the bag and the clothing. Please send your child to school in comfortable and weather appropriate clothing. We try to get the children outside most days, weather permitting. We also explore all sorts of arts and craft materials, which can get messy.

Parties/Birthdays: Student birthdays will be recognized by wearing a crown and being sung to by the class. They will also choose one item from the birthday basket of goodies to take home. Invitations to parties may only be distributed at school if all children in the class are being invited. No food may be distributed to students during classroom parties.

Progress Notes: Progress notes are sent home twice a year. Our assessments are based on what will be required of students entering kindergarten. We use this as a tool to guide teaching so that students will be developmentally ready for the expectations of kindergarten.