

Fishing Cove Preschool



Orientation Handbook

2018-2019

*Colleen Loughlin, Principal
Jackie DiLorenzo, Early Childhood Supervisor
110 Wickford Point Road
North Kingstown, RI 02852
401-268-6578 - Office*



Dear Parents and Guardians,

Welcome to Fishing Cove Elementary School and our Integrated Preschool Program. The entire faculty and staff are looking forward to being a part of your child's growth and development as he or she begins their school experience. We believe that the family is a critical part of a child's education and our staff is looking forward to working collaboratively to help your child learn and grow.

The following information will help you to understand and become familiar with our program. Please reference the handbook throughout the school year if you have any questions.

We are looking forward to a wonderful school year!

<p>Contact Information Fishing Cove School Hours 8:15 a.m-3:45 p.m</p> <p>Office: 401-268-6578</p> <p>Clinic: 401-268-6583</p> <p>Principal: 401-268-6581</p> <p>Early Childhood Supervisor: 401-268-6596</p>
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Preschool Hours:

AM Session: 8:45-11:30

PM Session: 12:20-3:05

Arrival at School

- **AM Preschool** starts at 8:45. Students will be greeted by a teacher at the **front of the Feinstein Preschool Door between 8:40-8:45.**
There is no supervision before 8:40.
- **PM Preschool** starts at 12:20. Students will be greeted by a teacher at the **front entrance of the Feinstein Preschool Door at 12:15.**
There is no supervision before 12:15

Dismissal

- **AM Preschool** ends at 11:30. Students can be picked up at the **front of the Feinstein Preschool Door at 11:30.**
- **PM Preschool** ends at 3:05. Students can be picked up at the **front of the Feinstein Preschool Door at 3:05.**

Parking/Dropping Off Students

- Please park in the Visitor Parking Spots or an available parking spot in the parking lot.
- Please walk your student to the Feinstein Preschool Door. A teacher will be there to meet you.
- Please **DO NOT** drive in the bus lane in front of the building or drop your child off at the front door.



Early Dismissal from School

If your child needs to be dismissed early please send in a note to the teacher indicating the time of dismissal and who will be picking up your child on that day. Anyone who picks up your child must be in ASPEN as a contact person.



Tardiness

Students are tardy if they arrive after 8:45 (AM Session) or 12:20 (PM Session)

If you know your child will be late to school please notify the front office.

When arriving late to school please enter at the front entrance of the school building and go to the front office to sign your child in. A staff member will escort your child to their classroom.

School Cancellations or Delays



If we have severe weather the Superintendent may decide to delay the start of school, dismiss school early, or cancel school for the day. In this case an announcement will be made by means of district wide phone calls and emails to parents. It will also be broadcast on local radio and television stations.

Attendance

We encourage full participation in our program each day for all children. It is important that students arrive at school each day ready to learn. It is important that your child's attendance is consistent each week and they are in school each day unless they have a temperature or are extremely ill.

Reporting Absences

To report your child's absence from school please call the clinic at 401-268-6583.

- Please let us know the reason why your child is absent and how long your child will be out of school.
- Please send a note to school explaining the absence when your child returns to school.



Backpacks and Clothing

During the school day the children will be engaged in a variety of indoor and outdoor activities that sometimes can be messy. Please provide an extra set of clothing for your child to stay at school in your child's cubby.

- Please label all your child's belongings with his or her name.
- We encourage each child to have a backpack to help keep everything in one place.
- Dress your child appropriately for the weather. Recess takes place every day unless the temperature is below 20 degrees.
- Sneakers are encouraged each day for comfort and on the playground.

Communication Folders

A folder will be provided for you and your child that will go between home and school daily. This folder will be used for all school correspondence, progress notes, updates, and school work. Any notes or forms parents are sending from home to school can also be put in the folder.

Snacks



Please send your child to school with a small healthy snack and drink. Milk and juice are available for 60 cents.

Classroom and School Celebrations

The North Kingstown Health and Wellness Policy states:

- ❖ The distribution of candy by students and/or staff is prohibited in the classroom and on school grounds.
- ❖ Classroom and school celebrations will not be centered on food, except on a limited basis, with principal approval.
- ❖ Parents/guardians must be given advance notice of any classroom or school activity where food will be served. Due to food safety and allergy issues, ingredient lists for all food/beverages shall be available.

Birthday's can be celebrated by sharing a book with the class!!!



ASPEN Parent Portal



North Kingstown School Department uses ASPEN as our student information system. Every parent is given an ASPEN Parent Portal account that gives them access to the information we currently have for your child.

Before school starts we ask that you review and update (if needed) your child's emergency card information through your ASPEN portal account. This information is very important as it tells us who to contact in case of injury or illness to a child.

Tutorial Video on Back to School paperwork in Aspen <https://youtu.be/f6Ox8wkp-ho>

No child will be release to anyone not listed on the emergency card in ASPEN. Updates can be made at anytime during the school year. Please immediately update any changes necessary.

Volunteering in the Classroom



Volunteers help to enhance the educational experience of **all** students. It is the policy of the NK School Department that **ALL** individuals (parent, relative, community member) wishing to volunteer in **any capacity** within the schools, including field trips, must first complete a Criminal Offender Record Investigation (BCI) consent form. Individuals complete only ONE form for the entire school district. A BCI Consent Form must be completed each year and is only valid for the school year in which it is submitted. Forms are available in the main office at all schools.