



Little  
Clipper  
Preschool

# Family Handbook

Little Clipper Preschool  
50 Andrew Jarvis Drive  
Portsmouth, NH 03801  
603-436-7100 Ex. 2151



# Welcome to the Little Clipper Preschool!

The information contained in this "Parent's Handbook" will introduce you to the philosophy and organization of our center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience.

The Little Clipper Preschool introduces children to a structured preschool environment in encouraging, fun and engaging ways. Our program will provide your child with the skills necessary for success in the early elementary school years.





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# Our Teachers



**Carla Frank**

I began my career at Portsmouth High School as the Little Clipper Preschool teacher 10 years ago. This past year I have had the pleasure of teaching the theory of education to high school students and enjoyed watching them grow through the hands-on experiences they received from working in the lab school. I have enjoyed seeing the program grow and change over the years and look forward to that continuing for many years to come. I have two Master's degrees, one in Early Childhood Education with Special Needs from UNH and another in Curriculum Design and Instruction from New England College. I truly enjoy interacting with young children and especially enjoy sharing my knowledge of teaching with the high school students. My family consists of my husband, who is wonderful, and a great support, and my son Aaron, who is now at the high school.



**Alexe Williams**

I have been teaching at Portsmouth High School since 2012. I graduated from UNH in 2010 with a Bachelor's degree in Child and Family Studies. In 2011, I received a Master's degree in elementary education. I have worked with a variety of age levels; from infancy up to fifth grade. Preschool is a wonderful time for growth and development. One of my responsibilities as a teacher is to work alongside your child to help them discover and maximize his or her individuality. I believe in hands-on experiences, learning creatively, and learning through play. When I am not teaching, I love spending time with my family, friends, and my dog, Remy. I also love being outside, reading, and cooking. I look forward to working with your child here at The Little Clipper Preschool!

## **Education and Teacher Training Program**

The Education & Teacher Training (ETT) program is designed to provide students contemplating a career as a teacher or in any occupational area that focuses on children, with the knowledge, attitude, behaviors and skills required to be effective in a school setting or in the wider community. The program offers practical experience in the Little Clipper Preschool through classroom instruction applied in a real situation. The program also offers students completing the two-year sequence of study an opportunity to explore various levels of teaching through internships, and students receive Infant/Child CPR certification.

Students have the opportunity to earn 9 college credits for EDU 200- Introduction to Education through Southern New Hampshire University, SPED 210- Early Childhood Issues and Trends for Children with Disabilities, and EDU 270- Foundations of Teaching and Learning.

Students of this program have membership in Family Career Community Leaders of America (FCCLA). This is a co-curricular component of the ETT program.

### **Education & Teacher Training 1**

The Education & Teacher Training program is designed to blend classroom learning with actual work in a preschool setting. ETT 1 students are assigned a rotating schedule to work in the Little Clipper Preschool. Students learn how to develop, implement and evaluate lesson plans for the preschool children. Prior to entering the preschool, students must prepare a week of age appropriate lesson plans that will interest and challenge the children. The classroom curriculum encompasses all aspects of teaching instruction and includes multiple units such as: health and safety, all learning areas of the classroom, positive discipline, classroom management, observation and assessments.

### **Education & Teacher Training 2**

This course is the second year of the Education & Teacher Training program. Students are given greater responsibility for the day-to-day workings of the Little Clipper Preschool. In addition to developing lesson plans, the curriculum includes: planning field trips, guest speakers, special celebrations, and having the opportunity to be part of a parent conference. The classroom curriculum encompasses all aspects of teaching instruction and multiple units such as: learning environments and the physical space of a classroom, the responsive classroom, understanding of special needs children, and theories related to education. Some ETT 2 students choose to spend one semester interning at a different grade level school to explore teaching at other levels.

## **Babysitting Policy**

There is a board at the front doors of the preschool that provide contact information for high school students who are interested in babysitting. High school students may do so at their own discretion, but we assume no responsibility for any individual who cares for a child outside the Little Clipper Preschool.

## **Preschool**

The Little Clipper Preschool is the lab school of the Education & Teacher Training (ETT) program. We serve up to 20 preschool students per year, ages 28 months (potty trained) to 5 years.

The ETT program's main purpose is to educate high school students who are interested in exploring a career in education. They are given the opportunity to experience the preschool classroom under the direct supervision of the ETT and preschool teachers through observations, creating lesson plans, and direct interaction with the preschool students.

See Appendix A- Little Clipper Preschool Registration Form

See Appendix B- Permission Form for Website

## **Preschool Curriculum**

The Little Clipper Preschool supports learning and exploring while nurturing each child's cognitive, physical, social, and emotional development. We believe that preschool children discover the world through play and hands-on learning. We follow a theme-based approach to our curriculum with monthly calendars and newsletters detailing each week's theme.

## **Responsive Classroom**

We teach and model for the high school students the use of Responsive Classroom. Responsive Classroom is a "research and evidence based approach to education that leads to greater teacher effectiveness, high student achievement, and improved school climate." The high school students read the book The Power of Our Words throughout the year. "The Power of Our Words uses words, tone, and pacing to build a classroom where students feel safe, respected, appreciated, and excited about learning." (Responsive Classroom Website)

## **Behavior Policy**

It is the goal of the Little Clipper Preschool teacher to support children and their families. The Little Clipper Preschool is committed to working with children and families to the best of our ability. This commitment requires us to have a higher degree of tolerance with children who exhibit developing unacceptable behavior challenges. Such behavior includes, but is not limited to, kicking, throwing or damaging school property, hitting, spitting, biting, and disrespectful language or actions. While some early education centers will terminate a child after the first incident of unacceptable behavior, the Little Clipper Preschool believes that behaviors can change and will take every possible step to help a child self-regulate. While we do occasionally ask a family to seek a more appropriate environment for their child, we will make every effort to find a solution that

enables the child to stay. Every situation is different, and we address behavior challenges on a case-by-case basis. Our behavior policy is as follows: The first time a child displays a behavior which puts another person in danger of being hurt, parents will be notified. The second time it happens, the teachers will write an incident report and parents/guardians will be asked to sign it upon reading the report. If the behavior should continue for a third time, a meeting may be called between the Little Clipper Preschool teacher, the Education and Teacher Training teacher, and the CTE Director to come up with a behavior plan to help the child through the behavior.

### **Behavior Plans**

Behavior plans are written to help support the families and the teachers when a child is continually presenting challenging behaviors in the classroom. Behavior plans are written after the Little Clipper Preschool and Education teachers have gathered at least two weeks of documentation, describing negative, unsafe behaviors in a classroom. A behavior plan will have expectations that will need support and follow through by the educators, parents, and directors. Teachers and parents will keep an open line of communication daily about the child's behavior. Behavior plans are reviewed monthly to monitor progress and/or make modifications.

### **Child Guidance**

One of the most important areas we put our philosophies into practice is in the area of discipline. At the Little Clipper Preschool, children are not embarrassed, threatened, ridiculed, or teased. When discipline is used, it is positive and consistent. The age and individual needs of the child are considered. Our goal with discipline is to develop a child's sense of self discipline, self-mastery rather than the process for punishment. We encourage your child to learn from challenges and develop a sense of resiliency with the desire to grow. At the Little Clipper Preschool, teachers encourage children to "use their words" to express their feelings. In many cases, the teacher will provide the child with words to use (ex: "I don't like it when you hit me. It hurts"). Overall, behavior guidance at the Little Clipper Preschool maximizes growth and development, protects the group and individuals within, sets reasonable and positive expectations, offers choices, provides opportunity to verbalize feelings, and encourages self-control through understanding. When appropriate, children participate in their own behavior plans and creation of classroom rules.



## Hours of Operation

The Little Clipper Preschool operates Monday through Thursday from 8:00AM to 1:00PM. We follow the Portsmouth School District calendar in regards to holidays, vacations, snow delays and cancellations, and teacher workshop days.

## Schedule

8:00-8:15	Arrival/Free Choice
8:15-8:30	Clean up/Meeting
8:30-9:00	First Block Activity
9:00-9:30	Outside
9:30-10:00	Snack; Puzzles and Books
10:00-10:20	Calendar/Weather/Meeting
10:20-10:55	Second Block Activity
10:55-11:20	Outside or Gym
11:20-11:30	Read Aloud
11:30-11:50	Lunch
11:50-12:00	Book Look
12:00-12:30	Learning Centers
12:30-12:45	Clean up; jobs; pack bags
12:45-1:00	Outside or story/songs (depending on weather)

## Tuition

Annual Tuition of \$3,850.00 is paid in nine monthly payments of \$427.78. Payments can be made weekly, monthly, or paid in full. Tuition is due on the 1st of each month. Please make checks payable to the Portsmouth School Department. A late fee of \$15.00 will be billed for late payments received after the 15<sup>th</sup> of each month. There is a \$35.00 bank fee for any returned checks. Yearly, monthly and weekly payment schedules are available as well as scheduled PayPal transactions which include a processing fee. See Appendix F for payment agreement.

If your account becomes 30 days overdue, it may result in termination of your child from the preschool. Please remember that the Little Clipper Preschool is not a public school and we are funded entirely through tuition.

Because tuition is paid yearly, we do not reduce the tuition charge in weeks that include closures. The same policy applies if your child is absent from school.

## Withdrawing Your Child

The Little Clipper Preschool requires a two week written notice to withdraw your child from our preschool. We expect payment for two weeks after the notice is received. This allows for closure for the child, his or her teachers, and their friends.



## **Pick Up/Drop Off**

A high school student will be at the door to meet you beginning at 8:00AM. The time from 8:00-8:15 is an important transition time for your child. Please be prompt in dropping off your child at school. If you will be arriving after 8:15, please call the preschool to let us know. Please either email or call the preschool if your child will be absent from school.

Pick up is at 1:00PM. Please be prompt in picking up your child and call if you will be late.

## **Authorization to Release Child**

The Little Clipper Preschool will be released to parents and those adults authorized to pick up their child. Please let Ms. Williams in writing if your child will be picked up by someone not on the authorization to pick up list.

See Appendix C- Authorization to Release Child Form

## **Reporting Abuse/Neglect**

All employees of the Portsmouth School Department are mandatory reporters. This means that if an employee has a reasonable suspicion of abuse or neglect of a child, he/she must file a report with the Department of Children and Families (DCF). The following procedure will be followed:

- 1) If abuse or neglect of a child is suspected or observed by an employee, that employee must immediately bring the information to the CTE Director.
- 2) Once the employee has given all relevant information to the CTE Director, the director will make a determination if a report needs to be filed as a mandated reporter.
- 3) The director will report back to the reporting employee of any appropriate action taken.

The Little Clipper Preschool will cooperate fully with any investigation and will maintain confidentiality concerning any report of abuse or neglect. Our foremost concern is always the protection of the child.

## **Refusal to Release a Child**

There are a few instances where the Little Clipper Preschool may refuse to release a child to an authorized person or parent. If the adult arrives to pick up your child and is suspected to be under the influence of drugs or alcohol, the child will not be released to the adult. If the adult is abusive towards the child, the child will not be released to that adult, for the safety of the child. The teacher will contact another person on the authorization to pick up list to make a safe pick up arrangement.

## **Meal Times**

Snack is provided by the preschool and is served at 9:30AM. Our weekly snack list is posted on our refrigerator. We strive to provide the Little Clippers with a healthy, balanced snack but we like to have special snacks every now and then. If you wish to provide your child with a snack from home, please label it with your child's name and place it in the snack bin in the refrigerator.

Lunch is to be provided by the parents. Parents have the option of ordering hot lunch from the high school cafeteria for \$2.50 per lunch. A \$10.00 deposit is required to start an account in the cafeteria. Please tell us in the morning if your child will be getting hot lunch. A school lunch calendar is provided and can also be accessed on the Portsmouth School Department website.

The Little Clipper Preschool recognizes the potential serious consequences of children with allergies and we will make every reasonable effort to reduce the risk to children with severe allergies. In accordance with the Portsmouth School District's policies on food allergies, a letter will be sent home at the beginning of the school year informing all parents of allergies in the classroom.

## **Extra Clothes**

We request that you send in a bag of extra clothing for your child. Please include a shirt, pants, underwear, and socks to be kept in the preschool. Please change out their extra clothes as the seasons change.

## **Field Trips**

Field trips are a great opportunity for preschool students to explore their community. It also gives the high school students a chance to be chaperones. High school students learn how to properly supervise the preschool children in an outside setting. There will be times when we kindly ask the parents to pay for the cost of the field trip for their child. See Appendix D- Field Trip Permission Form

## **Emergency Procedures and Illness**

Should your child become ill during the day, we will contact you. If an emergency arises, we will go through our emergency procedure outlined below and contact you. Please notify us of any change in your address, phone number, or email address. We practice fire drills and lock downs with the Little Clippers throughout the year.

In the case of an evacuation of the high school, we will be evacuated to the Saint Nicholas Greek Orthodox Church, 40 Andrew Jarvis Drive, and will notify parents to pick up their child at this location.

### **Accidents in School (CTE Center Medical protocol)**

- All wounds/injuries require a nurse evaluation.
- If the student has a cut that requires a band-aid, they should be sent to the health office escorted by an adult.
- If the injury requires anything more than a band-aid, the nurse will be called to come to the classroom to evaluate the injury. This minimizes the risk of a student fainting unexpectedly or bleeding down the hallway.

### **Fire Alarm**

1. In the case of a fire, the high school students will enter the preschool, take two children by the hand, and line up at the preschool door with them.
2. Ms. Williams will take the attendance sheet/clip board with emergency contact sheet and proceed outside to stand by the anchor.
3. Miss Carla will follow the line, make sure all doors are shut, lights turned off, and all students are accounted for.

### **Evacuation of the Building**

1. In the case of an evacuation of the building, the high school students will enter the preschool, take two children by the hand, and line up at the preschool door with them.
2. Ms. Williams will take the attendance sheet clipboard with emergency contacts sheets and proceed outside to stand at the anchor.
3. Miss Carla will follow the line and make sure all doors are shut and lights off
4. In the event we will be outside for an extended period of time, we will move to the Saint Nicholas Greek Orthodox Church, 40 Andrew Jarvis Drive, and will notify parents to pick up their child at this location.

### **Lock Down**

1. In a lockdown of the building, the high school students will enter the preschool, take two children by the hand, and walk them into the ETT classroom and into the back closet.
2. Ms. Williams will shut her shades, turn off her lights and shut and lock the preschool door.
3. Miss Carla will lock the classroom door leading into the hallway, shut the shades in the ETT classroom, turn off all lights, and check to make sure all students are accounted for.

4. We will remain in the closet until a uniformed officer comes to the closet door and instructs us otherwise.
5. While in the closet, we will remain quiet. There are a variety of emergency items stored in our closet such as bottled water, a portable toilet, snacks, and flashlights.
6. In the case of a practice drill, we will remain in the closet until an administrator makes the announcement that the drill is over.

## Health Policy

### **Infection Control**

All children attending the Little Clipper Preschool are required to have a recent physical and must have up-to-date immunizations. All of this information must be signed and dated by a physician. Portsmouth School Department Health Forms must be updated annually for all children.

### **Absences**

If your child shows signs of illness in the morning, you need to make other arrangements. We strongly advise that you have a contingency back up plan for days when your child cannot attend the preschool due to illness. If your child will be absent or tardy, please call our classroom directly no later than 9:00 a.m.

### **Wellness Policy**

Per the Department of Health and Human Services, a child must be sent home if one or more of the following conditions exist:

- a) The illness prevents a child from participating comfortably in all aspects of the day.
- b) The illness results in a greater care need than the preschool staff can provide without compromising the health and safety of the other children.
- c) The child has any of the following conditions:

Fever	Sore Throat	Respiratory Symptoms	Cold Sores	Rashes
Pink Eye/Conjunctivitis	Diarrhea	Vomiting	Lice	Appearance

**APPEARANCE/BEHAVIOR:** Child looks or acts differently, unusually tired, pale, lacking appetite, confused, or irritable.

**COMMUNICABLE DISEASE:** If your child has a communicable disease such as rubella, mumps, measles, chicken pox, pertussis, impetigo, conjunctivitis, head lice, strep throat, fifth disease, roseola, or hand, foot, and mouth disease he or she cannot return to the preschool until after proper medical treatment and he or she is no longer contagious. A minimum absence of 24 hours is required for communicable illnesses and antibiotic therapy before returning to child care.

### **Certification**

The Little Clipper Preschool teacher, the Education & Teacher Training teacher, and all high school students participating in the ETT program are certified in First Aid and Cardiopulmonary Resuscitation by the American Academy of Pediatrics and the American Heart Association. See Appendix E- Portsmouth School Department Health Form

## **Inclement Weather**

**Snow days:** Parents will be notified by an automated phone call from the Portsmouth School Department should a snow day be called. Information can also be found on [wmur.com](http://wmur.com).

**Two Hour Delay:** If a delay is called for the district, Little Clippers will begin at 10:00AM.

## **Outdoor Policy**

Our center policy for outdoor play during colder months is 25 degrees or *feels like* 25 degrees. We have a thermometer outside on the playground and frequently check [weather.com](http://weather.com). Please pack a full set of snow clothes each day for your child including boots, coat, snow pants, hat, and gloves during the snow season.

**Sunscreen:** During the fall and spring, all Little Clippers need to have a labeled bottle of sunscreen in their cubby each day.

## **Parent Communication and Information**

Important information will be posted on the parent info board along with our monthly calendar and newsletter located above the cubbies. You will also find sign-up sheets and field trip information on these boards.

We communicate with families through:

- Weekly newsletters
- Monthly newsletter
- Email/phone
- Communications during arrival/departure times
- Parent conferences in March

Please never hesitate to contact us about questions or concerns.

### **Our contact information:**

Little Clipper Preschool  
Portsmouth High School  
50 Andrew Jarvis Drive  
Portsmouth, NH 03801  
603-431-7100 Ex. 2151

[awilliams@portsmouth.k12.nh.us](mailto:awilliams@portsmouth.k12.nh.us)

[cfrank@portsmouth.k12.nh.us](mailto:cfrank@portsmouth.k12.nh.us)

[dcanada@portsmouth.k12.nh.us](mailto:dcanada@portsmouth.k12.nh.us)

Website: <http://www.cityofportsmouth.com/School/PHS/littleclippers>

## **Cubbies**

Each Little Clipper will have their own cubby. Please be sure to empty their mailbox each day. This is where important notices and finished activities will be placed.

## **Star of the Week**

Each Little Clipper will have a turn being our "Star of the Week." They will be able to bring in something from home each day to share with the class. Your child will also have a bulletin board dedicated to them with their favorite things and any pictures they may want to share.

## **Birthdays**

Birthdays are a very exciting time for a child! We understand that many children begin talking about and planning birthday parties in advance. The topic of who is invited and who is not can be a big one and sometimes feelings get hurt. For this reason, we ask that if you are planning a party and will not be inviting everyone in your child's class to please not give out invitations in mailboxes in the preschool.

## **Focus Child**

Each high school student is assigned a Little Clipper to focus on throughout the year. This high school student will be responsible for their focus child during field trips, fire drills and lock downs, and for assessments throughout the year. First year ETT students will be assigned a returning Little Clipper students and second year ETT students are assigned a Little Clipper who are new to the program.

## **Assessments/Parent Conferences**

Assessments will be completed during assessment week in February. These assessments will be shared with families during parent conferences in March. Parent conferences will be led by your child's high school student and Miss Williams. Your child's portfolio and information from the assessment will be shared to this time.