

Portsmouth Early Education Program

PEEP



Little Harbour School

50 Clough Drive

Portsmouth, NH 03801

603-422-8228

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General Information and Policies

WELCOME

The Portsmouth Early Education Program (PEEP) supports diverse learners including students who are typically developing and children with educational disabilities. The classroom offers a child-led learning approach with diverse, sensory, language rich opportunities. While exploring learning themes using blocks, manipulatives, arts and crafts, outside exploration and creative play, students gain kindergarten readiness skills through developmentally appropriate activities.

The purpose of the Portsmouth Public Schools is to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.

At PEEP we believe that this happens through:

- Fostering community values of kindness, consideration, and respect
- Encouraging risk taking, challenges and striving for excellence
- Nurturing growth and celebrating learning
- Being mindful of balance
- Recognizing the need for developmentally appropriate tools, play, and approaches to problem solving
- Acknowledging the importance of relationships and connections

We strive to create a respectful and compassionate learning community where all students are empowered to realize their potential in a challenging and supportive environment.

MEET OUR STAFF

KRISTEN HEATH	Preschool Coordinator (Angelfish)	kheath@sau52.org
JOANNE ALLFREY	Special Educator (Angelfish)	jallfrey@sau52.org
ROSE BRADDER	Special Educator (Starfish)	rbradder@sau52.org
KASEY CAVANAUGH	SCS Teacher (Starfish)	kcavanaugh@seacoastcommunityschool.org
MORGAN JAMES	Speech/Language Pathologist	mfjames@sau52.org
ABBIE FRANK	Speech/Language Pathologist	afrank@sau52.org
CAROLYN MCCANN	Speech/Language Pathologist	cmccann@sau52.org
MARGARET CONNER	Occupational Therapist	mconner@sau52.org
GRACE LAUGHLIN	Physical Therapist	wigglewormspt.gl@gmail.com
THERESA FLEMING	Physical Therapist	wigglewormspt.tf@gmail.com
BRIANNE PILEGGI	BCBA	bpileggi@sau52.org

LISA CARCHIDI

School Nurse (603-436-1708)

lcarchidi@sau52.org

Additional adults working within the classrooms to support individual and group student needs:

JUDY ALIX Paraprofessional

JEN ANDERSON Paraprofessional

PAM MERCHANT Paraprofessional

NANCY ROY Paraprofessional

FELICIA WORTMAN Paraprofessional

HOURS OF OPERATION

MONDAY 8:30-12:30

TUESDAY 8:30-12:30

WEDNESDAY 8:30-12:30

THURSDAY 8:30-12:30

Days attended may differ based on student needs, tuition, and placement availability.

TUITION

Students attending the Portsmouth Early Education Program (PEEP) as peers pay a tuition fee for attendance. The tuition agreement and first payment is to be completed and returned prior to August 15th.

The tuition fee is to be paid in monthly installments due on/or before the first of each month. This monthly tuition fee is due regardless of your child's absences or school closings, such as vacations, holidays, staff professional development days, etc.

Enrollment in the Portsmouth School District Preschool Program will be terminated if any tuition fee is outstanding beyond a two (2) month period without prior approval from the Superintendent of School. Checks should be made payable to the Portsmouth School Department. If you have discussed the need to apply for financial assistance, please contact Kristine Simone (ksimone@sau52.org).

Tuition Rates:

8:30-12:30 Monday-Thursday (4 days) \$400/month

8:30-12:30 Monday, Wednesday (2 days) \$200/month

8:30-12:30 Tuesday, Thursday (2 days) \$200/month

EARLY RELEASE / SNOW DAYS

The Portsmouth Early Education Program follows the Portsmouth School District calendar. In times of inclement weather, families should receive a call notifying them. The information will also be listed on the WMUR school closing list.

Early Release days for the school department do not impact the preschool program. We will still dismiss at 12:30.

If the district calls a delayed opening, preschool will run from 10:30 to 12:30.

HEALTH POLICY

Young children in group settings tend to be exposed to colds and other contagious illnesses since they haven't developed immunities yet and are still learning good health habits. Most illnesses are spread by hand contact, not from cold weather. Hand washing has been shown to be the most effective means of keeping children and adults healthy. Your child's health and the health of others is of great importance to us. If your child becomes ill while at school, we will notify the parent/guardian immediately so you can pick up your child



Portsmouth School District Health Services

Guidelines for Keeping your Student Home from School

Children are expected to come to school healthy, well rested, well nourished and ready to perform the work that is planned for them during the day in order to maximize their learning experience. **Sick children should be kept home from school.**

Please remember to inform the School each day your child is out of school, and make sure that you have up-to-date phone numbers on file so that we are able to contact you on behalf of your child in the event of any sickness or emergency.

If your child has any of the following symptoms please keep them at home:

- **Fever** – greater than 100°F. They can return to school only after being fever-free for 24 hours (without fever reducing medicine).
- **Coughs/Colds** – productive, persistent or hacking cough (if your child needs assistance with controlling their symptoms, is constantly wiping their nose, does not cover their cough or seems lethargic - these might be reasons to stay home from school). Children may return to school providing they do not have a fever, nasal drainage is minimal & coughing is less frequent. *Cough drops are a choking hazard and are not permitted in the elementary schools.*
- **Sore throat** – persistent or severe (call your healthcare provider for possible antibiotics).
- **Conjunctivitis** - eyes are red/pink, inflamed, glassy or crusty w/mucus discharge (treatments vary - call your healthcare provider for possible antibiotics).
- **Rashes** – persistent crusting or draining areas on skin (call your healthcare provider for possible antibiotics).
- **Vomiting or diarrhea** (2 or more times within 24 hours) - your child must be symptom free for 24 hours before they can return to school.

If your child is diagnosed with COVID-19, strep throat, impetigo, conjunctivitis, fifth disease, chicken pox or any other contagious condition, please report this to the School Nurse (Lisa Carchidi 603-436-1708 lcarchidi@sau52.org); there may be specific information or protocols that are important to know prior to planning their return to the classroom.

A child who has started antibiotics needs to have taken the medication over 24 hours before being considered non-contagious and able to return to school. Additionally, you know your child best – if he/she does not feel well and will not be able to fully participate in routine school activities, please keep them home.

****** Washing one's hands properly is one of the most effective ways to prevent the spread of germs. Young children in particular need constant reminders about hand washing - which is especially important after sneezing, nose-blowing, using the bathroom and before eating. Other recommendations include plenty of fluids (water bottles may be kept at school!), adequate sleep and consumption of healthy foods.

Thank you for helping to keep our schools safe and healthy!

OUTDOOR POLICY

The Portsmouth Early Education Program (PEEP) values outdoor play and its positive impact on students' physical development, social development, and creativity. We strive to provide multiple opportunities for outdoor play during our days. Our schedule includes playground time in the morning (arrival) and afternoon (dismissal).

Please pack weather appropriate clothing and footwear for your child daily. If it is raining or muddy, please provide a jacket and boots. If there is snow or ice on the ground, please provide snow pants, hat, gloves/mittens, and snow boots. We highly recommend sending a pair of indoor shoes that may be left at school or transferred back and forth.

WINTER: During the cooler months teachers frequently check AccuWeather. We will be outdoors unless the real feel is below 20 degrees. Please have students come wearing coat, boots, hat, gloves, and snow pants during the snow season.

FALL/SPRING: Please pack weather appropriate clothing and footwear for your child daily. If it is raining or muddy, please provide a jacket and boots. During warmer temperatures, please make sure your child is wearing closed toe shoes to allow for safe access to playground equipment. If applicable, please apply sunscreen prior to arriving at school.

Classroom Information

CLASSROOM SCHEDULES

8:30-9:00 Outdoor Play

9:00-9:30 Morning Routines, Circle

9:30-10:15 Centers

Snack

10:15-11:15 Free Play

11:15-11:30 Closing Circle

11:30-12:00 Lunch

12:00-12:30 Outdoor Play

PRESCHOOL CURRICULUM

The Portsmouth Early Education Program (PEEP) supports diverse learners including students who are typically developing and children with educational disabilities. The classroom offers a child-led learning approach with diverse, sensory, language rich opportunities. While exploring learning themes using blocks, manipulatives, arts and crafts, outside exploration and creative play, students gain kindergarten readiness skills through developmentally appropriate activities. Additional curriculum resources include:

- Creative Curriculum
- Character Strong
- Heggerty Phonemic Awareness

CELEBRATIONS

Birthday Celebrations: Birthdays are recognized in each room for children on the day of the birthday or the day closest to it on which they attend. These are informal in nature but families are welcome to bring a birthday snack to share with their child's class. Since there are many children with allergies, please talk with your child's teacher in advance to find out what is appropriate to bring.

End of Year Celebration: The last week of school we hold an end of year PEEP celebration with all classes. Further information will come out from your child's classroom teacher regarding specifics.

CLASSROOM SUPPLIES

Each child is asked to leave a change of clothes at school including extra shoes if possible

Each day your child will need weather appropriate gear, a lunch, a snack and a water bottle.

If you would like to donate additional supplies to the classroom, such as tissues, lysol wipes, and foaming hand soap, it would be greatly appreciated. Teachers will reach out to families throughout the year as supply needs evolve.

PARENT COMMUNICATION

Teachers will share information through monthly newsletters. Individual communication will occur through email and phone calls. Parent conferences can occur upon request.

REGISTRATION PROCESS (INFINITE CAMPUS)

Upon acceptance into the Portsmouth Early Education Program, please complete ONLINE Registration for your student through Infinite Campus

- NEW FAMILY: If you are new to the district (no other students enrolled in the Portsmouth School District), use this link to register your family via the online registration system (Infinite Campus):
<https://ic.sau52.org/campus/OLRLogin/portsmouth>

- PORTSMOUTH ENROLLED FAMILY: If you already have a student enrolled in any district school (e.g. PEEP, Little Harbour, New Franklin, Dondero, Portsmouth Middle School, etc.), log into the Infinite Campus Parent Portal here:
<https://ic.sau52.org/campus/portal/parents/portsmouth.jsp>
 - add a new student to your existing Infinite Campus household by clicking MORE... ONLINE REGISTRATION... NEW STUDENT REGISTRATION. If the you need assistance accessing the Parent Portal contact Mike Parr, database administrator at dbsupport@sau52.org

The Portsmouth Early Education Program has a collaborative relationship with Seacoast Community School (SCS). If your child is enrolled through SCS, please also refer to their policies and procedures listed within their handbook.

ARRIVAL AND DISMISSAL

8:30 ARRIVAL

- Please drop students off at the preschool playground at 8:30 AM.
- In the case of inclement weather, please drop students off at the school door. A staff member will be there to greet them.

12:30 DISMISSAL

- Please pick up students promptly at 12:30 PM at the preschool playground.
 - Please use a parking space when picking up your child, then walk to the playground to dismiss your child. There are parking spaces located next to the playground or across in the larger LHS parking lot.
 - Do not park in the bus lane when picking up your child.
- In the case of inclement weather (e.g. rain), please pick your child up at the school door. A staff member will be there to dismiss them.

Appendix

PEER APPLICATION PROCESS

Portsmouth Preschool **LEARNING OPPORTUNITY** for children ages 3-5.

For the upcoming school year, Portsmouth will offer an inclusive preschool program located at Little Harbour School. Portsmouth Early Education Program (PEEP) supports diverse learners including students who are typically developing and children with educational disabilities. The classroom offers a child-led learning approach with diverse, sensory, language rich opportunities. While exploring learning themes using blocks, manipulatives, arts and crafts, outside exploration and creative play, students gain Kindergarten readiness skills through developmentally appropriate activities.



To enroll students must be:

- * School age 3-5
- * Toilet-trained
- * Current on NH required immunizations
- * Age-appropriate with social & communication skill (i.e. not currently on an Individualized Education Plan - IEP)

This inclusive model will offer the following:

- Classroom led by NH DOE Early Childhood Educator and NH DOE Early Childhood Special Educator
- Involvement of a speech language therapist and occupational therapist
- Creative Curriculum© for support of hands-on learning
- Focus on development of early literacy skills through play-based approaches

Sessions will be **8:30AM-12:30PM Monday - Thursday.**

Two options for attendance are available:

4 days weekly for \$400 monthly

2 days weekly for \$200 monthly

Parents/guardians must be able to provide transportation to/from each session.



If interested, please contact Kristine Simone at Portsmouth School Department Central Office for an application at 603-610-4473 or email ksimone@sau52.org
Deadline for application is **April 15th** with notification of selection for enrollment no later than May 15. Application priority will be given to Portsmouth residents. There will be rolling enrollment after the initial deadline and a waitlist for interested families.

Application for Inclusive Preschool (PEEP)

Date _____

Student Name: _____ Date of Birth: _____

Parent/Guardian Name(s): _____

Address: _____

Phone: _____ Email: _____

Sibling(s) in Portsmouth schools: _____

Please Circle the session you prefer:

4 day session Cost= \$400/monthly: Monday- Thursday 8:30-12:30

2 day session Cost = \$200/monthly : Monday & Wednesday 8:30-12:30

Tuesday & Thursday 8:30-12:30

If not selected for the preferred session, we would like to be considered for another available session. Yes No

Please Circle Yes or No for each to the following:

I will provide transportation. Yes No

My child is:

Current on immunizations Yes No

Toilet Trained Yes No

Age appropriate socially Yes No

Age appropriate with communication Yes No

Please provide any notes or additional information regarding the above you would like to share:

NOTE: If selected for enrollment, additional paperwork will be required including infinite campus registration, a copy of the student's birth certificate and immunization records.

Portsmouth School Department
1 Junkins Ave, Suite 402
Portsmouth New Hampshire 03801

Office of Director of Pupil Support

Telephone 603-610-4473

PSD Preschool Program Enrollment Agreement

The PSD Inclusive Preschool Program tuition fee for the 2023-2024 school year will be as follows:

Weekly Session:

8:30-12:30 Monday through Thursday (4 days) = \$400 monthly.

8:30-12:30 Monday/Wednesday OR Tuesday/Thursday (2 days) = \$200 monthly.

The tuition fee is to be paid in monthly installments due on/or before the first of each month. This monthly tuition fee is due regardless of your child's absences or school closings, such as vacations, holidays, staff professional development days, etc. The fee may be prorated or excused in the event of program closure or elimination.

Enrollment in the PSD Preschool Program will be terminated if any tuition fee is outstanding beyond a two (2) month period without prior approval from the Superintendent of School. This completed agreement should be returned no later than **August 15th** with the first payment. Checks should be made out to the **Portsmouth School Department**. If you have discussed the need to apply for financial assistance, please note such below.

Tuition rate (please circle): \$400 \$200 N/A pending Financial Assistance

Student Name: _____ Date of Birth: _____

Parent(s)/Guardian(s): _____

Address: _____

Email: _____

Parent/Guardian Signature

Date