

Rush-Henrietta  
Central School District

# **Universal Prekindergarten Program**



## **Parent Handbook**

## Welcome!

Thank you for enrolling your child in Rush-Henrietta Central School District's Universal Prekindergarten Program. We welcome you and your child to our program. We are looking forward to working with you, as we provide a wonderful year of learning for your preschooler. When home and school work together, great gains are made!

This family handbook should be helpful in answering some of your questions about our program. Please take some time to read through it. If you find that you have a question not answered in the handbook, please feel free to ask your child's teacher, site supervisor, or call the UPK office at 359-7913.



## **What is UPK?**

UPK is:

- A free, half-day program funded by New York State.
- Taught by New York state-certified teachers.
- Offered five days per week, Monday through Friday.

## **Curriculum**

The Rush-Henrietta Central School District Universal Prekindergarten (UPK) program is designed to offer 4-year-olds daily instruction that increases awareness and competence in five domains derived from the New York State Prekindergarten Foundation for the Common Core:

- Approaches to Learning
- Physical Development and Health
- Social and Emotional Development
- Communication, Language and Literacy
- Cognition and Knowledge of the World (Math, Science, Social Studies, Arts, Technology)

We accomplish this in a caring, active, play-based learning environment that is rich with adult-child interactions. The Foundations program is introduced and provides a prelude to the letter-sound and writing skills that will be taught to mastery in kindergarten. Our daily instruction provides natural opportunities for children to learn readiness skills, exercise their curiosity and imaginations, and strengthen their ability to work well with others.

## **Screenings/Assessment**

All children participate in language and cognitive screenings during the school year to identify and assess students' progress. In addition, the teacher conducts ongoing academic readiness screening throughout the school year. Data from these screenings helps identify areas of strength and areas where the student would benefit from additional support. Parent-teacher conferences are scheduled by each site. We encourage parents to contact your child's teacher at any time during the year with any questions or concerns.

## Location of Rush-Henrietta UPK classrooms

Rush-Henrietta Central School District UPK classrooms are located at seven locations throughout the district:

### **Augustin Children’s Center**

3399 Winton Road South, Rochester, NY 14623 Phone: (585)334-6000 x1200

### **Care-A-Lot Child Care Inc.**

395 John Street, Rochester, NY 14623 Phone: (585) 292-4880

### **Good Shepherd Building**

3288 East Henrietta Road, Henrietta, NY 14467 Phone: (585) 359-7913

### **Pride & Joy**

55 Finn Rd., Henrietta, NY 14467 Phone: (585) 321-1151

### **Richard M. Guon Child Care Center at MCC**

1000 East Henrietta Rd, Rochester, NY 14623 Phone: (585) 292-2640

### **Rush Nursery School**

50 Ward Hill Rd, Henrietta, NY 14467 Phone: (585)334-0664

### **Town of Henrietta Recreation Center**

605 Calkins Road, Henrietta, NY 14467 Phone: (585)359-7051

### **UPK Morning Location/Class Times:**

Augustin Children’s Center .....	9:00 –11:30 a.m.
Care-A-Lot Child Care Inc .....	8:30–11 a.m.
Good Shepherd Building .....	9–11:30 a.m.
Pride & Joy .....	8–10:30 a.m.
Richard M. Guon Child Care Center at MCC .....	9–11:30 a.m.
Rush Nursery School .....	9:30 a.m.–12 p.m.
Town of Henrietta Recreation Center .....	10 am –12:30 pm.

### **UPK Afternoon Location/Class Times:**

Augustin Children’s Center .....	12:00–2:30 p.m.
Care-A-Lot Child Care Inc. ....	12–2:30 p.m.
Good Shepherd Building .....	12:30–3 p.m.
Richard M. Guon Child Care Center at MCC .....	12:30–3 p.m.
Rush Nursery School .....	12:30–3 p.m.

## Parental Involvement

Family involvement is an essential component of Rush-Henrietta's UPK program. Parents are their child's most important teacher, and we look forward to working with you! Forming a cooperative relationship with your child's teacher offers important opportunities for communication. Regularly participating in the opportunities provided for family engagement is required to maintain your child's enrollment in the program. Family engagement opportunities include: attending Rush-Henrietta parenting programs, exploring take-home literacy kits, and participating in family fun nights provided by the Rush-Henrietta Family Center.

## Attendance

- UPK classes are in session five days per week, Monday through Friday, and most sites follow the Rush-Henrietta Central School District calendar. **Daily attendance is expected, with the exception of illness.**
- Attending school is essential for student success. Irregular attendance and tardiness creates confusion for your child. Most importantly, your child misses opportunities to learn. Frequent unexcused absences will cause your child to lose the opportunity to attend Rush-Henrietta's UPK program.
- To support development of positive school attendance patterns:
  - Parents/guardians of a student with five or more unexcused absences will be contacted by the classroom teacher to discuss reasons for absence and its impact on learning.
  - Parents/guardians of a student with ten or more unexcused absences will be contacted by the site supervisor to discuss reasons for absence and impact on learning.
  - Parents/guardians of a student with twelve or more unexcused absences will be required to attend a conference with the R-H UPK coordinator and the site supervisor. Conditions for continued participation will be outlined.
  - Parents/guardians of a student with an excessive pattern of unexcused absences that does not improve with the steps listed above will be notified by the district that their child can no longer participate in the program. The available seat will be filled by a student on our waiting list.

## **Extended Absences**

Removing your child from school for an extended period (20 days or more) is strongly discouraged. Parents/guardians must notify the R-H UPK coordinator in writing if their child will have an extended absence, and we reserve the right to fill their spot with a student from our waiting list.

## **Illness**

- When your child is sick, please keep your child home. It is imperative that you contact your UPK site on that day to explain your child's absence. You may choose to send in a note with your child the next day as well.
- You should keep your child home when he/she:
  - has a fever of 100 degrees or higher (must be fever-free without medication for 24 hours).
  - has vomited in the last 24 hours.
  - has had diarrhea in the last 24 hours.
  - has a runny nose that requires a great deal of management time.
  - is too tired to engage in usual activities.
  - has a rash that is in various stages.
  - has one or both eyes that are red, watery, or draining.

## **Health Requirement**

Prior to enrollment in UPK, an up-to-date immunization record, as well as a physical exam must be furnished for your child. Your child will not be placed in the program until this requirement is satisfied.

## **Transportation**

Parents/guardians are responsible for daily transportation of their child to and from the UPK program and are expected to arrive on time for drop-off and pick-up.

## Snacks

Snack time is integrated into the daily routine. Please be sure to notify your child's teacher in writing if your child has any food allergies and/or dietary restrictions for religious reasons.



## Photographs/Video for publication

During the school year, photographs or videos may be taken of students for district or site use. If you do not want your child to be photographed or filmed, please submit a request in writing to the classroom teacher.

## Emergency School closings

The UPK program will not be in session when the district is closed due to an emergency. Updated information about school closings may be found on the district website at [www.rhnet.org](http://www.rhnet.org) as well as your local news stations.

## Important Contact Information

### District Site:

R-H UPK Coordinator.....	Kimberly Klubek.....	(585) 359-7914
R-H Family Liaison.....	Donna Marshall.....	(585) 359-7913
R-H Office of Special Education.....	Carla Wlosinski.....	(585) 359-7926

### Community Sites:

Care-A-Lot Child Care Inc.....	Melissa Newcomb.....	(585) 292-4880
Pride & Joy.....	Jenn Stonier.....	(585) 321-1151
Richard M. Guon Child Care Center at MCC ..	Anne Barker.....	(585) 292-2640
Rush Nursery School.....	Karen Hart.....	(585) 334-0664
Augustin Children's Center.....	Necebbia DeTaye.....	(585) 334-6000 x1200
Town of Henrietta Recreation Center.....	Anita Tichacek.....	(585) 359-7051