

Rush-Henrietta
Central School District

Universal Prekindergarten Handbook



Welcome to UPK!
2022-2023

Dear family,

We would like to take a moment to welcome you and your child to UPK! 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 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.



Universal Pre-K Handbook

Welcome!

The Rush-Henrietta Universal Prekindergarten (UPK) program provides an educational, play-based environment that encourages the social, emotional, and physical development of our students. Students are challenged to explore the world through purposeful play allowing for the development of language, literacy, communication, numeracy, cooperation, and problem solving.

UPK is a free program funded by New York State. We offer both half-day (2.5 hours) and full-day (6 hours) classes at seven locations within the Rush-Henrietta Central School District. Classes take place Monday through Friday, five days a week.

Eligibility

To be eligible for UPK, a child must be turning 4 years old on or before December 1, 2022, and must be a resident of the Rush-Henrietta Central School District. A child who is eligible to attend kindergarten is not eligible to attend UPK.

Curriculum

The Universal Prekindergarten 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)

Our UPK classrooms offer a caring, active, play-based learning environment that is rich with adult-child interactions. 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. A balanced schedule of teacher-initiated and student-initiated activities ensure that your child has an opportunity to

grow academically, socially and emotionally. Teachers will guide your child in whole group, small group and individual settings.

Fundations: The Fundations program focuses on phonemic awareness activities, letter recognition, phonics, and studying syllable types and affixes as a part of the decoding process. In UPK, skills practiced include letter-sound knowledge, forming key linkages between letter names, formations and sounds, alphabetic order, and letter formation/handwriting.

Parent tips:

*-say the alphabet slowly (singing the original song is fun but it is **not** correct!) For example: there is no letter 'LMNOP' and there is no 'N' in between 'Y', 'Z'*

-to build vocabulary, read to your child: repeat, elaborate, rhyme, sing songs, talk to your child and listen

-help your child to rapidly name letters, numbers, objects, and colors by playing games while in the car, at the dinner table, in the bathtub, etc.

-point out the fact that there are letters everywhere - in your child's name, on your grocery list, on the stop sign, in books at the library, directions for recipes, etc.

Eureka Math: The Eureka Math program is a comprehensive, standards-based PK-12 mathematics resource that offers a balanced approach to teaching and learning mathematics. The goal of the program is to develop students who are not merely fluent in math but math literate, in that they not only know what process to use to solve a problem but that they have a deep understanding of why the process works. *Eureka Math* uses manipulatives, visual models, conceptual language, and real-world situations to help students build deep mathematical understanding.

Positive Behavioral Intervention and Support Program (PBIS):

In UPK, children learn and practice what it means to be respectful, responsible, and ready to learn.

Screenings/Assessment

Incoming UPK students will be screened using the Brigance Screen III either prior to the start of the school year or within the first 30 days of school. Parents will be asked to complete a questionnaire to gather information regarding your child's self-help skills and social skills. A parent letter with your child's screening results will be available at the fall

parent-teacher conferences. All children will be evaluated both informally and formally on an ongoing basis. Informal evaluations are based on daily classroom observations. Formal evaluations are conducted twice during the year after an initial screening. Data from these screenings helps identify areas of strength and areas where the student would benefit from additional support. Parent-teacher conferences are scheduled in the fall. We encourage parents to contact your child's teacher at any time during the year with any questions or concerns.



Reporting Progress to Families

Families will receive progress reports twice during the year detailing their child's progress and growth toward the prekindergarten standards. Parent- teacher conferences will be held in November. Parents are also welcome to request a conference with their child's teacher at any time during the school year.

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

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 Road, Henrietta, NY 14467

Phone: (585) 321-1151

Richard M. Guon Child Care Center at MCC

1000 East Henrietta Road, Rochester, NY 14623

Phone: (585) 292-2640

Rush Nursery School

50 Ward Hill Road, Henrietta, NY 14467

Phone: (585) 334-0664

Town of Henrietta Recreation Center

605 Calkins Road, Henrietta, NY 14467

Phone: (585) 359-7051



Hours of Operation:

UPK Full Day Location/Class Times:

Augustin Children’s Center.....	9:00 a.m. – 3:00 p.m.
Care-a-Lot Child Care Inc.	8:00 a.m. – 2:00 p.m.
Good Shepherd Building.....	8:30 a.m. – 2:30 p.m. or 9:00 a.m. – 3:00 p.m.
Pride & Joy.....	8:30 a.m. – 2:30 p.m.
Richard M. Guon Child Care Center at MCC...	9:00 a.m. – 3:00 p.m.

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	8:45 –11:15 a.m.
Pride & Joy.....	8 –10:30 a.m.
Rush Nursery School	9:30 a.m.–12 p.m.
Town of Henrietta Recreation Center	10 a.m. –12:30 p.m.

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	12:15–2:45 p.m.
Pride & Joy.....	11:30 a.m. -2 p.m.
Rush Nursery School	12:30–3 p.m.

These hours are subject to change. Please check with the site your child is registered for to confirm current schedule.

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 and Illness Policy

- UPK classes are in session five days per week, Monday through Friday, and 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.
- If you know that your child will be absent, please call the UPK office for your location or send a message to your child's teacher.
- 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.

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.

Allergies

If a child has specific allergies, please let your child's teacher know and submit any necessary documentation and medication to the UPK office at your site.

Health Requirement

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

Emergency School Closings

If school is closed due to weather or other emergency, families will receive an automated phone call from the district informing them of the decision. This information will also be made available on the district website at www.rhnet.org and shared with the local radio and TV stations.

Delay: In the event of a delayed start time, full-day UPK will follow the stated delay, AM UPK will be cancelled and PM UPK will start at the normal start time.

Emergency Procedures

To ensure the safety of students and staff, emergency fire drills will be practiced throughout the year. During a fire drill, students are evacuated from the building with adult supervision and gathered on school grounds until they are directed to return to the building.

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.

Field Trips

UPK students may participate in field trips during the school year. Students will be bused from school to the field trip location and then back to school. Parents/guardians must sign a permission slip in order for children to participate.

Meals and Snacks

Half-day programs will provide either breakfast or a snack depending on the time of the program. All UPK program locations will provide snacks. Please notify your child's teacher in writing if your child has any food allergies and/or dietary restrictions for religious reasons.

Full-day UPK programs will provide breakfast and lunch to each student. There is no charge to parents for meals. Menus will be provided each month. Children are welcome to bring in their own lunch if preferred. Please contact the classroom teacher to determine classroom allergies before sending in food items with your child.



Open House

Each UPK site will offer an Open House and Parent Information Night in order to share information about the curriculum, daily schedule, attendance requirements, field trips, etc. Parents will have an opportunity to visit the classroom.

Teacher Information

All Universal Pre-K teachers hold New York State Teacher certifications. Each classroom will also consist of a paraprofessional to assist the teacher. Requirements include a ratio of one teacher and one paraprofessional for every 18 students.

Special Education Services

Service providers will be entering the classroom as needed to provide special education services per children's IEPs. If you have any further questions regarding special education services and evaluations, please contact the Rush-Henrietta Preschool Special Education office at 359-7925.

Supplies from Home

Each family should supply a complete change of clothing for each child. Please discourage children from bringing toys or special items to school unless specified by the teacher.

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.

Important Contact Information

District Site:

R-H UPK Coordinator	Kimberly Klubek.....	(585) 359-7914
R-H Family Liaison	Patty Sammon	(585) 359-7913
R-H Office of Special Education	Deborah Wood	(585) 359-7926

Community Sites:

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