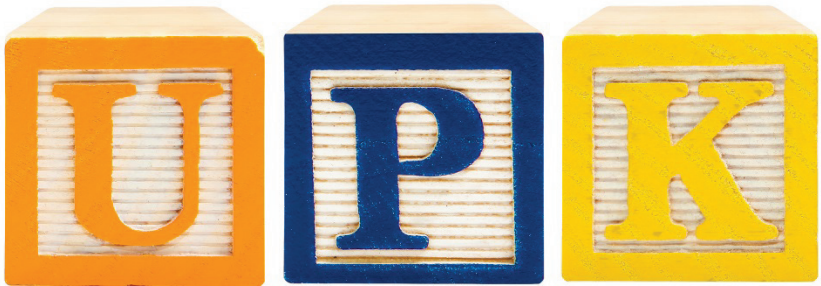


Rush-Henrietta
Central School District

Universal Pre-Kindergarten Program



Parent Handbook

Curriculum

The Rush-Henrietta Central School District Universal Pre-Kindergarten (UPK) program is designed to offer four-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. 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.

Location of Rush-Henrietta UPK classrooms

Rush-Henrietta Central School District UPK classrooms are located at six locations throughout the district: Good Shepherd School, Pride & Joy, Augustin Children's Center, Richard M. Guon Child Care Center at MCC, Care-A-Lot Child Care Inc., and Rush Nursery School.

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.

Screenings/Assessment

Language and cognitive screenings are completed for all students twice a year (fall and spring) 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 practice. Parent-teacher conferences are scheduled by the teacher, and we encourage parents to contact your child's teacher at any time during the year with any questions, or concerns.

Parental Involvement

Parents play an important role in their child's life and education. A student success in school is increased when parents are involved in his/her education. Thus, we require two parent participation activities per month, which may include:

- Parent groups (provided by Mrs. Betsy Marshall, R-H Parent Educator)
- Literature, numeracy, science, and social studies kits (see your child's teacher for details)
- Various family events provided by the sites
- Independent Study Forms (learning that takes place in the home)
- Classroom volunteer opportunities

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 RH 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 to explain your child's absence. You may choose to send in a note with your child the next day.
- You should keep your child home when he/she:
 - has fever of 100 degrees or higher.
 - 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 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 and timely transportation of their child to and from the UPK program.

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 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.....	Michelle Webb.....	(585) 359-7920

Community Sites:

Care-A-Lot Child Care Inc.....	Shannon Rynkiewicz.....	(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.....	Kirstin O'Connell.....	(585) 334-0664
Augustin Children's Center.....	Laurie Benwitz.....	(585) 334-6000 x1243

UPK Morning Location/Class Times:

Augustin Children's Center.....	9:30 a.m.–12 p.m.
Care-A-Lot Child Care Inc.....	8:30–11 a.m.
Good Shepherd School.....	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.

UPK Afternoon Location/Class Times:

Augustin Children's Center.....	1–3:30 p.m.
Care-A-Lot Child Care Inc.....	12–2:30 p.m.
Good Shepherd School.....	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.