Steward Extended Day Preschool Program

Our preschool offers the following programs for students who would like to extend their preschool experience.

Lunch Bunch and Extended Day Hours

- Morning Extended Day – 7-9 or 8-9
- Lunch bunch – 12-1pm (3 year old class)
- Afternoon Extended Day – 1-2:00, 1-3:15 or 1-4:30

Please refer to the school website www.tritownschoolunion.com for more information or contact Judy LeBlanc, Preschool Coordinator @ 978-887-1538 x 106 or jleblanc@topsfieldps.org.

Extended Day Contact Information

Kelly Begley, Morning Extended Day Teacher (7-9) 887-1538 ext. 1407
Late Afternoon Extended Day Teacher (3:15 – 4:30) 887-1538 ext. 1407
Robyn King, Late Afternoon Extended Day Teacher (3:15 – 4:30) 887-1538 ext. 1408

If you are unable to contact the morning or afternoon preschool program directly, please call the following:

7:00 - 8:00 Steward Station (K-3 before school program) @ 978-887-2665
8:00 – 9:00 Steward School office @ 978-887-1538
3:15 – 4:00 Steward School office @ 978-887-1538
4:00 – 4:30 Steward Station (K-3 before school program) @ 978-887-2665

(Judy LeBlanc, Preschool Coordinator @ 978 887-1538 ext. 1406 or jleblanc@topsfieldps.org)

Early Morning Arrival Procedure

7:00 – 8:00 – Main Entrance – ring the Steward Station doorbell. The door WILL NOT be open before 7:00.

8:00 – 9:00 – Main Entrance

Please walk your child to the morning extended day classroom in room 108.
Afternoon Dismissal Procedure

1:00 & 2:00 Dismissal:
- Pull up as far as possible in the circle in front of the school so we can fit several cars.
- Car idling cannot exceed five minutes.
- Please walk over to the side walk at the front entrance of the school to meet your child.
- Teachers will bring children to their cars if needed in the circle driveway.
- Buckle your child in as quickly as possible so cars can exit the circle driveway.
- Please refrain from cell phone use during this time.

3:15 Dismissal (All School Dismissal):
- Please drive into the circle driveway at the front of the building via the parent parking entrance.
- All cars must be “live” in this line, so please stay in your car while waiting for your child to be dismissed.
- Teachers will bring your children to your car at dismissal.
- If your child has an older sibling from Steward being dismissed at pick-up as well, they will be dismissed together.

ALL SCHOOL Early Dismissal: 12:00 or 1:15 (Preschool 1:00)
If you are picking up your preschool child ONLY on these days, drive through the staff parking lot and park parallel to the staff cars. Please walk over to the side walk at the front entrance of the school to meet your child as these days can be very busy. Please refer to the school calendar for these early release days and mark on your calendar.

If you are picking up an OLDER SIBLING along with your preschool child, please stay in the ALL SCHOOL dismissal line and come through the parent parking lot and your children will be brought to your car when you enter the circle driveway.
If your child attends Lunch Bunch and Extended Day, the monthly 1:15 K-3 early dismissal DOES NOT affect Preschool Extended Day.

Release of Student

Children will be dismissed only to their parents or designated caretakers
- If individuals other than a child’s parents or guardians may be picking up throughout the year, the names of such individuals should be listed on the student pick-up list.
- If your child is to be picked up by someone who has not been authorized, please send a note indicating the person picking up to your child to his/her Preschool Teacher.
- All persons releasing a child who are not known to the staff will be required to show a photo ID/driver’s license upon arrival at the school.
Medical Emergency

In the event that a child is injured or becomes ill while participating in the early morning and late afternoon extended day program (when the school nurse is not yet in), the Preschool Extended Day Teacher will attempt to notify the child’s parents/guardians or the emergency contacts listed on the school emergency card. If none of those individuals can be reached and immediate medical attention is required to best treat the child, the Preschool Extended Day Teacher will obtain the necessary medical assistance.

SNOW/INCLEMENT WEATHER POLICY

Announcements regarding the delay or closing of school due to snow or inclement weather will be made through our Connect-Ed parent notification system. The Steward Preschool will be closed when the Topsfield Public Schools are closed.

ONE-HOUR DELAY: Morning Extended Day Preschool will open at 8:00

TWO-HOUR DELAY: No Morning Extended Day

- The 3 year old morning preschool program from 9-12 will be cancelled.
  - 3 year olds who typically attend class from 9-12 and then Lunch Bunch from 12-1 SHOULD NOT report to school.
  - 3 year old children who access our afternoon Extended Day program with either a 2:00, 3:15, or 4:30 dismissal the program will be operating from 11-4:30.

- The 4 year old program from 9-1 will open at 11:00 and end at 1 pm.
  - Extended Day will not be affected

SCHOOL CANCELLATION BEFORE THE SCHEDULED CLOSE OF SCHOOL

While this is an unusual event, there are occasions when the weather conditions are such that it is deemed necessary to close school before the normal end of the school day time. Families will be notified through our Connect – Ed parent notification system.

Lunch/Snacks

Parents should provide a lunch/snack if their child will be attending the program during the following times:

- Lunch Bunch – 12:00
- Afternoon Snack - 2:15
Please send all lunches and perishable snacks in an insulated lunch pack with ice pack. Snacks and lunches should be packed separately. Please remember to provide a napkin and any necessary utensils with your child’s lunch.

**Rest Time**

Students who attend our Preschool Extended Day Program after 1 pm are provided with mats for rest time. It is recommended that students bring a sheet to place over the mat and a blanket to rest with. Crib sheets fit nicely around the mats and keep them clean.

If your child does not nap, he/she may choose a quiet activity (e.g., puzzles, books) during this time.

**Lunch Bunch and Extended Day Payments**

Payments are to be paid on the first of the month. A $15 late fee is assessed for payments not received by the 15th of the month. Tuition should be paid by check or money order and made payable to the “Town of Topsfield”.

**Checks are to be mailed to / brought to:**
  Office of Student Support Services  
  28 Middleton Rd.  
  Boxford, MA 01921

For any questions or concerns that arise please contact Judy LeBlanc, Preschool Coordinator, at 978-887-1538 ext.1406 or jleblanc@topsfieldps.org. Please contact Linda Repucci regarding any billing issue at the Office of the Superintendent (978) 887-4119.

**Extended Day Schedule Changes**

All Lunch Bunch and Extended Day changes to the regular schedule must be made in writing so that the appropriate adjustments can be made and proper staff can be made available.

New fees for schedule changes are effective on the first day of the month the new schedule will be implemented. All changes to the regular schedule must be made on the change form on the following page.
Topsfield PreSchool Extended Day Schedule
REQUEST FORM
**Changes will not be acknowledged without this form

Student Name ___________________________________________
TEACHER Name ___________________________________________
Date Parent Submitted: ____________________________

I request Extended Day Hours for my child:
  □ Initial Request
  □ Change in days and/or hours attending

REQUESTED SCHEDULE (New or Revised):

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Drop-off Time:

  □ 7:00  □ 8:00  □ 9:00 ____________________________
  (please note any clarifying information, re:
  additions/deletions)

Pick-up Time:

  □ 1:00  □ 2:00  □ 3:15  □ 4:30 ____________________________
  (Lunch Bunch)  ____________________________
  (please note any clarifying information, re:
  additions/deletions )

REQUESTED EFFECTIVE DATE: ____________________________

Parent Signature: ______________________________________

EMAIL: _____________________________________________

CONFIRMATION / RECEIPT Copy:

- Pro-Rated Am’t for Extended Day Use (if needed) for: _________ = $_________
- Tuition Rate & Extended Day Rate for month: ______________ = $_________

-New Extended Day Rate as of: ______________ = $_________

-Monthly Tuition Rate $_________ + Extend Day Rate $______ = $_________

-BALANCE DUE (if any) ASAP: $______________________________

Approved/Confirmed By: ____________________________ Date___________

Copy to:    □ PARENT  □ Judy LeBlanc  □ TBD  □ Linda Repucci (Student Services Office)