

PRESCHOOL PIONEERS



Now Enrolling

Flexible Program Options

(978) 670-1177

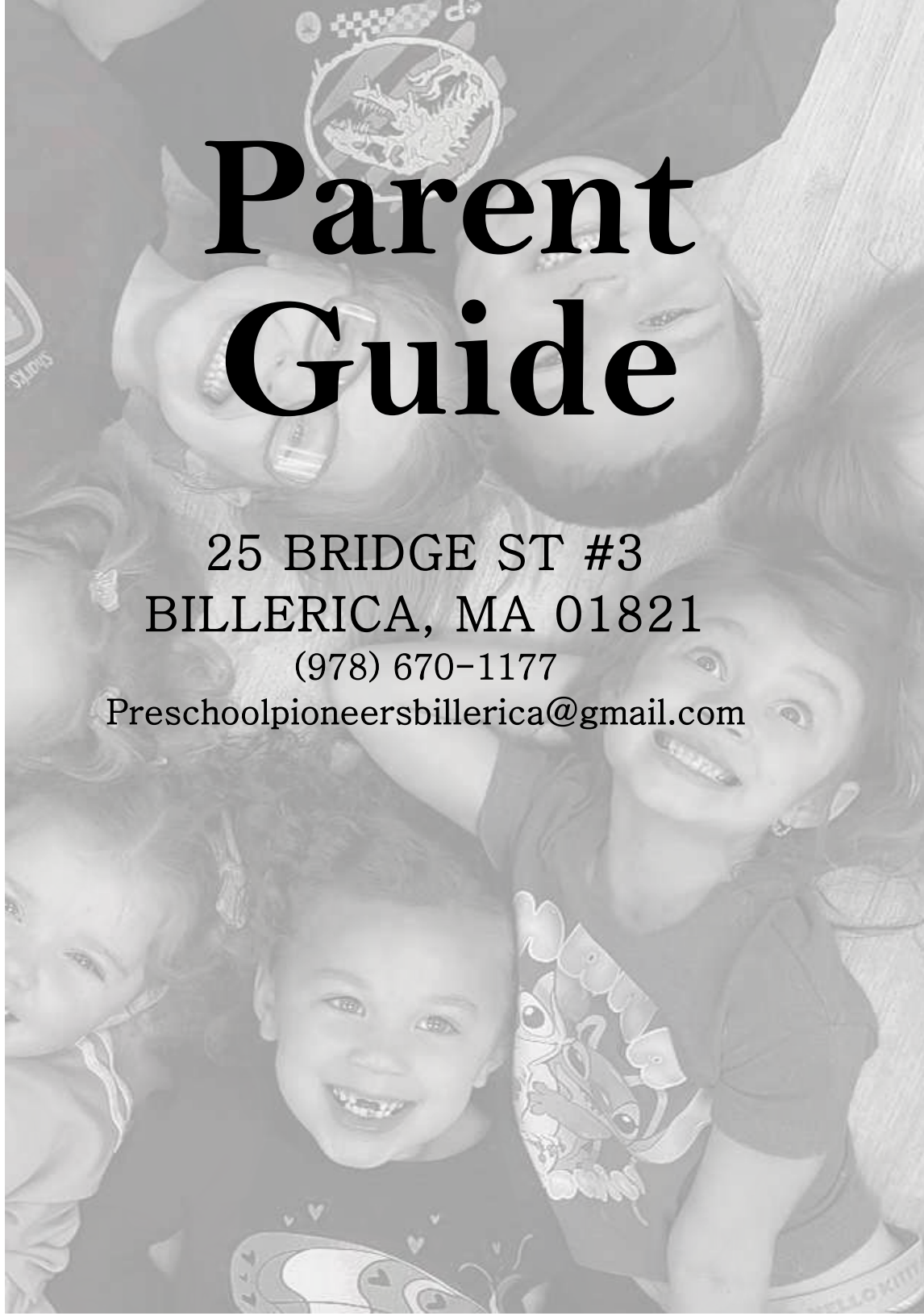
25 Bridge St. Unit 3 Billerica
www.preschoolpioneersbillerica.com

Parent Guide

25 BRIDGE ST #3
BILLERICA, MA 01821

(978) 670-1177

Preschoolpioneersbillerica@gmail.com



Welcome & Introduction

I WOULD LIKE TO EXTEND MY GRATITUDE AND WARMLY WELCOME YOU TO PRESCHOOL PIONEERS. MY JOURNEY IN WORKING WITH CHILDREN BEGAN IN 2010. OVER THE YEARS, I HAVE ACCUMULATED EXPERIENCE IN EDUCATING CHILDREN WHO FACE MODERATE DEVELOPMENTAL CHALLENGES, THE UNIQUE STRESSES ASSOCIATED WITH MILITARY FAMILY LIFE, AND CULTURALLY DIVERSE FAMILIES, PARTICULARLY THOSE WHOSE HOME LANGUAGE IS NOT ENGLISH. MY FAMILY HAS A RICH HERITAGE THAT INCLUDES ROOTS IN BOTH PORTUGAL AND BRAZIL. AS WE BEGIN TO GET TO KNOW EACH OTHER, I LOOK FORWARD TO THE OPPORTUNITY TO MEET WITH YOU TO DISCUSS YOUR CHILD'S LEARNING NEEDS AND TO LEARN MORE ABOUT YOUR FAMILY AND YOUR ASPIRATIONS FOR THE PRESCHOOL EXPERIENCE. WITH AN OPEN-DOOR POLICY, I ENCOURAGE FEEDBACK AND A FREE EXCHANGE OF IDEAS TO ENSURE THAT THIS IS THE BEST EXPERIENCE POSSIBLE FOR YOUR CHILD AND FOR PRESCHOOL PIONEERS.



[Policy and Guidance](#)

We kindly ask you to take a moment to go over our policies and guidelines.

All enrollment forms must be filled out completely before your child starts school.

Protecting your privacy and your child's privacy is very important to us. All personal information is kept secure and will be shredded when it is no longer necessary.

NOTE: PLEASE ENSURE THAT YOU SIGN AND RETURN THE ACKNOWLEDGEMENT OF RECEIPT FORM LOCATED AT THE END OF THIS BOOKLET BEFORE ENROLLING.



[State Licensing and Certification](#)

Rest assured that Preschool Pioneers adheres to all relevant state licensing requirements and is certified in accordance with Massachusetts law. Throughout the year, we provide CPR training for our staff.

Contact the director of the school with any questions or concerns at (978) 670-1177

Or

**the EEC Regional office located at 360 Merrimack St. Building 9 3rd floor
Lawrence, MA 01843. (978) 681-9684**

Withdrawal/Disenrollment

We require a minimum of two weeks advance written notice of your child's withdrawal. Our school reserves the right to dis-enroll a child from the program at any time as deemed necessary or appropriate with or without notice. In addition, please see Disciplinary Action section below.

The First Day and Week of School:

The first day in a new environment can be challenging for any child. Parents are welcome to call anytime during the day to see how their child is adjusting. Some separation anxiety is normal, and we endeavor to provide a smooth, enjoyable transition for both you and your child.

Arrival/Departure 7:30-2:30

It's essential for your child to start their day positively. When you drop off your child at school, please remind them to wash their hands and store their belongings in their cubby. A child will not be released to anyone at Pick-Up who is not on the authorized list provided by the parent. Anyone picking up a child may be required to show a photo ID before the child is released. If you anticipate being late, please inform the school right away so that a staff member can supervise your child and help ease any worries they might have. A late fee could be charged.

Birthdays Preschool Pioneers celebrates birthdays as special occasions

If you would like to bring a special treat to share with the class (like cookies, mini cupcakes, etc.), please inform your teacher ahead of time. Hard or chewy candies, balloons, and latex items are not allowed due to choking or allergy risks.

Clothing and Other Personal Items

The best type of clothing for a school day includes comfortable, easy-fitting, and washable play clothes. We kindly request that children refrain from bringing toys from home, as they can lead to some tension. However, if your child has a special blanket or a "cuddly" that helps them feel secure, you are welcome to bring it along. Just ensure that the teacher knows about it. Please label all clothing and personal items with your child's name. The school cannot take responsibility for any clothes or items that are lost or damaged.

Disciplinary Actions Adverse action leading to dismissal:

A child may be asked to leave the school if their behavior is so disruptive or distressing that it negatively impacts other children. Parents will be informed both verbally and in writing if an incident occurs. All dismissal decisions will be made by the director after discussions with the teacher and the parents.

Social Services Referral Plan:

If a situation arises that requires Social Services, the teacher will (1) observe and document in writing the specific behavior, including the times and days it occurred. (2) The teacher will inform the director of all actions taken. A meeting will be

Allergies:

It is important that all allergies are documented in the medical form for enrollment.

Social Services Referral Plan:

If a situation arises that requires Social Services, the teacher will (1) observe and document in writing the specific behavior, including the times and days it occurred. (2) The teacher will inform the director of all actions taken. A meeting will be arranged with the director, teacher, and parent to explain the nature of the referral. A parent signature will be requested. The parent will receive a copy of the notification, and a copy of the letter will be kept in the child's file. (3) After some time, the teacher will follow up to check if the referral was made and what the outcome was. (4) If the parent chooses not to proceed with the referral, the teacher will write a letter stating the parent's request. The parent will sign it and receive a copy of the letter.

Health and Safety Illness:

Please inform the school if your child will be absent. If a child becomes ill at school, the parent will be contacted to pick up their child. Common reasons for sending a child home include vomiting, diarrhea, fever and other flu-like symptoms, conjunctivitis, rashes, chicken pox, and lice. If the parent cannot be reached, the emergency contact listed on the enrollment form will be called. To ensure the health and safety of all children, it is crucial that you pick up your child promptly when notified. Please update the school with any changes to your address, phone number, emergency contacts, or medical information. A child who is unwell will be kept separate from the other children. To ease anxiety, essentials may be provided to the child such as Kleenex, paper towels, bucket, blanket, pillow, book and/or toy. All contact areas will be disinfected once the child has been picked up.

Injuries:

It is crucial to keep all medical and consent forms fully updated in case of an injury or emergency. Occasionally, despite our best efforts to maintain a safe environment, incidents can happen. Emergency plans, numbers, and procedures are displayed throughout the school. The local fire department conducts annual inspections, and fire drills are held once a month. Children receive instructions on the correct procedures during these drills. If needed, minor injuries will be treated with first aid by the director or staff, unless otherwise specified on the medical authorization forms provided by parents. In the event of a severe injury, the Director will contact the Billerica Fire Department Ambulance or dial 911. Parents will be informed promptly. If the parent is not present, the Director will accompany the child to the hospital. Should the parent be unreachable, the emergency contacts listed on the authorization form will be contacted.

Medications:

No medication will be administered at the school without a note from a medical professional stating that administration of medication is necessary more than two times a day, or required as a specific time that overlaps with programming. Please be aware that if the medication requires training that our staff does not have a parent may be asked to come in to administer the medication. ALL MEDICATIONS MUST BE GIVEN FIRST DOSE AT HOME in case of allergies.

Required Reporting Information:

Child care administrators must legally report any signs of child neglect or suspected abuse. Failure to comply with state regulations can result in legal consequences. No one, including school officials or the child's parents, is allowed to obstruct this reporting obligation. If you have any inquiries about this policy, the name and phone number of the regional director for the area are displayed at the school.

Curriculum

Learning should be a natural and enjoyable journey. We incorporate activities that promote the development of the entire child. Our curriculum is designed to foster essential cognitive abilities. Here is a general overview of a typical day

8:00

Arrival/ Table Choice

8:30

Phonics with Ms. Sandy

9:45-10:30

Prep for/Enjoy snack

10:30-11:00

Quiet activity

11:00-11:25

Group A outside/Group B specials

11:25-11:50

Group A specials/Group B outside

11:50-12:00

Dismissal (Half-Day Program)

12:00-12:30

Rest time (Optional nap)

12:30-1:00

Lunch

1:00-1:30

Sensory play

1:30-1:50

Curriculum play

1:50-2:00

Dismissal (Full-Day Program)

The schedule may be modified depending on special activities, events or day-to-day unexpected changes.

Progress Reports

Progress reports go out in October, January, and April.

School Closing and Snow Dates

Preschool Pioneers will be closed when the Billerica Public schools close or have a delay. Preschool Pioneers management reserves the right to cancel classes for any reason related to the safety of staff and its families. Should the school be canceled families will be notified through the Lillio APP.

START/END DATES

Monday August 31st- Friday June 25th
Graduation EST June 18th, 2027

NO SCHOOL DATES:

September 7

October 12

November 11

Nov 26 - Nov 27 Thanksgiving Break

Dec 23 ½ DAY NLY

Winter Break Begins Dec 24 - Jan 1

Jan 18

February 15-19

March 26

April Break 19-23

May 31

June 18 Juneteenth

June 25th LAST DAY OF SCHOOL

June 28-July 4th CLOSED

SUMMER CLASSES BEGIN

July 6th -August 27th

