

Pre-K Program:

Monhegan School will work with the Maine Department of Education to obtain and/or maintain approval for a Pre-K program when the school has capacity as determined by the Superintendent and School committee. Capacity will be determined based on review of available fiscal, staffing and facilities resources. When Monhegan School has a Pre-K program open to children who are four years old (on or before October 15th of the academic year of entrance), all necessary state health forms and health requirements shall be completed before Pre-K age children commence attending pre-K programming under this policy. The Pre-K program will offer 16.25 hours of programming per week starting on the first day of the academic year. The schedule will be developed after consultation with the parents and the superintendent. Flexibility of scheduling for each child is based on our intent to meet the developmental needs of each child.

Parents shall be responsible for bringing the Pre-K student to school and for taking the child home according to the schedule established by the teacher.

Pre-K students will be included in off island activities as deemed appropriate and approved by the school superintendent upon recommendation by the lead teacher. (Also refer to policy on Field Trips - IJOA).

Three-Year-Old Program at times of Low Pre-K to 8 Enrollment:

The Monhegan School Committee may open enrollment to three-year-old children if the Pre-K to 8 student enrollment meets the following thresholds and the school is able to meet the requirements of the Maine Department of Education public pre-K and/or private child care licensing requirements. It should be clear that the inclusion of three-year-old children in the school will not require additional staffing.

1. Should the school have a total student enrollment of two students or fewer in grades Pre-K to 8 *and* those student(s) are in grades Pre-K to 2, than the Monhegan School shall invite children who are three years old (on or before July 1 of the academic year of entrance) to participate in the Pre-K/K screening process to determine eligibility of the three year old to enroll in a Three-Year-Old Program. Whenever appropriate, three-year-old students will be included in Pre-K to 2 programming designed or adapted to include them. This addition of a Three-Year-Old Program is made with the intent of providing social interaction in a low enrollment situation that otherwise leaves the Pre-K to 8 student(s) unable to interact with any or many other children face-to-face in a school setting on a regular basis.

In this situation, all aspects of the Pre-K Program policy will remain in place for students eligible for that program and will apply equally to three-year-old students except that the following will apply:

- a. Prior to the start of the academic year, the teacher will propose a general Three-Year-Old Program schedule with a maximum of 8 hours for review by the superintendent and the school committee. Upon approval, the teacher will send the parents of Pre-K to 8 students copies of the school schedule with the Three-Year-Old Program schedule included. Every effort will be made to inform parents of three-year-old children of the exact starting dates and school schedule by mid-August of each year.
 - b. The Superintendent has the authority to reduce enrollment hours of a three-year-old student when the needs of that child or the other students cause the child's participation to be unproductive.
 - c. Three-year-old students need not be toilet trained to enroll. However, parents shall be responsible for providing all labor, equipment and materials needed to meet the requirements of the Maine Dept. of Education Toileting Policy and any other school requirements/rules for sanitation and hygiene implemented as necessary in consultation with the school nurse. The teacher shall not be asked to attend to toileting needs, except in the event of accidental circumstances where immediate attention by the teacher is absolutely necessary.
 - d. A three-year-old student may participate in off-island field trips on a case-by-case basis, upon the recommendation of the teacher and superintendent, and if a parent/guardian accompanies his/her child on the trip. In this case, expenses related to parent/guardian participation shall be covered by the School. (Also refer to policy on Field Trips - IJOA)
 - e. If a three-year-old student has needs best met by Child Development Services, a referral will be made to that agency.
2. Should total enrollment in grades Pre-K to 8 increase to three or more students after the academic year commences and after three-year-old children are enrolled in the Three-Year-Old Program, attendance by three-year-old children will continue for a trial period of up to one month to determine if continued attendance by the three-year-old students is in the best educational interests of the Pre-K to 8 students. In this circumstance, the school committee in consultation with the superintendent shall make the final decision within the one month trial period whether three-year-old students shall continue to be included in the Three-Year-Old Program during the time that total enrollment in grades Pre-K to 8 is three or more.

Adopted: 09/24/13 by J. Stevens, M. Chioffi & J. Weber

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