

K A S E

2017 - 2018 Kindergarten Enrichment

Parents' Handbook

The Needham Public Schools Community Education Department is pleased to offer KASE for each elementary school. KASE, a fee-based program, affords kindergarten children the opportunity to experience the best in full school-day programming by extending the 1/2 day Kindergarten program with a 1/2 day KASE program. The unit based KASE curriculum complements kindergarten and extends learning through an engaging array of hands-on, enrichment explorations. With passports stamped, children are off to discover the wonders of the Rain Forest, the Coral Reef, Medieval times and more.

WHAT IS KASE?

STRETCH ● EXPLORE ● DISCOVER ● FLOURISH

KASE is a fee-based, half-day program offered by the Needham Schools to complement the half-day Kindergarten program. Children who attend morning Kindergarten may enroll in afternoon KASE and vice versa. Children may sign up for 2-5 days a week.

MISSION

Celebrating the joy of learning is the hallmark of the Kindergarten Enrichment Program (KASE). Our rich, imaginative curriculum is designed to complement the Kindergarten program with guided discovery units that encourage students to explore and nourish their natural curiosity.

CURRICULUM

Our hands-on, thematic approach actively engages children in constructive explorations. The sights, sounds, experiences and habitats of animals and people around the world serve as our textbook. Students discover the wonders of places like the Arctic, the Coral Reef, Ancient Egypt, the Rain Forest, Africa, Hawaii, or Japan. With every unit, classrooms are transformed with student-made props as they “travel” the world, living the science and social studies of each location or time period. Upon entering a KASE classroom you may find students boarding the classroom jeep as they set out to visit the exotic animals of the African Savannah, or participating in a KASE grand feast as a culmination of their study of medieval times.

ENVIRONMENT

At KASE, we appreciate the importance of providing a welcoming, supportive environment that nurtures the overall development of each child. We encourage a cooperative learning atmosphere that enables each of our similarities and differences to be appreciated and valued. Combining KASE with Kindergarten also affords children an opportunity to extend their relationships with other Kindergartners, hone their skills, and expand their horizons.

RHYTHM OF THE DAY

The schedule of the KASE day is similar to the Kindergarten program. Each day begins with a meeting (which sets the stage for the day) and includes a time for free play, independent exploration, guided activities, snack, story and outside play. During the mid-day hour between Kindergarten and KASE, children eat lunch and have a recess period.

TEACHER CHILD RATIO

KASE generally maintains a 1:10 Teacher Child Ratio. Classes are limited to 20-25 depending on the size of the classroom.

SOME THINGS YOU’LL WANT TO KNOW

GENERAL

Please be sure to let your child’s kindergarten teacher know which days he or she will be attending KASE and alert your kindergarten teachers and bus drivers of any schedule changes you make during the year.

CLOTHING

Weather permitting, we try to take the children outside everyday. Please be sure to send warm clothing on chilly days.

SNACKS

Children should bring a nut-free snack for both KASE and kindergarten. In the beginning, it is helpful to mark the snacks and lunch so that your child can identify what is to be eaten for snack and what is to be eaten for lunch.

LUNCH

All KASE students eat lunch in their home schools (the school where they attend Kindergarten). At the beginning of the year, we ask that all KASE students bring a lunch from home. As students become adept at the lunch routines, more options are available. The lunch options vary depending upon the set-up at each school.

Once more options are available, information about the KASE lunch system will be sent home to you so that you can choose which option is best for your child. In all cases parents are invited to establish a food service account and children are able to purchase milk. KASE students can sign up to purchase a cafeteria lunch on a regular schedule. In no case can students purchase lunch sporadically; students are required to choose one of the lunch options available and stick with it.

Our goal is to make lunch an enjoyable, stress-free experience for all KASE children.

HEALTH/WELLNESS

KASE follows the Needham Public Schools policies for allergy and health management. Children who attend KASE in their home schools are cared for by the home school Nurse. Off site KASE students are cared for by the KASE Nurse in collaboration with home school Nurses.

ALLERGY POLICY

If your child has a known allergy, please be sure to communicate this to the Nurse at your home school as well as the KASE nurse. KASE adheres to the Needham Public Schools Food Allergy Policy, which is as follows:

“NPS recognizes the increasing prevalence of student food allergies and the life-threatening nature of allergies for many students. The school programs are not declared as “allergen free” and foods with known allergens (peanuts, tree nuts, milk, eggs, shell fish, fin fish, soy, wheat) are not banned.” While these foods are not banned, we ask that you do not send a peanut or nut-containing product for your child to eat during snack in the classroom.

DROP-OFF AND PICK-UP

- KASE drop-off and pick-up at the home schools follow the routines of the schools.
- KASE drop-off and pick-up is also an option at the Congregational Church. Please be sure to clearly communicate your child’s arrival and dismissal plans with your child’s KASE teacher. It works best for everyone if your child follows a routine.
- If you are running late and miss the shuttle bus, you should drive your child directly to their off-site KASE. Please park and walk your child into their classroom.

DISMISSAL

KASE dismissal is “hand-to-hand”. Please be specific about how (bus, walker, car line etc) and to whom your child is to be dismissed.

For safety reasons, it is imperative that you send a note to your KASE teacher if there is any change in your child’s normal dismissal plan. For example, if your child is going home with a friend, or if a neighbor is picking them up, please be sure to send your child’s KASE teacher a dated note indicating the change to his/her dismissal plan.

TRANSPORTATION

There are several kinds of transportation in Needham Schools

- 1) **KASE Shuttle bus.** This is the bus that takes KASE children from their home school to and from their off-site KASE Program. This bus is part of the program and there is no fee.
- 2) **Free neighborhood bus service between home and school.** If a kindergarten child is entitled to ride the bus to school, they are entitled only to that bus that takes them to and from kindergarten, that is, the mid-day bus and either the morning or afternoon bus depending on their kindergarten assignment. It does not include KASE.
- 3) **Fee based bus service.** Transportation between your home and elementary school before or after KASE is an option for parents through the fee-based busing program. Please call the Transportation Coordinator, at 781-455-0400 ext. 234.

WHO TO CONTACT

KASE Office: 781-559-3384 or 781-559-3390
Community Education: 781-455-0400 x 235

PROGRAMMING

If you have questions regarding KASE programming or want to make a change to your KASE schedule, please call Connie Leonard at the KASE Office (781-559-3384) or email Connie_Leonard@needham.k12.ma.us.

TUITION

If you have questions regarding your KASE tuition, billing, payments or receipts, please direct your call to Jill Ash at the Community Education Office (781-455-0400 x 235) or email Jill_Ash@needham.k12.ma.us.

NURSE

If you want to speak to the KASE nurse, please call the KASE Office (781-559-3384) or email Karen_Mulhern@needham.k12.ma.us.

TEACHER

If you want to contact your child's KASE teacher, please leave a message for your teacher at the KASE or home school office (depending where your KASE is located) and your teacher will return your call; or, you can contact them directly via email (first_name_last_name@needham.k12.ma.us).

DISMISSAL

If you have a change in dismissal plans, please send a note in your child's KASE communication folder, or call the KASE or home school office. Do not email your teacher with this information during the day; they often do not have time to check their email until after the children have left at the end of the day.

ABSENT OR TARDY

If your child is going to be absent or tardy:

- Broadmeadow and Hillside KASE, call the KASE Office (781-559-3384)
- Eliot KASE, call the Eliot Office (781-455-0452)
- Mitchell KASE, call the Mitchell Office (781-455-0466)
- Newman KASE, call the Newman Office (781-455-0416)

Parents please remember that the KASE day begins at the start of the school day. For the benefit of both the group and your child, it is important to be prompt. The children follow a daily routine; it is difficult for children to "settle in" when they arrive after the day's introductions and activities are already underway.

**A complete contact list is available at the back of this handbook.*

HOME-SCHOOL CONNECTION

A strong partnership between parents and teachers is both valued and nurtured in the KASE Program. We welcome your questions, concerns and suggestions. We also encourage you to let us know if there are any changes in your child's life that we might help support with a little extra attention at school. We have an open door policy in our KASE classrooms and we hope that you will visit often throughout the year.

Unfortunately, it is not feasible for the KASE teachers to schedule formal parent/teacher conferences for every child in their classes. (Because we have children that come 2 to 5 days a week, each KASE teacher has an average of 50

students under their wing.) However, if you feel it would be helpful to talk to your KASE teacher privately about a concern regarding your child or you just want to check in, please email your KASE teacher or leave a message with the KASE office and your KASE teacher will contact you at a mutually convenient time and either discuss your concern over the phone or schedule a time to get together.

To insure a smooth transition for the children between kindergarten and KASE, KASE teachers communicate regularly with the kindergarten teachers as well as the specialists involved with their students. We all strive to make each child's day as seamless as possible.

In the very rare instance that a child has difficulty adjusting to KASE or is consistently behaving inappropriately in KASE, the child's parents, KASE director and teachers will meet to discuss the situation and create an intervention plan to help the child. This will be a collaborative effort and a time line will be established. The Director, teacher and parents will continue to meet as needed and at the end of the time period will determine if continuing to participate in KASE is in the best interest of the child and of the other children in the program.

The KASE Director and teachers reserve the right to terminate the child's eligibility in KASE if:

- The parents refuse to address the problem or to be involved in the intervention;
- After a concerted effort has been made to help the child adjust, it is determined that the child's behavior is so disruptive that it compromises the safety or well-being of the child or the other children in the program.

CALENDAR

KASE start and end times and calendar match that of the home elementary school exactly. KASE does not meet on holidays or early release days. Early Release and Kindergarten Conference days can be a bit confusing and being a parent of a kindergartner on these days is especially challenging. Please keep a copy of the "Days to Remember Calendar" handy. We will send home notices before each day and make a real effort to alert you to the schedule change and dismissal procedures. Please refer to "extra days" if you need your child to attend KASE for sessions that they are not ordinarily scheduled to attend.

CHANGES IN ROUTINE

Schedule changes for Professional Development or weather are especially challenging for kindergarten parents. The school day on an early release day is from 8:20-12:15 at Broadmeadow, Eliot, Hillside and Mitchell. At Newman an early release day is from 8:45-12:40. You will receive a reminder before each early release day with a request for your child's dismissal information. Please be sure to return your dismissal information to your child's teacher.

EARLY RELEASE DAYS

AM KASE meets/No PM KASE

AM Kindergarten meets/No PM Kindergarten

- KASE and Kindergarten are dismissed with grades 1-5 at 12:15 (12:40 Newman).
- Shuttle service is provided back to the home schools from off-site KASE.
- There is no lunch on Early Release Days, so it is good to send a substantial snack with your child.

EARLY RELEASE/KINDERGARTEN

CONFERENCE DAYS

AM KASE meets/No PM KASE

No AM or PM Kindergarten

- AM KASE is dismissed with grades 1-5 at 12:15. (12:40 Newman)
- Shuttle service is provided back to the home schools from off-site KASE.
- There is no lunch on Early Release Days, so it is good to send a substantial snack with your child.

KINDERGARTEN CONFERENCE DAYS

Both AM and PM KASE meet

No AM kindergarten/PM kindergarten meets

Broadmeadow, Eliot, Hillside and Mitchell

Parents should bring PM KASE children to their home school lobby at 11:03 for lunch and to proceed with their normal KASE afternoon routine.

Broadmeadow and Hillside

- parents who want to skip lunch and come directly to KASE at the church, can drop off at 11:45. .

Eliot and Mitchell

Parents should bring their children to the cafeteria at 11:03 for lunch and outdoor play, or the KASE class room at 12:08 to begin afternoon KASE.

Newman

Parents should bring their children to the Newman Lobby at 11:28 for lunch and outdoor play, or to the KASE classroom at 12:27 to begin afternoon KASE.

DELAYED OPENING

PROFESSIONAL DEVELOPMENT OR WEATHER

AM KASE (varies by school)/PM KASE meets

NO AM Kindergarten/PM Kindergarten meets

Eliot and Mitchell

- AM KASE begins after the delay at 10:20.
- PM KASE parents should bring their children to the cafeteria at 11:03 for lunch and to proceed with their afternoon schedule.

Newman

- AM KASE begins after the delay at 10:45.
- PM KASE parents should bring their children to the Newman Lobby at 11:28 for lunch and to proceed with their normal KASE afternoon routine.

Broadmeadow and Hillside

- No AM KASE. Unfortunately, the time left after a delayed opening does not allow for our children to be shuttled to and from their off site KASE program especially in bad weather when travel is slower.
- PM KASE parents should bring their children to their home school for lunch at 11:03 and to proceed with their normal afternoon KASE schedule.

EXTRA DAYS

To insure the quality of the KASE program and the safety of the children, we are not able to allow children to trade or make up missed days. It is possible, however, to arrange for your child to attend occasional extra sessions of KASE in addition to their regular KASE schedule. It is imperative that you make arrangements with your KASE Teacher well in advance to confirm that there is space and so that the KASE teacher can include your child in her plan for that day. The fee for extra days is consistent with the KASE daily rate of \$25.00. Please send a lunch from home when your child comes for an "extra day".

SNOW DAYS

When school is canceled because of snow, KASE is also canceled. The "No School" announcement will be carried by radio stations WBZ 1030 AM and WRKO 680 AM and television channels 4, 5, 7, and the local cable channel. Information regarding schools during inclement weather is also available on the Needham Public Schools' website www.needham.k12.ma.us.

Please do not call the Police Department, the Fire Department, the Department of Public Works or the School Department to ask about "No School" or "Two-Hour Delayed Opening" announcements. Your call may interfere with the performance of their duties at a critical time during a storm.

TUITION

Term	2017-2018 Term Dates	Payment Due Date	Attending Schedule	Tuition	Deposit	Tuition Per Term
Term 1	Sept 1 - Nov 22	July 14	2 days/week	\$2,040*	\$100	\$510*
Term 2	Nov 27 - Feb 16	Nov 3	3 days/week	\$2,900*	\$150	\$725*
Term 3	Feb 26 - Apr 13	Jan 26	4 days/week	\$3,540*	\$200	\$885*
Term 4	Apr 23 - end of school	April 2	5 days/week	\$4,180*	\$250	\$1045*

To pay tuition online visit myschoolbucks.com and use your online payment ID # which can be found on the invoice.

- Children are committed to the number of days they have reserved in KASE for the length of each Term.
- If space allows, children may add days during the Term. Tuition will be pro-rated for the additional days.
- Tuition is based on actual costs and will not be reimbursed for days that a child misses KASE due to illness, vacations, etc.
- KASE deposits are deducted from the last Term tuition and are not refunded for withdrawal from the program.
- A \$25 late fee will be assessed to fees that are not received within two weeks of payment due date.
- KASE Deposit will be deducted from the Term 4 invoice.

NEEDHAM PUBLIC SCHOOLS NON-DISCRIMINATION POLICY

The Needham Public Schools do not discriminate on the basis of age, race, color, sex, gender identity, religion, national origin, sexual orientation or disability, and ensure that all students and employees have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and courses of study.

KASE CONTACT INFORMATION

KASE OFFICE (phone 781-559-3384)

Director	Connie Leonard	Connie_Leonard@needham.k12.ma.us
Nurse	Karen Mulhern	Karen_Mulhern@needham.k12.ma.us
Registrar	Jill Ash	Jill_Ash@needham.k12.ma.us
		781-455-0400 X235

KASE AT THE NEEDHAM CONGREGATIONAL CHURCH

BROADMEADOW (school phone 781-455-0448)

Head Teacher	Maryellen Reidy	Maryellen_Reidy@needham.k12.ma.us
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Assistants	Janet Lopes
	Sarah Kesselman
Lunch	Jane Blomberg

HILLSIDE (school phone 781-455-0461)

Head Teacher	Tracy McKay	Tracy_McKay@needham.k12.ma.us
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Assistants	Elaine Monahan
	Carolyn Fanning
Lunch	Laurie Tarabelli
	Zhana Berezina
	Amy Sten

KASE LOCATED IN THE HOME SCHOOLS

ELIOT (school phone 781-455-0452)

Head Teacher	Katie Murphy	Kaitlin_Murphy@needham.k12.ma.us
Assistants	Liddy Dermirijian	
	Molly Pomposelli	
	Georgina Ruetnick	

MITCHELL (school phone 781-455-0466)

Head Teachers	Claudine Shaby	Claudine_Shaby@needham.k12.ma.us
	Amanda Findlay	Amanda_Findlay@needham.k12.ma.us
Assistants	Priscilla Mullin	
	Sharon Woods	
	Anne O'Connor	
	Lynne Francheschi	

NEWMAN (school phone 781-455-0416)

Head Teacher	Caryl Johnson	Caryl_Johnson@needham.k12.ma.us
	Sigrid Methot	Sigrid_Methot@needham.k12.ma.us
Assistants	Dale McCarthy	
	Dawn O'Halloran	
	Maryanne Parlato	
	KatherineVetraino	

KINDERGARTEN/KASE DATES TO REMEMBER 2017-2018

Sept.	26	Tues.	Early Release AM Kindergarten meets, NO PM Kindergarten AM KASE meets, NO PM KASE
Oct.	26	Thurs.	Early Release/ Kindergarten Conference NO AM or PM Kindergarten AM KASE meets, NO PM KASE
Nov.	8	Wed.	Kindergarten Conference NO AM Kindergarten , PM Kindergarten meets Both AM and PM KASE meet
Nov	22	Wed.	No School/Professional Development
Dec.	6	Wed.	Delayed Opening NO AM Kindergarten , PM Kindergarten meets AM KASE varies by school , PM KASE meets
Dec.	7	Thurs.	Kindergarten Conference NO AM Kindergarten , PM Kindergarten meets Both AM and PM KASE meet
Jan	16	Tues.	Delayed Opening NO AM Kindergarten , PM Kindergarten meets AM KASE varies by school , PM KASE meets
Jan.	31	Wed.	Early Release AM Kindergarten meets, NO PM Kindergarten AM KASE meets, NO PM KASE
Feb.	13	Tues.	Early Release AM Kindergarten meets, NO PM Kindergarten AM KASE meets, NO PM KASE
Mar.	7	Wed.	Early Release AM Kindergarten meets, NO PM Kindergarten AM KASE meets, NO PM KASE
Mar.	29	Thurs.	Early Release/ Kindergarten Conference NO AM or PM Kindergarten AM KASE meets, NO PM KASE
April	10	Tues.	Delayed Opening NO AM Kindergarten , PM Kindergarten meets AM KASE varies by school , PM KASE meets
May	3	Thurs.	Kindergarten Conference NO AM Kindergarten , PM Kindergarten meets Both AM and PM KASE meet
May	24	Thurs.	Early Release/ Kindergarten Conference NO AM or PM Kindergarten AM KASE meets, NO PM KASE
June	5	Tues.	Early Release AM Kindergarten meets, NO PM Kindergarten AM KASE meets, NO PM KASE

Needham Public Schools School Calendar

2017-2018

September				
M	T	W	Th	F
28	29	30	31	1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

AUGUST 2017	
8/28	General Staff meeting/Prof. Dev
8/29	Professional Development Day
8/30	All Schools Open
8/31	First Day of Kindergarten
8/31	Preschool Orientation

October				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2017	
9/1	First Day of Preschool & KASE
9/4	Labor Day - No School
9/21	Rosh Hashanah
9/26	PreK-8 Early Release

November				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

April				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2017	
10/9	Columbus Day
10/26	PreK-12 Early Release
NOVEMBER 2017	
11/10	Veterans' Day Observed No School
11/22	No School- Prof Development
11/23-24	Thanksgiving Recess

December				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

DECEMBER 2017	
12/6	PreK-8 Delayed Opening
12/25-1/1	Winter break
JANUARY 2018	
1/2	Classes Resume
1/15	Martin Luther King Jr. Day
1/16	PreK-8 Delayed Opening
1/31	PreK-12 Early Release

January				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY 2018	
2/13	PreK-8 Early Release
2/19-23	February Recess
2/26	Classes Resume
MARCH 2018	
3/7	PreK-12 Early Release
3/29	PreK-8 Early Release
3/30	Good Friday

APRIL 2018	
4/10	PreK-8 Delayed Opening
4/16-4/20	April Recess
4/23	Classes Resume

MAY 2018	
5/24	PreK-12 Early Release
5/28	Memorial Day

JUNE 2018	
6/4	Graduation
6/5	PreK-8 Early Release
6/13	Last day if no snow days-ER
6/20	Last day 5 snow days-ER

	Holiday/Recess
	PreK-8 Early Release (ER)
	PreK-12 Early Release (ER)
	PreK-8 Delayed Opening- 2 hrs
	Professional Day

NOTE: Classes at the high school (grades 9-12) begin at 8:35 on Fridays

Approved by School Committee October 18, 2016