

# Information Packet for Parents



## Welcome to PEP

2012-2013  
Preschool Education Program  
Montgomery County Public Schools  
Rockville, Maryland  
301-279-2016 and 301-279-2058  
<http://www.montgomeryschools.org/curriculum/pep>

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## IMPORTANT NAMES AND PHONE NUMBERS

### Preschool Education Office

Upcounty Regional Services Center  
12900 Middlebrook Road, Suite 3305  
Germantown, MD 20874  
Fax: 301-279-2119

### Faith Fischel, Coordinator

Peggy Hunter, Administrative Assistant, 301-279-2016

### Nancy Lucas, Coordinator

Bernie Green, Administrative Assistant, 301-279-2058

|  |  |
|--|--|
| Brookhaven<br>Brown Station<br>Cashell<br>Germantown<br>William B. Gibbs, Jr.<br>Lake Seneca<br>Thurgood Marshall<br>Lois Rockwell<br>Strawberry Knoll<br>Viers Mill<br>Washington Grove<br>Whetstone<br>Woodfield | Ashburton<br>Cloverly<br>East Silver Spring<br>Glen Haven<br>Green Castle<br>Jackson Road<br>Luxmanor<br>Montgomery Knolls<br>Sherwood<br>Stephen Knolls<br>Stone Mill<br>Travilah<br>Wayside<br>Arc- Building Bridges<br>Itinerants/Medically Fragile |
|--|--|

**Gerry Edwards, Instructional Specialist, all sites**

**Jamie Wetrogan, Program Support Teacher**

**Amy Shorb, Program Support Teacher**

### PEP Site School Assignments

| Gerry Edwards   | Amy Shorb  | Jamie Wetrogan   |
|---|--|--|
| Brookhaven ES<br>Cashell ES<br>Washington Grove ES<br>Viers Mill ES<br>Itinerants | Brown Station ES<br>Germantown ES<br>William B. Gibbs, Jr. ES<br>Lake Seneca ES<br>Thurgood Marshall ES<br>Lois Rockwell ES<br>Stone Mill ES<br>Strawberry Knoll ES<br>Travilah ES<br>Wayside ES<br>Whetstone ES<br>Woodfield ES | Ashburton ES<br>Cloverly ES<br>East Silver Spring ES<br>Glen Haven ES<br>Greencastle ES<br>Jackson Road ES<br>Luxmanor ES<br>Montgomery Knolls ES<br>Sherwood ES<br>Stephen Knolls School<br>Arc-Buiding Bridges |

## Central Office Staff

|                             |   |              |
|-----------------------------|---|--------------|
| <b>Ms. Felicia Piacente</b> | Director, Division of Prekindergarten Special Programs and Related Services                 | 301-279-8520 |
| <b>Ms. Amy Cropp</b>        | Supervisor, Child Find/Early Childhood Disabilities Unit                                    | 301-947-6050 |
| <b>Ms. Pam DeFosse</b>      | Supervisor, Speech and Language Programs  | 301-649-8085 |
| <b>Ms. Patricia Janus</b>   | Supervisor, Physical Disabilities Programs (OT/PT Office)                                   | 301-657-4959 |
| <b>Ms. MaryRose Catena</b>  | Instructional Specialist, Division of Prekindergarten Special Programs and Related Services | 301-279-8520 |

## Transportation

|  |              |
|--|--------------|
| Special Education Transportation Office  | 301-670-2283 |
| <b>Your Child's Bus Lot Phone Number</b> |              |

## Community Numbers

- LOCATE-Child Care Service – 1-877-261-0060.
- Montgomery County Public Schools Parent Information and Training Center – 301-657-4969
- Montgomery County Disability Services Access Line – 240-777-3000
- Disability Resource Center of Montgomery County Public Libraries – 240-777-0140  
<http://www.montgomerycountymd.gov/Apps/Libraries/branchinfo/sn.asp>

## WHAT IS PEP?

The Preschool Education Program, PEP, is a special education program for children with educational disabilities. Most children in PEP have an Individualized Education Program (IEP) with learning goals and objectives based on needs identified through formal evaluation. The goals and objectives are guides to assist the staff in helping each child acquire skills that other children their age already have learned. PEP serves children with a variety of disabilities. Most children who participate in PEP classes have moderate learning delays in more than one area of development and many of the children receive related services such as speech/language, occupational, and/or physical therapy. Some students come to PEP without an IEP to participate in the PEP PILOT classes located in some PEP sites. Parent education and training are also a part of the program.

### Locations

PEP classrooms are located in several schools throughout Montgomery County. There are varied types of classes designed to meet the specific needs of children. These include Classic, PILOT, Intensive Needs (INC), PEP Comprehensive (PEP-C) and Beginnings. In addition, Medically Fragile services are provided in the home to a child whose doctor has determined that he/she cannot attend school, and Itinerant services are provided for children whose special education needs do not require a comprehensive classroom program.

### Hours

Children attend classes two, three, four or five days a week as identified on each child's IEP. The hours of the class depend on the specific type of PEP class in which each child is enrolled. Although children attend school without their parents, parents play a critical role in their child's learning and are encouraged to communicate frequently with their child's classroom staff.

### Interdisciplinary Model

If you visit a PEP classroom, you might see several adults in the classroom. The special education teacher designs the daily program based on the preschool curriculum. In addition, much like a traditional preschool, PEP teachers structure classroom activities around curriculum indicators for literacy, math, social studies, and science. The special education paraeducator(s) helps the teacher implement these lessons in which each child's goals and objectives are addressed. Your child's class may have one or more paraeducators based on the type and needs of the class. On different days, there may be a therapist in the room working with small groups or individual children. Sometimes a therapist works outside the classroom with a child individually or in a small group. The therapist integrates activities into the classroom curriculum, and the teacher integrates the therapist's techniques into the child's activities.

Members of your child's team may include a special education teacher, one or more paraeducators, a speech/language pathologist, an occupational therapist, a physical therapist, a parent educator, a school psychologist, and other related service professionals as indicated on his or her IEP. For children who receive private therapy outside the school system, PEP staff is able to consult with private providers as needed in order to ensure continuity and consistency among those working with the child. Parents may initiate this relationship at any time by signing an Authorization for Release of Confidential Information form.

### **Confidentiality**

PEP is responsible for protecting the confidentiality of each family. Each child's confidential folder is kept in a secure place and is made available only to authorized individuals. Written parental consent is required before PEP will release or exchange any child's information with non-MCPS personnel. Confidentiality is also observed in parent groups.

### **Entering and Exiting PEP**

Your child was enrolled in PEP as a result of a recommendation of a Central IEP Team. An IEP was developed for your child at that time. A periodic review may be scheduled at any time that the team (which includes the parents) feels a change in program or service should be considered. A child may exit the PEP program if:

- ◆ special education services are no longer required;
- ◆ a different special education preschool placement would be more appropriate; or
- ◆ he/she transitions to Kindergarten.

At any time, you may request an IEP meeting to review progress, amend goals, or review the appropriateness of the services being provided to your child. At a minimum, your child's IEP team, including you as parent, will meet every year for an Annual Review. At the Annual Review, your child's progress toward goals and objectives and eligibility for Extended School Year services (ESY) will be discussed and program recommendations for the following year will be made. In the unusual event where parents and staff cannot reach agreement, due process procedures exist to settle differences. These procedures are outlined in the *Procedural Safeguards – Parental Rights* brochure which you have received in the mail and at IEP meetings. You may always request an additional copy of this brochure if needed.

## INCLEMENT WEATHER PROCEDURES

Winter weather emergencies such as snow and ice, may cause disruptions in school operations, including the closure of school, a delayed opening, or an early dismissal. The following information outlines the procedures used when such disruptions occur.

### **Closure of School**

When schools are closed system wide, all instructional programs, including all PEP classes, are canceled. Private daycare providers in school buildings may elect to stay open if the schools are closed but administrative offices are open. In extreme conditions, administrative offices may also be closed.

### **Delayed Opening**

A delayed opening means that schools open two hours later than scheduled. All morning PEP classes, with the exception of PEP-Comprehensive and Beginnings classes, are canceled. PEP-Comprehensive and Beginnings students will go to school two hours late; all buses operate on the delayed schedule and therefore the pick-up times are two hours later than normal. In the event of a delayed opening, all afternoon PEP classes will be held as usual.

### **Early Dismissal**

An early dismissal means that schools will close 2 ½ hours earlier than scheduled. In such an event, buses will be ready to pick up PEP students as soon as an early closing is announced. Afternoon PEP classes will be canceled. School and community activities scheduled for the evening will be canceled unless otherwise noted. Such early closing decisions will be announced over local radio and television stations and MCPS cable channel 34.

### **Public Announcements**

Information about school operations is announced publicly as soon as possible on area radio and television stations, cable channel 60 (converter box,) cable channel 6 (cable ready,) or cable channel 34 (digital). In addition, announcements will be made on the Internet at <http://www.montgomeryschoolsmd.org> and on a taped telephone message at 301-279-3673. Parents may also have notices regarding school delays or closings sent to their personal computer by signing up for MCPS Quick Notes. To access this service, go to <http://www.montgomeryschoolsmd.org> and click on "Subscribe to Quick Notes" on the left hand side of the screen. If schools are closed or delayed, the announcement is made no later than 6:00 AM or the night before if possible. If schools are closing early, the announcement is made by 11:00 AM.



## TRANSPORTATION INFORMATION

To ensure that transportation runs smoothly for you and your child, it is important that you pay attention to these reminders.

### Parent Responsibility

#### CHANGE OF ADDRESS

In order to change the address of your child's bus pick-up and/or drop-off, please

1. Inform your parent educator and your child's teacher.
2. Please give them the detailed address information, including the entire street address, city, and zip code.

Bus drivers are not able to make transportation changes without authorization. Run sheets carried on each bus determine the bus routes. If changes are not on the transportation run sheet, a driver will not be able to take your child to the new address.

**Remember—it takes up to 10 working days to make a transportation change. A change in pick-up and drop-off may affect the location where your child attends school. The transportation office will call each family to notify them of route and time changes.**

#### CHANGE OF PHONE NUMBERS

Inform your child's teacher and the PEP Office about ANY changes in home, work, cell, or child care telephone numbers.

#### WHAT YOU AND YOUR CHILD CARE PROVIDER SHOULD KNOW

1. Be patient. Buses may be a little early or a little late, depending on factors including traffic and the children who are picked up before your child. Please start looking for the bus at least five (5) minutes prior to your child's scheduled pick-up and drop-off times.
2. Bus service is curb-to-curb. The driver will make every effort to come as close as possible to your address.
3. Please have your child ready for the bus. Drivers are not able to honk or knock on the door.
4. Make sure that you and your child care provider have the following information:
  - PEP site location, teacher's name, and telephone number
  - Bus route number, located on the white card in the bus window, not printed on the side of the bus
  - Telephone number of the bus lot where your child's bus originates. This should be on the letter you receive from transportation when your child begins school. If you do not have this number, please ask your child's teacher.

**\*Please put your child's name, address, and telephone number on his/her backpack.**

#### What to do when....

##### A BUS IS LATE OR MISSING

To inquire about a late bus, please call the bus lot directly. If you cannot reach someone at your child's bus lot, please contact your parent educator at the school's PEP number. If you cannot reach either, you can call the PEP Office at 301-279-2026.

**Remember—substitute drivers, bad weather, or traffic may make the bus run late. Your child's PEP team will make every effort to alert you about any bus problems of which they are aware. To do so, we must be able to contact you and/or your child care provider.**

Again, it is essential that PEP staff has updated contact and emergency information for your child.

#### YOU STILL HAVE QUESTIONS

If you have any questions or concerns about transportation, talk to your parent educator, your child's teacher, or call the PEP Office Transportation Secretary at 301-279-2026.

**MONTGOMERY COUNTY DEPARTMENT OF  
HEALTH AND HUMAN SERVICES**

School Health Services  
1301 Piccard Dr. • Rockville, MD 20850

## **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL**

When your child is sick, keep him/her home from school. This not only benefits your child but other children and staff in the classroom at school.

### **What are important signs of illness?**

Some important signs of illness are:

1. A temperature of more than 100 degrees the night before
2. Nausea or vomiting
3. Stomachache
4. Diarrhea
5. Pale or flushed face
6. Headache
7. Cough
8. Earache
9. Thick discharge from nose, particularly if green, which is often a sign of contagion or an infection
10. Sore throat
11. Rash or infection of the skin
12. Red or pink eyes
13. Loss of appetite
14. Loss of energy or decrease in activity

### **What should I do if my child shows any of these signs?**

If your child has any of these symptoms when it is time for school, it is best that he/she stays home. In this case, please contact your child's bus lot and PEP site directly to let them know your child will not be attending school. Most childhood illnesses are over soon and should be no cause for worry. But, if the symptoms are severe or persist for more than 24 hours, you should contact your private health care provider. It is up to you to be alert to your child's health and to decide when it is best to send him/her to school.

### **What will happen if my child becomes ill at school?**

If your child complains of being sick or does not look well after he/she gets to school, staff from your child's PEP site will contact you. Therefore, it is important that you provide the school with up-to-date information and phone numbers to call in case it is necessary to reach you.



**CONDADO DE MONTGOMERY**  
**DEPARTAMENTO DE SALUD Y SERVICIOS HUMANOS**  
Servicios de Salud Escolar  
1301 Piccard Drive • Rockville, MD 20850

## **CUANDO NO ENVIAR A SU HIJO A LA ESCUELA**

Cuando, su hijo esté enfermo, no lo, mande a la escuela; déjelo, en casa. Esto benefician sólo a su hijo sino también a los demás niños y maestros.

### **¿Cuáles son los síntomas importantes de enfermedad?**

Estos son algunos de los signos importantes de enfermedad:

1. Fiebre por encima de 100° F
2. Náusea o v ómito
3. Dolor de estómago
4. Diarrea
5. Cara pálida o encendida
6. Dolor de cabeza
7. Tos
8. Dolor de oído
9. Fuerte secreción de la nariz
10. Dolor do garganta
11. Erupción o intocción de la piel
12. Ojos enrojecidos
13. Pérdida de apetito
14. Pérdida do energía o disminución en la actividad

### **¿Qué debo hacer si mi hijo tiene alguno de estos síntomas?**

Si al tempo de ir a la escuela su hijo tiene alguno de estos síntomas, es mejor que se quede en casa. La mayoría de las enfermedades de la niñez pasan pronto y no son causa de preocupación. Pero sí los síntomas son severos y persisten por mas de 24 horas, debería buscarse cuidado médico. Hay estudiantes que utilizan la enfermedad como excusa para no ir a la escuela. Otros, por el contrario, asisten a la escuela aunque estén enfermos. Le compete a los padres estar al tanto de la salud de los hijos y decidir cuando no conviene mandarlos a la escuela.

### **¿Que ocurre si mi hijo se enferma en la escuela?**

Si su hijo se siente enfermo una vez que esta en la escuela, nosotros le Llamaremos. Por lo tanto, es muy importante que usted le dé a la escuela los toléfonos y la información necesaria actualizada para poder comunicarse con usted en caso de que sea necesario.

## YOUR CHILD'S ASSIGNED PEP CLASS

Name of PEP site \_\_\_\_\_ Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Days of Attendance \_\_\_\_\_ Time of Class \_\_\_\_\_

Address:

Directions to the school:

### STAFF

| Position                    | Name | Days in the classroom (Circle those that apply to your child) |
|-----------------------------|------|---|
| Teacher                     |      | M, T, W, TH, F  |
| Paraeducator(s)             |      | M, T, W, TH, F  |
| Occupational Therapist      |      | M, T, W, TH, F  |
| Physical Therapist          |      | M, T, W, TH, F  |
| Speech/Language Pathologist |      | M, T, W, TH, F  |
| (other related services)    |      | M, T, W, TH, F  |
| Parent Educator             |      | M,T,W,TH,F  |

### NAMES OF CHILDREN IN THE CLASS

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*Share/Info Packet/Packet 12-13*