

St. Andrew's Cooperative Nursery School Parent Handbook

2017-2018

St. Andrew's Cooperative Nursery school
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Dear Nursery School Parents,

Welcome back to returning families and a warm welcome to our new families. We are so happy you have chosen St. Andrew's Cooperative Nursery School as a partner in nurturing your child's growth and development.

This newly updated parent handbook should serve as a general informational reference to you throughout the year. School policies and procedures are highlighted, as well as parental rights and regulations set forth by our licensing agency, the Massachusetts Department of Early Education and Care. Please take the time to read through the information contained in the handbook. Then be sure to mark your calendars for the **parent orientation night on Wednesday, September 6, 2017 @ 7:00 p.m.**

Other Important Dates for the Start of the 2017/18 School Year

Friday, September 8	New Student Visiting Day
Saturday, September 9	Parent Helper Morning
Monday, September 11	First Day - First-Year Students (no lunch bunch)
Tuesday, September 12	First Day - Second-Year Students (lunch bunch option is available)
Thursday & Friday Sept. 21 & 22	No School – Rosh Hashana
Monday, September 25	First Lunch Bunch for First-Year Students

Please email me at, gpower.stacoop@yahoo.com (for quickest response) or call the school at anytime, at 781-631-5543 with questions, comments, suggestions, or to volunteer to help with school committees and activities.

Enjoy the rest of your summer. We look forward to greeting you and your children in the fall and to having a wonderful school year.

Gail Power, M. Ed.
Director

St. Andrew's Cooperative Nursery School

Parent Handbook

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Statement of Purpose

A child's first experience with school must be positive, fun, and exciting. At St. Andrew's Cooperative Nursery School, our goal is to provide this kind of experience for each child. Our bright, welcoming classroom sets the stage for children to explore, imagine, create, and grow. Individual expression is respected and children learn to enjoy the special feeling of working together and belonging to a group. Learning happens through work and play. Children, parents, and teachers share the school experience through our cooperative model and families connect through our school community.

School Philosophy

Play is the work of young children. Preschoolers learn best and construct their own understanding of the world around them through active involvement with materials, peers, and adults. Through play, they discover, create, interact socially, and learn to become critical, independent thinkers. Using developmentally appropriate practice, we provide tools and offer experiences that build broad foundations for learning in language and literature, math, science, social studies, physical and health education, and creative arts. Each child learns at his or her own pace, and has individual strengths, interests, needs and learning styles. Our goal is to provide a safe, nurturing environment in which each child can grow and develop intellectually, emotionally, socially, physically, and creatively.

As a cooperative preschool, we believe that the most effective education results from a partnership between parents and teachers. We believe that parents are the primary educators of their children and the experts on their child's development. Parents and teachers work together in partnership to address the needs and holistic growth of each child so that learning is supported in the home and at school.

Supporting Cultural Diversity and Equity

St. Andrew's Cooperative Nursery School acknowledges and respects the diversity of cultures that make up our community. Multicultural education is integrated throughout our curriculum. Parents are always welcome and encouraged to share aspects of their family's culture with the children and teachers.

School Website -- www.standrewscoop.org

Program Services

Calendar

This school year will start September 11, 2017 and end June 15, 2018. Please see the attached Calendar.

School Day Schedule

The first year class meets on Mondays and Wednesdays from 8:30 a.m. to 12:00 p.m., with an optional lunch program each day. Parents can also elect to enroll their child in our Friday Book Club program (8:30 a.m. to 12:00 p.m. Friday).

The second year class meets on Tuesdays, Thursdays, and Fridays from 8:30 a.m. to 12:00 p.m., with optional lunch programs on Tuesdays and Thursdays. Parents can also elect to enroll their child in our Wednesday Book Club program (8:30 a.m. to 12:00 p.m. Wednesday), with an option for Wednesday lunch bunch as well.

Lunch Program

An optional lunch bunch program is available Monday, Tuesday, Wednesday, and Thursday from 12:00 p.m. to 2:00 p.m. The cost is \$150.00 per lunch ticket which is good for 10 lunches. Ticket punches can be used on any lunch day at the parent's discretion.

First year students may stay for lunch on Mondays and/or Wednesday's beginning on **September 25, 2017**. This is a fun time for our first year children to learn independence, socialize with friends, and have additional free-play time in the classroom and on the playground. Other activities include extra story time, books on tape, and small group games.

For our second year students, we offer lunch bunch with an additional curriculum piece. **Lunch bunch will begin on Tuesday, September 12, 2017 for the second year students.** Lunch bunch curriculum on Tuesdays and Thursdays this year will alternate between, *Science Inventors* and *Artists' Studio*. Please check the white board in the morning to see what is being offered for lunch bunch curriculum on a given day.

For ***Science Inventors***, children participate in safe, hands-on, science experiments and activities. Children are very curious about science and love to perform their own experiments. Our goal is to provide fun science activities that will inspire children to ask further questions and to foster a life-long love of science and inquiry.

Artists' Studio allows children to experience new ways of being creative. Many of our projects are based on techniques of great artists and illustrators. Sometimes we base our themes on ideas generated from works of children's literature. Many of our projects provide open-ended materials and focus on the process involved in creating. Other projects are designed to teach skills and to allow children to develop artistic confidence.

Wednesday/Friday Book Club

First year students may add a third day to their program by registering for Friday Book Club. This is a yearlong program which is housed in the Silvius Room, across from the main classroom. This class is available for up to 12 of our current first year students and is taught by Chelsea White and Emily Knights this year.

Second year students may add a fourth day to their program by registering for Wednesday Book Club. This is a yearlong program which is housed in the Silvius Room, across from the main classroom. This class is available for up to 12 of our current second year students and is taught by Sarah Thompson and Emily Knights this year.

Each day will consist of a theme (unrelated to the main classroom theme), which will begin with reading a piece of carefully selected children's literature. There will also be a daily selection of related literature on the book shelf. Teachers will facilitate age appropriate book discussion. Children will be guided in exploration of the theme book and related books searching for similarities and differences. They may look for particular pictures which they can then share with their classmates.

Children will work on theme related letter/word activities and there will be a variety of other theme activities depending on the week. These may include: open-ended art activities, specific crafts, journaling activities, games, songs, poems/nursery rhymes, movement, drama, exploration at the easels, manipulative and sensory play, cooking, science, math, and more. The day may end with a related piece of children's literature and comparison between books. Of course, the classes will still have a schedule that includes plenty of time for free play, snack, and outdoor play.

Tuition

Payment options include cash, check made out to St. Andrew's Cooperative Nursery School, or **this year you may pay on-line** via PayPal or credit card, through our website <http://www.standrewscoop.org/our-program/tuition-payments>. Please note, if you choose on-line payments, there are fees associated with the use of PayPal which are added on to the cost. You can see a breakdown of fees on the website as well.

2-Day Class - Total tuition is \$2640, payable in 10 installments. You paid the first installment as a deposit of \$264. The rest is due in 9 monthly installments of \$264, which are payable on the first of the month from September through May. If you prefer you may pay the balance of \$2376 all in one lump sum via check.

3-Day Class - Total tuition is \$3960, payable in 10 installments. You paid the first installment as a deposit of \$396. The rest is due in 9 monthly installments of \$396, which are payable on the first of the month from September through May. If you prefer you may pay the balance of \$3564 all in one lump sum via check.

4-Day Class - Total tuition is \$5280, payable in 10 installments. You paid the first installment as a deposit of \$528. The rest is due in 9 monthly installments of \$528, which are payable on the first of the month from September through May. If you prefer you may pay the balance of \$4752 all in one lump sum via check.

Lunch Bunch is offered on your child's school days Monday through Thursday from 12-2:00. Children bring lunch from home. Tickets for lunch bunch are \$150 and are good for 10 lunch bunches. These are available in the classroom by cash or check or also on-line via PayPal/credit card (again, fees apply). Please be sure to purchase a lunch ticket prior to having your child stay for lunch. With the new credit card option on line, there should be **no IOU's** for Lunch Bunch this year. It is permissible to pay for one lunch the first time your child stays to see if he/she likes it. After that, please pay using lunch tickets only. If purchasing a whole ticket presents a financial hardship, please speak to the director

Enrollment

Enrollment is 16 in the first year class and 18 in the second year class. Small child to teacher ratio is maintained in order to provide individualized attention to all children. The school will serve children 3 through 5 years of age (some exceptions are made for siblings of previous students who are 2.9 at the start of school).

If, for any reason, a parent wishes to terminate the enrollment of their child during the school year, written notice must be given at least two weeks in advance. The initial deposit paid at the time of enrollment is non-refundable, but any additional funds on account after the two-week notice period will be refunded, provided all tuition is up to date. Lapse of tuition payment will be considered individually by the Parent Advisory Board. Payment may be relieved when appropriate to allow completion of a school year.

Qualified and Committed Staff

Qualified, committed, caring, and enthusiastic teachers are the cornerstone of an effective early education program. Children stay with the same two teachers for their two years in our program.

Teacher/Director, Gail Power, holds a masters degree in early childhood ed., a Massachusetts state teacher's license, Director II certification, and has been teaching in the community for 16 years, the last 11 of which have been at St. Andrew's Cooperative Nursery School.

Teacher, Sarah Thompson, holds a B.A. in early childhood ed., lead-teacher certification, and has more than 10 years of experience teaching preschool and kindergarten. Sarah has been part of the St. Andrews Coop. Nursery School community for 15 + years, as a parent and substitute teacher, and is now in her fourth year as a teacher.

Teacher, Chelsea White, holds a M.Ed. in early childhood education, has had two years of kindergarten teaching experience, has a Massachusetts state teacher's license, lead-teacher certification, and is in her third year of teaching at St. Andrews Coop.

Our staff is rounded out by two wonderful assistant teachers, Emily Knights, who is in her third year with us, and Melissa Bouchard who is joining our staff this year after many years as a Coop parent and substitute teacher.

The staff is under the supervision of the Parent Advisory Board, which consists of 6 parents, 3 from the first-year class and 3 from the second-year class, to be selected by the parents of the children enrolled in the school at the time of the election.

Curriculum

Our thematic curriculum is planned and implemented by the teachers, using a team teaching approach. Teachers work together to provide interesting and meaningful context through which children learn to make sense of their world. Typical themes are based on seasonal happenings, rich children's literature, and other topics of interest to preschool children. Content is developmentally appropriate and is expressed through, creative projects, literacy activities, music, movement, classroom materials, dramatic play, science activities, and more. Occasional field trips are also used to enhance learning and build community.

A Typical Day

8:30-8:45 – Drop-off/free play

8:45-9:00 – Thematic story time

9:00-10:00 – Centers: creative projects, teacher-directed activities, and free play areas

10:00-10:10 – Clean-up

10:10-10:30 – Meeting time: calendar, weather, alphabet, and name activities.

10:30-10:40 - Bathroom/hand-washing

10:40-11:00 - Snack time

11:00-11:30 - Outdoor Play: bikes, playhouses, climbing structure, slides, swing, sand play

11:30-12:00 - Circle time: stories, songs, creative movement, theme activities, small group activities

12:00-2:00 - Extended day lunch program

Special Activities

Yoga will be taught by Lindsey Olson (parent of first year class student, Georgia). Lindsey, a former elementary school teacher who has completed her children's yoga teacher training, is in her second year as our yoga teacher. Her classes are fun, calming, and engaging. In a very developmentally appropriate way, children are exposed to peacefulness and mindfulness. We will begin yoga in October for our second year students and January for our first year class. We participate in yoga once every month.

Music with Dara VanRemoortel is offered twice monthly for both classes from October through May. Dara is an early childhood music specialist and has a degree in elementary education with a music specialization. She has been presenting children's music programs at many local preschools and libraries for 20 + years and has been our own beloved music teacher for the last 10 years.

Nature Education is taught by Holly Hannaway Lamb (a former Coop parent). Holly has an M.A. in Environmental Studies/Environmental Education and has 20 + years of experience working in the field. She teaches nature classes in the community and we are excited to have her back again this year, teaching monthly Nature Education to our second year class students this year.

Our special activities are for all students and are held during our regular school day. There is no extra charge for these wonderful enriching classes.

Traditional School Events

Parent Cocktail Party – Held in the fall, this is a fun evening for parents to meet, mix, and mingle.

Holiday Show – Held in mid-December, children perform holiday songs for families followed by cookies for all.

Spring Family Night – Usually held in March/April. Content varies each year. Last year we had a family pizza dinner followed by children's musical entertainment.

End-of-year Show and Ice Cream Social – Held in early June, children perform several songs followed by make-your-own ice cream sundaes.

Classroom Policies

Arrival and Departure

Although teachers arrive much earlier, we ask that you not bring your child into the classroom before the official 8:30 a.m. start time. Teachers need the time prior to this to set up the classroom for the day. Teachers will open the classroom door when it is time for the day to begin. As it may be difficult for the children to wait, please do not bring children into the hallway outside the classroom more than a few minutes before 8:30. Children may enjoy playing in the playground, if you do arrive earlier.

Please be sure to have your child finish his or her breakfast prior to coming to school. Children are not permitted to walk around the classroom with food and find it hard to sit and eat when there are so many fun and interesting things happening when they arrive.

We do not have a late fee policy as we trust that parents and caregivers will respect the 12:00 regular pick up and 2:00 lunch bunch pick-up times. Please, be mindful that teachers have responsibilities outside of school and may need to leave promptly after school ends, as well.

If you are unavoidably detained, please call one of the people on your emergency list to have your child picked up. Also, please call the school and leave a message in such situations. If your child will be picked up by anyone other than his/her usual driver(s), that person must be listed on your transportation plan or we must receive a dated permission note from you (email is ok, too). That person will be required to show an I.D. at the time of pick-up.

Clothing

In keeping with our philosophy of hands-on learning and exploration, ***children will get messy***. We strongly urge you to send your children in play clothes. We do offer smocks and encourage their use, but paint and other messy products have a way of getting under and around smocks. Sneakers or soft shoes work best for outdoor play. Clogs, Crocs, party shoes, and flip-flops are not as “mulch-friendly” in the playground. Slippers are welcomed in the classroom and are especially cozy in the winter. You may leave slippers in your child’s cubby. Please avoid slippers with big floppy character heads as these are not great for going up and down the stairs in our classroom and may cause tripping.

Please send a backpack every day with a complete change of clothing including shirt, pants, socks, underwear, and shoes. Please do check this clothing periodically to be sure it still fits and is seasonally appropriate.

It is important that 3, 4, and 5-year-old children begin to manage their own clothing to experience a sense of independence. For that reason, we ask that they wear “easy-to-do” clothing so that they can experience success in dressing themselves before and after toileting and when getting ready for outdoor play. Teachers and parent helpers will offer needed assistance but will encourage self-help.

Outdoor Play

It is our plan to have outdoor playtime every day. We have a wonderful, large, playground, with many natural elements for the children to enjoy. We may go out in light rain. We will go out in all but the bitterest cold. We will go out in the snow. The children need a chance to move around outdoors, and enjoy experiencing

different types of weather. Keep in mind that our playground is shaded and tends to be cool and breezy, as we are up on a hill. With that in mind, please be sure to send appropriate outdoor clothing every day. We do not have the staff to keep some children in and have some go out. If your child is not well enough to go outside, he/she should not be in school.

Please be sure to send hats, mittens, boots, and snow pants in the cold weather. We will be sure your child wears them. If they don't bring their own, we have "school mittens" and "school snow pants" which will be loaned to them, but we much prefer that they have their own.

Toys from Home

Toys and materials in the classroom are selected to be educationally and developmentally appropriate, and in adequate supply for sharing. Toys from home, while fun, may not always meet these criteria. We also try hard to keep licensed products from movies, etc. out of our classroom. These may be fun, but do not have a place in an early childhood classroom. We want our classroom be a fair, safe, and comfortable, environment for all of our students. Please leave toys from home, at home or in your car. If a transitional item is needed, a *small*, beanie-baby-sized stuffed toy that can be left in the cubby is permissible. We will ask children to give their animal a hug and put it in their cubby for the day. Guns, war toys, or other toys of destruction are not permitted at any time.

Children are welcome to bring a book, music tape, or CD to share with the class at any time during free play. Children also enjoy bringing items from home that relate to topics that we are discussing in class. This is a good way for children to share something of their own with their classmates.

Parent Involvement

Parent Rights

Parent input, suggestions, and cooperation are encouraged and welcomed either directly to the teachers or through the Parent Advisory Board. Parents have the right to and are welcome to make unannounced visits to the classroom at any time while their child is present.

Parent Volunteers

Sign-ups for Volunteers to help on our various school committees happen at our Parent Night in September. Some of the available committees are parent advisory board, social committee, fund-raising committee, paid substitutes, play dough makers, handyman helpers, and technology.

Parent Helper Days

In the spirit of our cooperative school, at least one parent from each family is expected to help during at least one of our Parent Helper days. These will involve classroom/playground cleaning/fixing, etc. The first helper day this year is Saturday, September 9, 8:30-10:00 a.m. The tentative spring date this year is Saturday morning, April 7, 2017. There will be a sign-up at the Parent Night.

Parent-of-the-Day

Parents participate in our classroom on a rotating basis. Parent-of-the-day (POD) schedules will be emailed at the beginning of September and will be available at the Parent Night. Schedules are prepared by parent volunteers for each group. Both fathers and/or mothers are encouraged to be parent-of-the-day and are welcome to come together. Parents should review POD guidelines below before their scheduled day.

POD's are responsible to bring a nutritious snack and beverage for the class on their day. If you choose, children can help prepare a special snack with you as an activity in the classroom. Please notify teachers in advance if you wish to do this. Please see attached snack guidelines and allergy information.

Guidelines for POD (Parent-of-the-Day)

Your POD day should be a fun day for you and your child. Please bear in mind too, that you are our assistant teacher for the day and we really need your help. Each day is different, but below is a list of some of what you can expect as you participate in our classroom. A POD Checklist is posted near the sink in the classroom. Feel free to ask the teachers any questions that arise.

You do not need to prepare or bring anything other than snack. However, if you choose, you are welcome to bring in an age appropriate project, activity, game, or book to share with the class. If you have a special talent or cultural tradition that you would like to share, this would be most welcome as well. Please speak with the teachers **prior to your day** about what you would like to share so we can incorporate it into our planning.

Adult Responsibilities

1. Please be available to all the children in the class, as well as your own child.
2. You may be assigned to a task, or you may be asked to generally supervise in an area of the classroom.
3. Feel free to pretend with the children in the dramatic play area, help them organize a puppet show, or get down on the floor in the block area and assist children with what they're building. Ask relevant questions like, "tell me about your structure," or "what do you think will happen if you try to add more blocks on top?" You may choose to work a puzzle with the kids, or read a story to a small group.
4. Please be alert to untied shoes, children who need a tissue, etc...
5. Please refer any questionable behavior to the teachers.
6. Watch for safety hazards and correct them, such as spilled water, spilled paint, etc.
7. Help the children at dressing time after first asking them to do as much as they can do themselves.

Tips for Assisting with Art Projects

1. When children are painting/drawing, instead of asking, "What is it?" ask, "Can you tell me about your picture?"
2. Let children, including your own, experiment with the materials. Resist the urge to 'correct' their creations to meet conventional expectations. The learning is in the process, not the product.
3. Help children put their names on their work. Some may just need a reminder; others may need you to write all or part of their name for them. Please model correct name writing by using only one upper case letter to start the name and the rest lower case. If the child is writing her own name, praise her efforts and let her do it however she is able.
4. Help children put work on the drying rack.
5. Remind the children to wash if their hands are messy.
6. Check that the brushes are clean and the paint jars are covered or washed at the end of the day.

Meals and Snacks

Food Allergies – No Nuts

We do have identified children with nut allergies. **We ask that you bring in only nut-free foods.** Please read all labels as they do change. Make sure any food that you send in for snack or lunch is free of peanuts and any other nuts and nut oils. Please avoid any foods that state they were “processed in a plant that may also process foods with nuts”. The safety of all children in our program is our primary concern. Thank you for your attention to this issue.

Snack-Time

A nutritionally balanced snack is provided each day by the scheduled POD. Snack is a leisurely, social time at St. Andrew’s. Teachers and PODs sit with the children and model pleasant social interactions, good nutritional habits, and appropriate table manners. Snacks are served family style and the children are able to make food and beverage choices with regard to what and how much they would like (except as noted below). Please review safe and nutritious food guidelines below under the heading “Lunch,” as these should apply at snack time, as well.

Snack Guidelines

1. Please err on the side of bringing too much snack, rather than too little. Sixteen to Eighteen hungry preschoolers can eat a great deal!
2. Please provide 2 – 3 food choices including at least one type of fruit or vegetable as one of your choices.
3. If you choose, allow your child to have *guided* input as to what types of food to bring.
5. Tap water is always available. At your discretion, you may also choose to provide nutritive beverages such as 100% fruit juices or low-fat milk.
6. If it is your child’s birthday, special snacks are welcome as one of the food choices. Please, only one cupcake, cookie, or muffin, etc. per person, along with other more healthful choices.

(A loose guide in terms of amounts: 2 - 3 regular sized bags or boxes of dry snacks for the class, ½ cup of fruit or vegetables per child, 1ounce of cheese, one cheese stick, or one yogurt, per child, etc.)

Snack Service

You and your child will set up snack while the teachers take the rest of the class to the bathroom. In general, we do not lay out food for children. We serve family style once we are all seated. Please use baskets and plates provided on the shelves above the sink (or your own containers from home) for serving. When using baskets for dry snacks, please line them with napkins. Cups and napkins are available in the classroom. If your snack necessitates individual bowls or spoons we ask that you please provide these. We usually use three separate tables for snack. The POD is asked to put one serving caddy on each table. The caddy contains cups and napkins and two pitchers for water or other beverages. The POD and his/her own child sit with other children at the downstairs table. Please remind children to stay in their seats during snack time. “Trash-passer” is a designated job at our school. The student who is the trash-passer will collect the trash from the other children while the children remain seated. We always allow adequate time for eating, and at a certain point we will ask children to be done and clean up so that we may move on to outdoor playtime. The POD will be guided by the teachers in this process if they are new to our school.

Snack Clean-Up

As the POD, we ask that you clean up after snack as follows: Please wipe all tables with Clorox wipes (provided). Please sweep under all tables and wipe up any sticky spills with Clorox wipes. Please wash all plates and pitchers and anything else that has been left in the sink over the course of the morning. Please consolidate all garbage from 3 small cans into the larger, covered can by the art shelf. Please line small cans with new clean bags (stored in the cabinet in the bathroom). The children will be heading outdoors. Please join the group yourself when the cleanup is done.

Lunch

Parents send boxed lunches (with ice packs) for children who choose to participate in our lunch bunch program. Please be sure to clearly label lunch boxes with your child's name. Please follow guidelines for appropriate foods listed below. Our **No Nuts** policy applies at lunch time as well. Children are not allowed to share foods at lunch.

As we try to teach the children about good nutritional habits, we encourage you to limit sending in "empty calorie foods" such as chips and cookies. It is difficult to prevent their being eaten instead of the more nutritious part of the lunch. Parents are asked to provide proteins, carbohydrates, and whole foods, rather than high sugar, high fat "treats". Fruits and yogurt are recommended as desserts. Please do not send candy or fruit gummies. Milk, 100% fruit juices, and water are recommended as opposed to fruit punch or soda. Please keep in mind that we do not have the staffing to heat foods for lunch bunch.

Some Foods to avoid, as they are **Common Choking Hazards** in small children: **Popcorn, baby carrots (carrots cut into thin match sticks are much safer), celery, hotdog coins, whole grapes.**

Some Nutritious Food Suggestions:

Protein Group

Chicken, Turkey, ham, roast beef slices
Cheese
Chick peas or beans
Hummus
Hard boiled eggs
Tuna in a cup or on a sandwich
Cheese pizza or pizza bagels
Cottage cheese
Jelly and soynut butter sandwich
Meatballs
Tofu cubes

Grain Group

Whole grain bread
Whole grain crackers
Graham Crackers
Pasta
Bagels with cream cheese
Muffins
Nutrigrain or granola bars
Pretzels
Rice
Rolls

Dairy Group

Low-fat milk
Yogurt
Cheese
Fruit Smoothies

Fruit Group

Whole fresh fruits:
Apples, pears, peaches,
Plums, bananas, berries
Cut-up fresh fruits:
Oranges, kiwi, mango, grapes, melon.
Raisins or other dried fruits
Canned pineapple
Mandarin oranges
Apple sauce

Vegetable Group

Cooked veggies:
Carrots, broccoli, peas
edamame, cauliflower
Fresh veggies (with/without dip):
Broccoli, tomato wedges,
carrot matchsticks,
Salad
cucumber slices

Nursery School Program Policies

Child Guidance

Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of the child. The staff will direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Children, individually and as a group, are encouraged to participate in the establishment of rules, procedures, and policies. The following limits will be set on the children's behavior:

- Children cannot hurt themselves.
- Children cannot hurt others.
- Children cannot willfully destroy materials or equipment.

When children test limits, teachers will remind them of the school rules using positive language. For example, "We keep our feet on the floor, to stay safe," or "We can use our hands for clapping or waving. Hands are not for hitting." If negative behavior persists, teachers will redirect the child to another activity, talk calmly to the child (or children) about behavior, have child sit for a few minutes to regroup, use role models and positive behavior modification, or a combination of the above. Discipline will always be tailored to the needs of the individual child. In the event that a child is asked to sit out for a few minutes, a child would not be asked to sit out for longer than one minute for each year of the child's age and would always be in the educators view. If a child seems unable to observe school rules, the following procedure will be followed:

- Discuss the problem at a teacher staff meeting.
- Seek curriculum or program ideas to help the child.
- Discuss problem with parents.
- Set up necessary meetings or referrals.

Corporal punishment, including spanking, shall never be used. No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse. No child shall be denied food or force fed as a form of punishment. No child shall be punished for soiling, wetting, or not using the toilet. PODs and student teachers will refer discipline problems to the teachers.

Conferences

First year parents will be offered an opportunity for an informal check-in meeting with teachers in the fall so that the teachers can answer any questions parents may have. They will also have a formal Parent/teacher conference in February.

Second year parents will have a formal parent/teacher conference in November and may also request an optional informal second conference in April/May should they have issues that they wish to discuss.

Teachers will be happy to discuss any questions/issues you may have at any time during the school year. Hectic drop-off and pick-up times are not the best times to talk at length, as the teachers need to be focused on the children. Voicing concerns via email with the director and/or classroom teachers is the best way to share an issue and begin a conversation.

Termination Policy

Children may be asked to leave the program due to lack of immunizations, health forms, and other required signature forms (after repeated requests) or due to non-participation of the parent in the mandatory aiding in the school. The school may also initiate termination, if in the judgment of the director, another program would better meet the needs of the child. When school initiated, parents are included in the discussion and decision at a conference with the parents and teachers. Whether the termination is parent or center initiated, the director and teacher will prepare the child for leaving the program in a manner consistent with the child's ability to understand. The school does not use suspension as a policy.

Plan to Avoid Termination of a Child

In order to avoid the termination of a child from our program, the following steps would be pursued:

1. Conferencing with parents to discuss options other than termination.
2. Referrals for evaluation, diagnostic, or therapeutic services.
3. The pursuit of options for supportive services to the program including consultation and educator training.
4. Developing a plan for behavioral intervention at home and in the program.

Referral Policy

The St. Andrew's Nursery School shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services for their child.

Should the center staff feel that an assessment for additional services would benefit a child, an observation report and review of the child's record would be completed. The director would schedule a meeting with the child's parents to discuss the center's concerns and provide the parents with a list of possible referral resources. The director will maintain a written record of any referrals and will follow-up as appropriate.

In accordance with the regulations of our licensing agency, the Department of Early Education and Care, a copy of our full referral services policy and a list of possible referral resources are available upon request.

Records Policy

The information contained in a child's record shall be privileged and confidential. The director shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). The child's parent(s) shall, upon request, have access to his/her child's record at reasonable times. A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record. A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. When a child is no longer in care, upon written request of the parent(s), the director shall transfer the child's record to the parent(s), or any other person the parent(s) identify.

Policy for Identifying and Reporting Child Abuse and Neglect

The staff of St. Andrew's Nursery School shall protect children from abuse and neglect while in the program's care and custody.

The staff members of St. Andrew's Nursery School are mandated reporters and shall report suspected child abuse or neglect to the Department of Social Services.

Field Trips

Parents will be notified well in advance of planned field trips. Permission slips for individual field trips will be sent home and must be returned in order for children to participate. Parent participation may be required for field trips.

Transportation

The school will not provide transportation, but will be happy to help arrange car pools.

Absences

Please notify the school if your child will be absent. If your child has a contagious illness or a communicable disease, please let us know so that we may inform the other nursery school families when necessary.

Snow Day Policy

In the event of inclement weather, school may be delayed or closed on a given day. The director will notify parents via email and/or text message as early in the morning as possible. It is no longer the policy of the school to close every time Marblehead Schools close. We do not have a specific snow day make-up policy. If there are an excessive number of snow days in a given winter, the director, along with the parent advisory board will make a plan for possible additional time to make up for the missed days.

Non-Discrimination Policy

St. Andrew's Cooperative Nursery School does not discriminate on the basis of race, religion, culture heritage, political beliefs, national origin, marital status, sexual orientation, or disability.

School License

Our school is licensed by the Massachusetts Department of Early Education and Care. For information regarding the program's regulatory compliance history or to ask a question or file a complaint, please contact the Regional EEC Office listed below.

Northeast

360 Merrimack Street, Building 9, Third Floor
Lawrence, MA 01843

Phone: 978-681-9684

Fax: 978-689-7618

Health Care Policy

Illness

The health of all the children in our program is of extreme importance to us. We do not have the facilities or staff to care for sick children at our school. In general, if your child is not feeling well enough to participate fully in our program, they should be kept home. **If your child has diarrhea, fever of 100 degrees or higher, or has vomited, he/she should not return to school for a full calendar day after symptoms end.** For example, if your child has a fever during the day on Sunday, he/she may not return to school until Tuesday morning.

Should your child develop symptoms of illness during the school day, the director or teacher will call you to pick up your child immediately. If parents or designated caregiver cannot be reached, we will call the first person on your emergency back-up list. While waiting, the child will be kept separate from the other children and be cared for by a teacher individually. The child will be provided with a place to rest, quiet activities, and appropriate snacks or drinks until the parent/caregiver arrives.

Children who have been temporarily excluded from school for health reasons may return upon Health Department or doctor's advice. All parents will be informed via email when any communicable disease has been introduced into the school.

Administration of Medication

We strongly discourage the dispensing of medication at school. However, if special circumstances arise, or medication is required as the result of a chronic condition or disability, the following is the requirement for dispensing of medications:

Medication will be administered only with written parental authorization and a written order from a doctor (for prescription medicine this may include the label on the medication). Prescription medication must be in the original prescription container with the attached current prescription. The Child's name, physician's name, name of medication, and dosage instructions must be clearly printed on the container by the pharmacist. Written parental authorization shall include exact instructions for dispensing medication, along with parent's signature and date. Any doctor prescribed non-prescription medications must be accompanied by a written, signed, dated note from the child's physician. Topical, non-prescription ointments (for use on unbroken skin), creams, gels, sunscreen, and lipbalm may be administered by teachers with written parental consent.

All medications will be stored under proper conditions for sanitation, security and safety. All unused medications will be returned to the parent or disposed of. Medication will be kept out of reach of children. As applicable, it will be the parent's responsibility to retrieve medication at the end of the day. Medication will not and may not be placed in the child's cubby, lunch box, or backpack.

Procedures for Medical Emergency

In the event of a medical emergency, emergency first aid procedures will be followed. 911 will be called immediately, if necessary, and parents or their designated caregiver will be contacted. Parents or caregivers would be expected to come to the school immediately to aid their child. Our Healthcare Consultant or the child's pediatrician will be called and his/her advice will be followed. If necessary, children will be transported,

by the 911 responders, to the appropriate health care facility via ambulance. The same procedures will be followed on field trips.

First Aid

The teaching staff at St. Andrew's Cooperative Nursery School is trained in emergency first aid and CPR. If a teacher provides first aid to a child, the parents will be notified in writing in the form of an injury report. If the situation warrants, the parents will also be informed via phone during the school day.

In accordance with the regulations of our licensing agency, the Department of Early Education and Care, a copy of our full health care policy is available upon request.

Emergency Contingency Plan

In the event of a fire, natural disaster, or other situation requiring evacuation of the building (such as a chemical spill or bomb threat), The children will be taken out of the building, across the parking lot to the school playground. The children line up around the sandbox and wait to have attendance taken and for the teachers to count them. If the playground is determined to be unsafe, the children and teachers will proceed to the Children's Workshop Montessori School. St. Andrew's Cooperative Nursery School has an agreement with The Children's Workshop Montessori School, which is located directly out the back of the school parking lot and across the street at 54 Roberts Road. We may proceed to that school, in the event of an emergency.

Parents will be notified and asked to pick-up their children as soon as possible via cell phone, which is carried by the director at all times. All emergency contact numbers for all children are carried on the school attendance clipboard which hangs on a hook by the classroom door. This clipboard is carried out of the classroom by the teacher whenever the class leaves the classroom.

As in any off-site activity, we will count the children before we leave the program, count them again once outside, and count them when we get to our destination. We will document when the children are picked up and by whom and keep track of this information on our attendance clip board.

In the event of an emergency situation where it may be safer to remain on site until the emergency has ended, the children and staff will remain in the classroom. There is sufficient light from the windows even in the event of a power outage. If there were loss of heat, children would put on their outerwear. There is a supply of water in the school office. There is food in the church refrigerator. Cell phones will be used in the event of lost phone service. Jugs of water are on hand for hand washing and toilet flushing purposes. Hand-sanitizer is available. The program has a flashlight. In the event of a tornado, we can move to an interior area of the building, the women's bathroom, away from windows.

The program will share its contingency plans with parents at the time of enrollment, and review and update its contingency plans regularly.