



St. Andrew's Cooperative Nursery School Parent Handbook

2020-2021

St. Andrew's Cooperative Nursery school
135 Lafayette Street
Marblehead, MA 01945
(781) 631-5543
www.standrewscoop.org
Email: gpower.stacoop@yahoo.com

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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 construct their understanding of the world around them through active involvement with materials, peers, and adults. Through play, they discover, create, interact, imagine, and wonder. Using developmentally appropriate practice, we provide tools and experiences that build broad foundations for learning. Individual strengths, interests, and learning styles are addressed. Our safe, nurturing environment allows children to 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 - <https://www.standrewscoop.org>

Program Services

Calendar

This school year will start September 9, 2020 and end June 15, 2021. Please refer to the school calendar for 2020/21 in **Appendix B** at the end of this handbook.

Hours of Operation:

- The **First Mates Class (FMC)** meets on Tuesday and Thursday from 8:45 a.m. to 11:30 a.m. First Mates Class is taught by Gail Power and Deana Oswald this year.
- The **First Year Class (FY)** meets on Monday and Wednesday from 8:30 a.m. to 11:45 a.m., with an optional lunch program each day. Many parents also elect to enroll their child in our Friday Book Club program (8:30 a.m. to 11:45 a.m. on Fridays). First Year Class is taught by Sarah Thompson and Melissa Bouchard this year.
- The **Second Year Class (SY)** meets on Tuesday, Thursday, and Friday from 8:30 a.m. to 11:45 a.m., with optional lunch programs on Tuesday and Thursday. Parents can also elect to enroll their child in our Wednesday Book Club program (8:30 a.m. to 11:45 a.m. on Wednesday). Second Year Class is taught by Patricia Blackmer and Emily Knights this year.

- The **Transitional Pre-K Class (TPK)** meets on Monday, Tuesdays, Wednesday, and Thursdays, from 8:30 a.m. to 11:45 a.m., with optional lunch programs each day. The TPK class is taught by Sally Sands and Jen Berardi this year.

Curriculum

Our literature-based, 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 our natural world, seasonal happenings, rich children’s literature, and other topics of interest to preschool children. Content is developmentally appropriate and is expressed through, free play materials, puzzles, games, creative projects, open-ended art offerings, literacy activities, music, creative movement, dramatic play, science activities, and more.

A Typical Daily Preschool Schedule**

8:30-9:00	Drop-off/free play
9:00-9:20	Thematic story time
9:20-10:10	Centers: creative projects, teacher-directed activities, and free play areas
10:10-10:15	Clean-up
10:15-10:30	Meeting time: calendar, weather, alphabet, and name activities.
10:30-10:40	Bathroom/handwashing
10:40-11:00	Snack time
11:00-11:30	Outdoor Play: bikes, playhouses, climbing structure, slides, swing, sand play
11:30-11:45	Group time: stories, songs, creative movement, theme activities, small group activities
11:45-1:30	Extended day lunch program

** As much as possible, we will bring our morning activities outside this year to combat the spread of illness.**

Wednesday/Friday Book Clubs

First year students may add a third day to their program by registering for the 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 10 of our current first year students and is taught by Sarah Thompson and Melissa Bouchard 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 10 of our current second year students and is taught by Patricia Blackmer and Emily Knights this year.

Each day is based on a piece of carefully selected children’s literature. Teachers will facilitate age appropriate book discussion. Children will work on book related letter or word activities, creative projects, open-ended art activities, games, songs, poems/nursery rhymes, movement, drama, exploration at the easels, manipulative and sensory play, 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 indoor and outdoor free play.

Lunch Program

Lunch Bunch is offered on your child's school days Monday through Thursday from 11:45-1:30 p.m. Children bring lunch from home. Lunches can be booked individually at a cost of \$20/ lunch bunch. New this year, they can also be booked as a session at a 10% discount. The first session runs September through December. You can find more information and reserve space in a lunch session by going to the following links.

For individual lunches go to the Sign-Up Genius for your child's class:

FY lunch sign-up: <https://www.signupgenius.com/go/10c0c4da8ac22a46-fylunch>

SY lunch program: <https://www.signupgenius.com/go/10c0c4da8ac22a46-sylunch>

TPK lunch program: <https://www.signupgenius.com/go/10c0c4da8ac22a46-tpklunch>

For booking a lunch session (same day every week) go to the google form for your child's class:

FY lunch program: <https://forms.gle/YxT1YqtYrTLNRCrV8>

SY lunch program: <https://forms.gle/VKwdnRqqWnS9bxdP7>

TPK lunch program: <https://forms.gle/98E67JnYU4rihoLg6>

Enrollment 2020

We have reduced enrollment in response to Covid-19 . This year it is 6 in the First Mates Class, 12 in the First Year Class and 13 in the Second Year Class, and 9 in our Transitional Pre-K. Small child to teacher ratio is maintained to provide individualized attention to all children. Small group size is important this year to stem the spread of the corona virus. The school will serve children 2 through 5 years of age.

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.

Tuition

Payment is made online via EZCare parent portals <https://app.ezcaresoftware.com/portal> . You may also access this through our website at <http://www.standrewscoop.org/our-program/tuition-payments>. Tuition is due on the first day of each month September through May. You may pay via EFT from your bank account at no cost to you, or you may pay via credit card and pay an added convenience fee.

- **First Mates** – Total tuition is \$3870, payable in 10 installments. The first installment of \$387 is paid as a deposit at the time of registration. The rest is due in 9 monthly installments of \$387, payable on the first of the month each month from September through May
- **Preschool 2-Day Class** - Total tuition is \$3080, payable in 10 installments. The first installment of \$308 is paid as a deposit at the time of registration. The rest is due in 9 monthly installments of \$308, payable on the first of the month each month from September through May.

- **Preschool 3-Day Class** - Total tuition is \$4620, payable in 10 installments. The first installment of \$462 is paid as a deposit at the time of registration. The rest is due in 9 monthly installments of \$462, payable on the first of the month each month from September through May.
- **Preschool 4-Day Class** - Total tuition is \$6160, payable in 10 installments. The first installment of \$616 is paid as a deposit at the time of registration. The rest is due in 9 monthly installments of \$616, payable on the first of the month each month from September through May.

Traditional School Events

Traditional events such as a parent cocktail party, holiday show, are unfortunately not possible this year, to avoid the risk of spreading Covid-19. If things improve, maybe we will find a way to have our end-of-year show in May or June of 2021.

Teaching Staff

Qualified, caring, and enthusiastic teachers are the cornerstone of an effective early education program. We are immensely proud of our experienced and dedicated staff at St. Andrew's Nursery School. All lead teachers are certified by the Massachusetts Department of Early Education and Care (DEEC). When possible, preschool teachers stay with the same class of students for both the first and second years in our preschool program (please note: we have had to make staffing changes this year due to new Covid-related guidelines). At our school, children address teachers as listed below, using the teacher's surname.

First Mates Class Teachers:

Mrs. Power (gpower.stacoop@yahoo.com)

Gail Power has been both the school director and a teacher at St. Andrew's Cooperative Nursery School for the last 14 years. Gail holds a master's degree in early childhood ed., *DEEC Preschool and Toddler Lead Teacher* and *Director II* certifications, and over 20 years preschool teaching experience.

Mrs. Oswald (milesd03@hotmail.com)

Deana Oswald has been part of our nursery school community as a parent and volunteer for more than 6 years. Deana has a master's degree in Theater Management and comes highly recommended by many of our nursery school families for whom she has provided part-time childcare. We are excited that Deana has chosen to join our team as an assistant teacher this year.

First Year Preschool Class Teachers:

Mrs. Thompson (sarah.thompson18@gmail.com)

Sarah Thompson holds a B.A. in early childhood ed., *DEEC Preschool Lead Teacher* and *Director II* 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 18+ years, as a parent and substitute teacher, and is now in her seventh year on staff as a teacher.

Mrs. Bouchard (bouchardmelissa9@gmail.com)

Melissa Bouchard has had many years of childcare experience and has been part of the St. Andrew's Coop. Nursery School community for 15+ years, first as a parent, then a substitute teacher, and now is in her fourth year as an assistant teacher.

Second Year Preschool Class Teachers:

Mrs. Blackmer (patricia.blackmer@verizon.net)

Patricia Blackmer holds a B.A. in business administration and is *DEEC Preschool Lead Teacher* certified. Patricia is in her third year at St. Andrew's Cooperative Nursery School, having previously taught in the community for 13 years at what was the First Meeting House Nursery School at Old North Church. She also has an extensive history of volunteering for the Marblehead Public Schools, including serving for six years on the Marblehead School Committee.

Ms. Knights (eknights01@gmail.com)

Emily Knights is in her sixth year with us as an assistant teacher. Emily has an associate degree in liberal arts, has completed many courses in early childhood ed., and has an extensive background in teaching and childcare.

Transitional Pre-K Class

Mrs. Sands (sallybsands@gmail.com)

We are so happy to welcome Sally Sands to our St. Andrew's Cooperative Nursery School teaching team this year. Sally was the owner/teacher of the former First Meeting House Preschool at Old North Church for 20 years. Sally has a master's degree in Counselor Education and is *DEEC Lead Teacher* and *Director I* certified.

Mrs. Berardi (jendunck@gmail.com)

Another longtime teacher from First Meeting House Nursery School, we are excited to welcome Jen Duncklee Berardi to our school this year. She holds a master's degree in elementary ed., *DEEC Preschool Lead Teacher certification*, and has over 20 years' experience teaching in preschool and elementary grades.

Parent Advisory Board

The staff is under the supervision of our Nursery School Parent Advisory Board, which consists of 6 -7 parents, representing each of our classes, to be selected by the parents of the children enrolled in the school at the time of the election.

Classroom Policies

Arrival and Departure

See attached Drop-off/Pick-up schedule.

Please be sure to have your child finish his or her breakfast prior to coming to school.

We do not have a late fee policy as we trust that parents and caregivers will respect the pick-up times. Please, be mindful that your children are waiting anxiously to see you and teachers have responsibilities after school.

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 or email the teachers or director. 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 or Text 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. Due to Covid restrictions, smocks are not being used this year.

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.

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 or backpack.

****Water Bottles****

Please send a full water bottle every day for use at snack time and any time children are thirsty. Please place water bottle on shelf above your child’s hook and *please clearly label water bottles with your child’s name.*

****Back Packs****

Please ***send a backpack every day*** with a complete change of clothing including shirt, pants, socks, underwear, and shoes. If your child is not fully toilet trained and uses diapers/pull-ups, please send enough supplies, including your own wipes, for 1-2 changes. Please do check this clothing periodically to be sure it still fits and is seasonally appropriate. All children, including First Mates, must provide their own diapering supplies, if needed.

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, so please be sure to send appropriate outdoor clothing every day.

In cold weather, please send hats, mittens, boots, and snow pants (if there is snow on the ground). 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, and they, much prefer that they have their own. If children borrow school clothes this year, we will send them home for you to wash after each use.

Toys from Home

Toys and materials in the classrooms are selected to be educationally and developmentally appropriate, and in adequate supply for sharing. Toys from home may not always meet these criteria. We also try hard to keep licensed products from movies, t.v., etc. out of our classroom. These may be fun, but do not have a place in our early childhood classrooms. We want our classrooms to be fair, safe, and comfortable environments for all 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 backpack or cubby is permissible. We will ask

children to give their animal a hug and put it in their backpack/cubby for the day. Guns, swords, war toys, or other toys of destruction are not permitted at any time. Children are welcome to bring a book, or music CD to share with the class at any time during the free play portion of our day. 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.

Diapering and Toilet Training Policy

We understand that children toilet train on their own schedule. For First Mates who are in diapers, we ask parents to send at least three diapers, plenty of wipes and a full change of clothes in a backpack each day. We have three designated times during the daily schedule to check/change diapers or assist in toileting as needed. Teachers will respond to toileting/diapering needs as soon as they are apparent at any time of the day. Our changing table is in the bathroom directly across the hall from the Silvius Room where the First Mates have class. The changing table is disinfected with Clorox wipes before and after changing and the table is covered with a clean changing table paper cover for each change. Teachers will wear protective clothing and disposable gloves for each diaper change. Teachers also have access to face shields as needed.

For preschool aged children who are not yet trained, we ask that they come to school in a pull-up to facilitate easy use of toilet when other children are using the bathroom. If children have toileting accidents, the teachers will help them to change clothes in a manner that is respectful of the child's privacy and encourages age-appropriate self-help. Teacher will always assist children with toileting as needed. If a child is in the process of toilet training, we will encourage, but never force, children to try to use the bathroom as needed. We will be happy to assist parents with training by asking children to try to use the bathroom more often at parents' request.

Birthday Books

If you would like to commemorate your child's birthday at school, we welcome you to donate a book in honor of your child. We will put a special birthday name plate inside the book with your child's name and birthdate. If you choose, you may read the book to the class on your child's birthday during our end-of-day group time and we will sing "Happy Birthday."

To participate, select any book from our carefully chosen Wish Lists by visiting the St. Andrew's Coop Preschool list (or for First Mates please use the St. Andrew's Coop First Mates list) on Amazon.com. Teachers will continue to add to the book list throughout the year. Order any book from the list and have your child bring it to school on/near their birthday. Summer birthday families are welcome to pick a different day on which to bring a "Birthday Book."

St. Andrew's Coop First Mates: <http://a.co/759GONM>

St. Andrew's Coop Preschool: <http://a.co/eQeFhIY>

You can also search these list names on Amazon (if you don't have the link) and they should come up, as they are public lists.

Parent Involvement

Parent Rights

Parent input, suggestions, and cooperation are encouraged and welcomed either directly to the teachers or school director, or through the Parent Advisory Board. Due to Department of Early Ed. and Care restrictions, parents are not allowed into the school building this year.

Parent Volunteers

As a cooperative School, we will still have opportunities for parent volunteers to help with various activities. Sign-ups for Volunteers will be posted when opportunities are available. In the past some of the available committees have been parent advisory board, social committee, fund-raising committee, play dough makers, handyman helpers, and technology.

Parents- of-the-day

Due to Covid, we will not be able to have PODs this year.

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.

Common Choking Hazards (please avoid sending these to school): **Popcorn, baby carrots (sliced or cut into thin match sticks are much safer), celery, hotdog coins, whole grapes, fruit gummies.**

Snack-Time

Children will bring their own snack this year. Please send a water bottle and snack in a bag labeled with your child’s name. Snack should be one or two food items. Teachers will be happy to assist children to open bags/containers. Please avoid foods known to be choking hazards including:

Popcorn, baby carrots (sliced or thin match-stick size is o.k.) , celery, hotdog ‘coins’, whole grapes (cut grape are o.k.), gummies, fruit leather, whole cheese sticks (sliced in half the long way is o.k.).

Preschool 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/water bottles with your child’s name. Please follow guidelines for safe and nutritious foods listed below. Teachers will help children to open foods. Our **No Nuts** policy applies at lunch time as well. Children are not allowed to share foods at lunch. Please keep in mind that we do not have the staffing to heat foods for lunch bunch.

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.

Safe and Nutritious Lunch Suggestions

Protein Group

Chicken, Turkey, ham, roast beef slices
Cheese
Chickpeas 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

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

Vegetable Group

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

Program Policies

Parent/Teacher Conferences

First year Class and First Mates Class 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 and Transitional TK 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. Please email your child’s teachers (emails can be found on the Staff Page of this Handbook) to share an issue and begin a conversation. Feel free to contact the director with any comments or questions at any time.

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 refocus, 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. If asked to sit for a minute to refocus, a child will not be asked to sit for longer than one minute for each year of the child’s age. If a child seems unable to observe school rules, the following procedure will be followed:

- Teachers will discuss with the Director.
- Curriculum or program ideas will be planned to mitigate the behavior.
- Challenges will be shared with parents & parent input will be sought.
- Necessary meetings or referrals will be planned.

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 issues to the teachers.

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), severe, prolonged behavior issues, or due to non-participation of the parent in our mandatory POD program. 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, teachers and the director. Whether the termination is parent or center initiated, the director and teachers 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. Conference(s) with parents to discuss options other than termination.
2. Referrals for evaluation/diagnostic or therapeutic services.
3. Pursuit of options for supportive services to the program, including consultation and/or educator training.
4. Development of a plan for behavioral intervention at home and in the program.

Referral Policy

The St. Andrew's Cooperative 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 teachers and 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. Parent participation may be required. *We have no planned field trips for the 2020-21 school year, due to Covid – 19 Health and Safety Guidelines*

Transportation

The school does not provide transportation.

Absences

Please notify the school if your child will be absent. The best method of notification is email to the school director and classroom teachers (see contact info on Staff Page). 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 year, the director, along with the parent advisory board will consider the possibility of added time to make up for the missed days.

Non-Discrimination Policy

St. Andrew's Cooperative Nursery School does not discriminate based on 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 Region:

360 Merrimack Street;
Building 9, Third Floor;
Lawrence, MA 01843
Phone: 978-681-9684

Health Care Policy

Please refer to the ***St. Andrew's Coop. Nursery School Health and Safety Guidelines*** for all Covid-19 related health and safety issues for the 2020-21 school year

Non- Covid Related 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 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 lip balm may be administered by teachers with written parental consent.

All medications will be stored under proper conditions for sanitation, security and safety. All unused and expired 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 designated 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.

School Calendar 2020-2021



December 2020				
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	

April 2021				
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 2020				
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		

January 2021				
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 2021				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				


October 2020				
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

February 2021				
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

June 2021				
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		

November 2020				
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				

March 2021				
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		

 = No Lunch Bunch Days

Important Dates:

Sep 8	First Day Teachers	Jan 1	New Year's Day – No School
Sep 21 & 22	Students' First Days – No LB	Jan 18	Martin Luther King Day – No School
Sep 28	Yom Kippur - No School	Feb 15-19	February Recess – No School
Oct 12	Indigenous People's Day – No School	April 2	Good Friday – No School
Nov 11	Veteran's Day – No School	April 19-23	Spring Recess – No School
Nov 25	Half-day – No lunch bunch	May 31	Memorial Day – No School
Nov 26-27	Thanksgiving Recess – No School	June 14 & 15	Last Day Students (No LB)
Dec 21-Dec 31	Winter Recess – No School	June 16	Last Day Teachers (Teacher Clean-up Day)

Drop-Off/Pick-Up Schedule

St. Andrew's Cooperative Nursery School 2020-2021

Bright yellow signs will be posted daily to indicate where to drop-off/pick-up each class and the correct time for each. Lines are in place more than 6' apart to indicate where to stand for safe distancing while waiting at each door. Remember, we are all in this together, we can make this work!! Please share feedback on the process via email to the director (not at the door).

Drop off Schedule

		Monday	Tuesday	Wednesday	Thursday	Friday
TPK	Time: Staff: Prkg Lot: Door: Handwashing:	8:30-8:45 Mrs. Power Front Lot Front Door Kitchen	8:30-8:45 Mrs. Power Front Lot Front Door Kitchen	8:30-8:45 Mrs. Power Front Lot Front Door Kitchen	8:30-8:45 Mrs. Power Front Lot Front Door Kitchen	
FY	Time: Staff: Prkg Lot: Door: Handwashing	8:30-8:45 Mrs. Bouchard Side Lot Side Door Classroom		8:30-8:40 Mrs. Bouchard Side Lot Side Door Classroom		8:30-8:45 Mrs. Bouchard Side Lot Side Door Hall Bathroom
SY	Time: Staff: Prkg Lot: Door: Handwashing		8:30-8:45 Ms. Knights Side Lot Side Door Classroom	8:40-8:50 Mrs. Power/ Ms. Knights Side Lot Side Door Hall Bathroom	8:30-8:45 Ms. Knights Side Lot Side Door Classroom	8:30-8:40 Mrs. Power Front Lot Front Door Classroom
FMC	Time: Staff: Prkg Lot: Door: Handwashing		8:45-9:00 Mrs. Power Side Lot Side Door Hall Bathroom		8:45-9:00 Mrs. Power Side Lot Side Door Hall Bathroom	

Dismissal Schedule

		Monday	Tuesday	Wednesday	Thursday	Friday
TPK	Time: Staff: Prkg Lot: Door:	11:45(1:30/LB) Teachers Front Lot Front Door	11:45(1:30/LB) Teachers Front Lot Front Door	11:45(1:30/LB) Teachers Front Lot Front Door	11:45(1:30/LB) Teachers Front Lot Front Door	
FY	Time: Staff: Prkg Lot: Door:	11:45 (1:30/LB) Teachers Side Lot Side Door		11:45 (1:30/LB) Teachers Front Lot Classroom Door		11:45 Teachers Side Lot Side Door
SY	Time: Staff: Prkg Lot: Door:		11:45 (1:30/LB) Teachers Side Lot Side Door	11:45(1:30/LB) Teachers Side Lot Side Door	11:45(1:30/LB) Teachers Side Lot Side Door	11:45 Teachers Front Lot Front Door
FMC	Time: Staff: Prkg Lot: Door:		11:30 Teachers Side Lot Side Door Sanitizer		11:30 Teachers Side Lot Side Door Sanitizer	

Sanitizer will be used to clean hands as children leave the building for dismissal.