



St. Andrew's Cooperative Nursery School Parent Handbook

2022-2023

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.

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 Website - <https://www.standrewscoop.org>

Program Services

2022-2023 School Calendar

This school year will start September 12, 2022, and end June 13, 2023. Please refer to the school calendar for 2022-23 in **Appendix B** at the end of this handbook.

Hours of Operation:

- The **First Mates Class (FMC)** (2 days) meets on Tuesday and Thursday from 8:45 a.m. to 11:45 a.m. First Mates Class is taught by Abbi Lione this year. We are in the process of hiring a co-teacher or assistant teacher for First Mates right now

- The **First Year Class (FY)** (2-3 days) meets on Monday and Wednesday from 8:30 a.m. to 12:00 p.m., with an optional lunch program each day. Many parents also elect to enroll their child in our FY Friday Book Club program (8:30 a.m. to 12:00 p.m. on Fridays). Our First Year Class is taught by Sarah Thompson and Gail Power this year.
- The **Second Year Class (SY)** (3-4 days) meets on Tuesday, Thursday, and Friday from 8:30 a.m. to 12:00 p.m., with optional lunch programs on Tuesday and Thursday. Parents can also elect to enroll their child in our SY Wednesday Book Club program (8:30 a.m. to 12:00 p.m. on Wednesdays). Our Second Year Class is taught by Patricia Blackmer and Emily Knights this year.
- The **Transitional Pre-K Class (TPK)** (4-5 days) meets on Monday, Tuesdays, Wednesday, and Thursdays, from 8:30 a.m. to 11:45 a.m., with optional lunch programs each day. Parents can also elect to enroll their child in our TPK Friday Book Club program (8:30 a.m. to 12:00 p.m. on Fridays). 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
11:00-11:45	Outdoor Play: bikes, playhouses, climbing structure, slides, swing, sand play
11:45-12:00	Group time: stories, songs, creative movement, theme activities, small group activities
12:00-2:00	Extended day lunch program

Wednesday/Friday Book Clubs

Book Clubs include the same children and teachers from your child's class (whomever chooses to enroll in the extra day). They are taught in the Silvius Room, just down the hall from the main classroom. Each day is based on a piece of thoughtfully selected children's literature. Teachers will facilitate age appropriate book discussion and comparisons to other literature. 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. Book Clubs follow a very similar schedule to main classroom classes including 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 12:00-2:00 p.m. Children bring lunch from home. Lunches can be booked as a session at a 10% discount (Fall, Winter, or Spring, over 10-12 weeks each) or individually at a cost of \$20/lunch bunch. The first session runs September through December.

You can find more information and reserve space in a lunch session by using the links on our Lunch Bunch webpage <https://www.standrewscoop.org/lunch-bunch/>. Links for 2022-23 will be live in September.

Enrollment

Enrollment is 8 in the First Mates Class, 16 in the First Year Class, and 18 in the Second Year Class. Small child to teacher ratio is maintained to provide individualized attention to all children. 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

St. Andrew's Cooperative Nursery School uses **Procare Solutions**, for all billing and payments. Our annual tuition is broken into 10 payments for your convenience. The first payment is due at the time of enrollment as a non-refundable deposit. The remaining tuition payments are due on the last day of each month August through April of the current school year. To help reduce fees for our non-profit school, we ask that, you pay via EFT, if possible. Credit cards are also accepted.

- **First Mates Class** – Total tuition is \$4,350, payable in 10 installments of \$435.
- **Preschool 2-Day Class** - Total tuition is \$3,460, payable in 10 installments of \$346.
- **Preschool 3-Day Class** - Total tuition is \$5,190, payable in 10 installments of \$519.
- **Preschool 4-Day Class** - Total tuition is \$7,040, payable in 10 installments of \$704.
- **Preschool 5-Day Class** - Total tuition is \$8,800, payable in 10 installments of \$880.

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.
- **End-of-Year Show and Ice Cream Social** – Held in early June, children perform several songs followed by ice cream treats.

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 core preschool program. At our school, children address teachers as listed below, using the teacher's surname.

First Mates Class Teacher:

Mrs. Lione (abbijlione@gmail.com)

Abbi Lione has a bachelor's degree in art education and *Toddler and Preschool Teacher certification*. She has previously taught nursery school and extended day programs for K-1, as well as toddler and preschool art classes. She is a former St. Andrew's Coop parent and is now in her second year as a teacher in our First Mates program.

Mrs. Church (allisonchurch22@gmail.com)

Allison (Ali) Church has a bachelor's degree in design, and the necessary course work in child development to make her Teacher Qualified through the Massachusetts Department of Early Education and Care. She was a toddler teacher at Seaside Nursery School for a year and has extensive private childcare experience. Ali is a former St. Andrew's Coop Nursery School parent, Advisory Board member, and substitute teacher.

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 many 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 8th year on staff as a teacher.

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 16 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.

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 and Director certified*. Patricia is in her fifth 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 has been with St. Andrew's Coop for 8 years as an assistant teacher. Emily has an associate degree in liberal arts, has completed many courses in early childhood ed., and now newly *DEEC Teacher certified*, will be Co-teaching in the Second Year class this year.

Transitional Pre-K Class

Mrs. Sands (sallybsands@gmail.com)

Sally Sands is in her 3rd year with our teaching team. 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* certified.

Mrs. Berardi (jendunck@gmail.com)

Another longtime teacher from First Meeting House Nursery School, Jen Duncklee Berardi, is also starting her 3rd year at St. Andrew's Coop 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, as well as a representative of The Church of St. Andrew.

Classroom Policies

Arrival and Departure

Drop-off time is 8:30 for all preschool classes and 8:45 for the First Mates Class.

Pick-up time is 12:00 for preschool, 11:45 for First Mates, and 2:00 for Lunch Bunch.

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.

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 first encourage self-help and then, if necessary, offer assistance.

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 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).

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 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 (First Mates classroom). 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.

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 POD day 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 appropriate St. Andrew's Coop Book Wishlist below 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." (*Lists will be live in September 2022.*)

St. Andrew's Coop First Mates Birthday Books

St. Andrew's Coop Preschool Birthday Books

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 teachers or the school director, or through the Parent Advisory Board.

Parent Volunteers

Sign-ups for Volunteers will be posted in a sign-up genius in September. Some of the available committees are parent advisory board, social committee, fund-raising committee, paid substitutes, play dough makers, handyman helpers, website helpers, social media helpers.

Parent Helper Clean-Up Days

In the spirit of our cooperative school, we hope that at least one parent from each family will help during at least one of our Parent Helper Clean-Up Days. Clean-up days involve classroom and playground cleaning/fixing, etc. The first parent helper day this year is Saturday, September 10 from 8:30-10:00 a.m. The tentative spring date this year is Saturday morning, April 8, 2023.

Parent-of-the-Day

Parents participate in our preschool and first mate classrooms on a rotating basis. Parents participate in the TPK class on Thursdays. Parent-of-the-day (POD) schedules will be emailed just prior to the start of school and posted on our website. Schedules are prepared by parent volunteers for each group. All parents are encouraged to take a turn as parent-of-the-day.

Parents should review POD guidelines below before their scheduled day. If you are not able to make one of your scheduled days, please try to switch with another parent in the class. If you are not finding a substitute, please contact your class POD coordinator, teachers, or school director for assistance.

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

Your POD day is a fun morning to spend time in school with your child and his/her class. When you are parent-of-the-day, your child is kid-of-the-day. The children love this because they get to spend special time with you, show you their world, and have special kid-of-the-day jobs. 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 you may have.

You do not need to prepare or bring anything. 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 is most welcome. Please speak with the teachers **prior to your day** about what you would like to share so we can incorporate it into our planning.

Some examples we have had: a fish monger who brought real fish to make fish prints, fire fighters who brought fire trucks, a former fighter pilot who came in his uniform, parents who played instruments, families who shared holidays, traditions, or foods from other countries, or a parent who brought a robot from work. Authentic experiences make a big impact for preschoolers, and they will not judge you. So don't be afraid to show us your talents/interests, it doesn't have to be extraordinary or perfect!

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, messy hands that need washing, 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. Assist 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 ask, "Can you tell me about your creation?"
2. Let children, including your own, experiment with the materials. Resist the urge to 'correct' their work 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. Check that the brushes are clean, and the paint jars are covered 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.

Please **avoid** foods known to be **common 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.).

Snack-Time

Children bring their own snack to school. 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 clearly separate "Snack" from "Lunch."

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. Ideas for safe and nutritious foods are listed below. Teachers will help children open foods when needed. Our **No Nuts** policy applies at lunch time as well. Children are not allowed to share foods. We are not able to heat foods for snack/lunch.

Some Safe and Nutritious Snack and 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
Oranges, kiwi, mango, grape-halves.
Mandarin oranges, melon
Raisins or other dried fruits
Canned pineapple

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, First Mates Class, and TPK 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/March.

Second Year Class 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

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.

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/Text 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. 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.

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

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 your emergency contact(s). 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 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 text/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.

COVID-19 Isolation and Exposure Guidance for Children and Staff in Child Care (and Parent Volunteers - PODs)

Overview

Effective August 15, 2022, children and staff in child care settings should follow the below guidance.

- A rapid antigen test, such as a self-test, is preferred to a PCR test in most situations.
- To count days for isolation, Day 0 is the first day of symptoms OR the day the day positive test was taken, whichever is earlier.
- Contact tracing is no longer recommended or required in these settings, but schools or programs must continue to work with their Local Board of Health in the case of outbreaks.
- The Commonwealth is not recommending universal mask requirements, surveillance testing of asymptomatic individuals, contact tracing, or test-to-stay testing in schools. While masks are not required or recommended in these settings except for in school health offices, any individual who wishes to continue to mask, including those who face higher risk from COVID-19, should be supported in that choice. For those who need or choose to mask, masking is never required in these settings while the individual is eating, drinking, sleeping or outside.
- All individuals are encouraged to stay up-to-date with vaccination as vaccines remain the best way to help protect yourself and others.

Isolation and exposure guidance and protocols

Guidance for Children and Staff in Child Care Settings:

- Quarantine is no longer required nor recommended for children or staff in these settings, regardless of vaccination status or where the exposure occurred. All exposed individuals may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10, and it is recommended that they test on Day 6 of exposure. If symptoms develop, follow the guidance for symptomatic individuals, below.
- Children and staff who test positive must isolate for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever free without the use of fever-reducing medicine for 24 hours, they may return to programming after Day 5 and should wear a high-quality mask through Day 10:
 - If the individual can mask, they must do so through Day 10.
 - If the child has a negative test on Day 5 or later, they do not need to mask.
 - If the individual is unable to mask, they may return to programming with a negative test on Day 5 or later.
- Symptomatic individuals can remain in their school or program if they have mild symptoms, are tested immediately onsite, and that test is negative. Best practice would also include wearing a mask, if possible, until symptoms are fully resolved. For symptomatic individuals, DPH recommends a second test within 48 hours if the initial test is negative.
 - If the symptomatic individual cannot be tested immediately, they should be sent home and allowed to return to their program or school if symptoms remain mild and they test negative, or they have been fever-free for 24 hours without the use of fever-reducing medication and their symptoms are resolving, or if a medical professional makes an alternative diagnosis. A negative test is strongly recommended for return.

COVID-19 symptoms

COVID-19 Symptoms for Child Care

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscle aches or body aches
- Cough (not due to other known cause, such as chronic cough)
- Sore throat, *when in combination with other symptoms*
- Nausea, vomiting, *when in combination with other symptoms*
- Headache, *when in combination with other symptoms*
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies), *when in combination with other symptoms*

School Calendar 2022-2023



December 2022				
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

April 2023				
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

September 2022				
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

January 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

May 2023				
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		

October 2022				
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				

February 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

June 2023				
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

November 2022				
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		

March 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

= Tentative Rummage Sale Set Up
(No access to P.H. Alcove or Silvius Room) – No FMC or Book Club classes.
TPK: "Outdoor Classroom" Weeks

= Morning only, no LB

Important Dates:

Sep 5 Labor Day
 Sep 6 First Day Teachers
 Sept 8 & 9 Student Visiting Days
 Sep 12 FY/TPK First Days
 Sep 13 SY/FMC First Day
 Sep 19 FY First LB
 Sep 26 & 27 Rosh Hashana – No School
 Oct 5 Yom Kippur - No School
 Oct 10 Indigenous People's Day – No School
 Nov 11 Veteran's Day – No School
 Nov 23 Half-day – No lunch bunch

Nov 24-25 Thanksgiving Recess – No School
 Dec 19-Dec 30 Winter Recess – No School
 Jan 2 New Year's Day Observed – No School
 Jan 16 Martin Luther King Day – No School
 Feb 20-24 February Recess – No School
 April 7 Good Friday – No School
 April 17-21 Spring Recess – No School
 May 29 Memorial Day – No School
 June 12 Last Day FY (No LB)
 June 13 Last Day FMC/SY/TPK Students (No LB)
 June 14 Teacher Clean-Up Day

Updated June 1, 2022