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Section 1: Introduction

Welcome

PLYMOUTH HOUSE NURSERY SCHOOL is an attractive, well-equipped building designed specifically for young children. Four bright classrooms, a spacious all-purpose recreation room, and a large fenced-in playground with safety surface offer opportunities for young children to develop as individuals in a comfortable and stimulating environment. Each classroom has two EEC licensed teachers.

OUR PROGRAM provides a wide range of exciting activities for each child. There is a balance between the routine necessary to make children feel secure and a variety of new, enriching experiences. The curriculum is varied and flexible allowing for the children's interests. We place emphasis on music, creative play and self-expression in art activities. Your child will become more independent as he explores, discovers, and learns within our safe environment.

Philosophy

As Director of Plymouth House Nursery School, Kathie Watson, I would like to take this opportunity to introduce our school and its philosophy. Early childhood should be a time of fun, warmth, security, exploring and discovery. Preschool children are creative and receptive; the staff strives to nurture and encourage the unique qualities of each child who attends. Our purpose is to provide an atmosphere that encourages social, emotional, physical and intellectual growth and development of the child as a whole. Planned within the framework of philosophy and purpose, Plymouth House Nursery School's curriculum includes sharing and conversation time; stories, songs, and finger plays; creative art activities, games, and large muscle activities; educational and entertaining programs brought into the school; food preparation; science and nature activities; exposure to shapes, colors, numbers and letters and celebration of birthdays and holidays. It is our goal that within this creative and caring environment your child will enjoy becoming a responsible, contributing, respected member of his or her peer group.

CURRICULUM GOALS: The long-term goal of Plymouth House Nursery School is to help children become enthusiastic learners. Children learn best when they are encouraged to be active and creative explorers who can test new ideas and think independent thoughts. Allowing children to learn at their own pace

helps them to be self-confident, inquisitive learners. We strive to teach our children how to learn in nursery school and throughout their lives

SOCIAL DEVELOPMENT: To help your child feel comfortable in school, trust his new environment, make friends and feel part of the group.

EMOTIONAL DEVELOPMENT: To help your child experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.

COGNITIVE DEVELOPMENT: To help your child become a confident learner by letting him try out his own ideas and experience success. We will help him acquire learning skills such as the ability to solve problems, ask questions, and use words to describe his ideas, observations, and feelings.

PHYSICAL DEVELOPMENT: To help your child increase his large and small muscle skills and feel confident about what his body can do.

OUR IMMEDIATE OBJECTIVE is to ease the transition between home and school by providing a secure and independent atmosphere for your child.

Equal Opportunity and Non-Discrimination

Plymouth House Nursery School provides services to children and families without regard to race, religion, cultural heritage, political beliefs, national origin, disability or marital status.

Accreditation

Plymouth House Nursery School is accredited by the Department of Early Education and Care (DEEC)

Parent Involvement

We would like parents to visit classrooms as class programs are posted on the parent boards in each classroom.

Rooms are set up in learning centers to enhance math, science, reading and artistic skills. If you have an area of interest or expertise, please inform the teachers so that a visit may be planned. Perhaps you may have an item that will enhance the theme that the children are learning about and you would like to share.

We also have a Mystery Reader Program that is great fun and the teachers are always looking for family members to come in and surprise our students by reading a favorite book.

The Staff

OUR DIRECTOR, Miss Kathie Watson, who is Massachusetts Director Certified and has 30+ years of experience in Early Childhood Education, has chosen the staff members carefully.

The teachers hold degrees and are licensed by Department of Early Childhood Education and Care. All staff are required to submit a Background Record Check prior to their employment and a yearly Background Record Check will be submitted. Their warm and accepting attitudes foster a feeling of mutual respect and self-pride within our school.

All staff regularly attends in-service courses, as well as, First Aid and CPR courses.

Section 2: Getting Started

Initial Visit

Before registering it is suggested that you and your child come to Plymouth House during school hours to acquaint yourself with our staff, program and facilities. You may call the office between 8:00 a.m. and 5:30 p.m. We encourage parents to visit anytime throughout the school year. You and your child will tour the school accompanied by the Director and all questions will be answered at that time. The tour of the classrooms will be approximately 30 minutes whereby your child may interact with the students, teachers and equipment. The Director will then show you the playground and the rest of the school.

Enrollment Availability

We offer a choice between two, three, four or five day morning programs and two or three day mixed-aged afternoon programs. We accept children who are 2.9 years of age up through age five as of August 31 of the current year.

Hours of Operation

Early Drop-Off	7:30 - 8:30
Regular School Hours	8:30 - 11:45
Extended Day Hours	11:30 - 5:30

The Enrollment Procedure

You will be given an application form for you to take home, review, fill out, and return along with information about the facility. An application fee of \$125 is due with receipt of your application and is not deducted from your tuition and is not refundable.

Transition Plan/Your Child's First Day

Phase-In Days: In order to help children feel comfortable and ease them into our programs, we established a phase in program. On the first two days of

school, your child's class will be divided in half. Your child will attend one of the two phase-in days. This will allow a small number of children to become acquainted with the teachers, classmates and his/her classroom. On the third day, the entire class will attend together. Every child will receive a letter from his/her teacher indicating the assigned phase-in day.

While your child is upstairs in their class, you are invited to join the Director downstairs for an orientation gathering. At this time the Director will pass out the Parent Handbook, inform you of any updates, such as new staff and calendar changes. There will be sign up sheets for classroom volunteers to bring goodies on designated party days, Stayday attendance and volunteering as a substitute helper in the classroom.

At this time an updated **Authorization and Consent** form will be passed out for you to fill in and return to the office no later than your child's next day of attendance. It is mandatory that we have this information on file in case of an emergency. Don't forget to fill out both sides, sign and date the document. We will also collect your child's current physician physical (with all immunization information included). It also is mandatory to have this document on file as per order of D.E.E.C.

We will send out weekly news letters via email, this will include a newsletter from your child's teachers and one from the director. Each family is asked to provide us with a current e-mail address and to update the school of any changes of phone numbers or email addresses.

Your child will be given a colored sheet of paper with their name on it. Please place this in your windshield when picking your child up at curbside. It helps expedite pick-up procedures.

Section 3: Daily Routines

Arrival and Departure

There is an Early Drop - Off Program 7:30 – 8:30 a.m. for a fee of \$10/day. 8:00-8:30 a.m. is \$5.00 per day. This program requires a 24 hour notice to the school office.

If you are not doing the "Early Drop Off" program, the doors open at 8:30, activities start at 9:00. Please drop children off between these times so the children do not miss anything! Please do not bring the children into the classrooms before 8:30 (as this is set up time for teachers).

When bringing your child to school, you may either drive up along side the building or allow the teachers to assist your child into school, please stay in the

car line, do not try to go around the car in front of you for safety reasons, or park your car in the parking lot and walk your child in through the main entrance.

Please do not park your car along the sidewalk or in the small lot used by the church office when bringing your child to school.

At dismissal time, we ask you to follow the same procedure as above. In order to keep the line of cars moving, we would appreciate it if “mini conferences” with teachers **not be held** at this time. Please stay in the car line, do not try to drive around the cars in front of you for the safety of our students and staff.

Never leave your car running unattended -- this creates a potential safety hazard.

Transportation – Plymouth House Nursery School does not provide any Transportation.

Daily Communication

An informal and continuing communication between home and school enables the staff to support development and growth within a pleasant environment. Parent-teacher conferences are planned twice during the year and a **weekly update** is sent via e-mail describing activities and plans. We encourage parental input and participation throughout the school year.

Child Guidance

We believe that children learn best through experiences. We believe that the teachers must guide and redirect the children to help them learn to cooperate with their peers and to have positive, educational experiences to encourage and enhance their growth and development while in our care. We believe that we can best accomplish this by:

- Having a variety of activities for the children.
- By the use of group management techniques, limiting the number of children in each area of the room to avoid overcrowding and to allow for sufficient materials and the opportunity for constructive interactions.
- By using a below the state recommended ratio of adults to student (the state requirement is 1:10 for 3 -5 year olds,) we provide a 1:8 or lower.
- By speaking with a child if their behavior is inappropriate for the material that they are using i.e.: "we take the blocks down"; "walking feet, please" or "this is the way we use that toy".

- We use positive language with the children and give praise for appropriate behavior.
- If a child is having a problem after we have used the above techniques, we will ask the child to move to another area for a while. As we progress through the year the children are just redirected to another area; they know that it means the behavior was not appropriate.
- After these methods have been exhausted and the child still has a problem with appropriate behavior, a brief, supervised separation from the rest of the group can help a child regain control, (with the help of the teacher discussing with the child what might be a better way to interact with other children, materials, etc.)
- Time away lasts for three to five minutes approximately. If there are repeated offenses in any given session, this would indicate to the teacher that an informal conference is required with the parents to enlist their assistance in working with their child.
- Children with consistent difficulties are taken through the above procedures then the parents are consulted regularly. If necessary, outside assistance is sought and, ultimately, the child would be asked to leave our program. This is seriously considered when the health, safety and welfare of this child, and/or another child or the children of the group are at risk.
- Under no circumstances will Plymouth House Nursery School allow spanking or other forms of corporal punishment of children. We will not subject children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment. We will NOT deprive any child of food, and/or force feed. We do not discipline a child for soiled clothing, we do not force a child to remain on the toilet nor use any other unusual or excessive practices for toileting.
- If group behavior is a problem, the group is broken up and redirected to other activities in the room. If cleaning is a problem for the entire group, we will discuss it. We will incorporate the "logical consequence" technique, which is, "if we take a long time to clean up," because the teachers have to remind, redirect and put the children back on task, then we run out of time for the fun things like: singing , story, outdoor play, etc. This helps the children understand responsibility and what can happen.

EEC 7.05(07) all staff members of P.H.N.S. are to report to the Director if a problem or possible problem is suspected in any child in their classroom. A meeting will take place between the teachers, parents and director to decide what steps are to be taken, and referrals given. A plan will be put into effect for a follow up conference with the teachers and parents.

All teachers will observe their students at all times and if they notice anything out of the ordinary a notation will be made and placed in the child's folder. If there is a consistent behavior change, then the records will be reviewed and conference will be held with the staff and parents. At this time referrals will be given.

STAYDAY/EXTENDED DAY PROGRAM

Optional - As long as your child is enrolled at P.H.N.S., he/she may attend any of our extended day options on any day(s) of the week regardless of the days he/she attends school.

What is it? Stayday/Extended day is an unstructured afternoon offering crafts, stories, music and free play.

When is it? Stayday is offered Monday through Friday, from 11:45 to 5:30 p.m.

What does my child need to bring? Each child brings his/her lunch, send a nutritious lunch, we cannot heat food for students. No candy or gum! Remind children that trading food is not allowed due to food allergies. A small plush animal or doll and a small blanket may be brought for rest time. We are a **Nut Free School**.

How do I register? Call or stop in the office.

Where/When do I pick up my child from Stayday? Parents are asked to come into the building after 1 P.M. to pick up their children. For safety reasons, the Main doors will be locked at all times. During good weather we will be in the playground, so please come to the fence or the main entrance to pick up your child when using Extended Day. From 3:30 on we are in Rooms 3 & 4, located off the circular driveway, parents may enter through the rear doors. Do not park in the lot between the school and the church. If you are coming in, do not leave your car running and make sure eye contact is made with a teacher before leaving the room. Never leave a child alone. **After a five minute grace period, there will be a \$5 late fee charged for each minute beyond the agreed upon pick up time. Please phone if you will be late.**

Lunch and Snacks

Lunches are not provided. Snacks are provided within each session and at Stayday. The snacks are posted weekly in each classroom. We try to provide a variety of nutritional snacks to our students such as: fruit, crackers, pretzels, juice and baking projects the children make in class. You are welcome to contribute a "goody" to celebrate your child's birthday or special occasion. Please let the teacher know what you are bringing so that we can accommodate students who may have food sensitivities/allergies. We are a NUT FREE school.

Rest Period

Only during Stayday will there be a designated "quiet time". Children staying will have a short "quiet time" after lunch, they can sit or lie down on a mat (we provide) and listen to a few stories on tape.

Change of Clothing

Each child needs to bring (daily) a good size backpack with a complete change of clothes (shirt, pants, socks, and underwear) appropriate for the season. During the winter we will go outside and each child **MUST HAVE** in their backpack a snowsuit, boots, 2 sets of mittens and hat.

Toilet Training

We hope that all our students are potty trained upon enrollment to school. Plymouth House is not licensed as a daycare with changing table facilities but if you provide “Pull-Ups” and are actively in the process of toilet training your child, we will work with your child towards succeeding their independence. If this is a concern, please bring it to Miss Kathie’s attention.

Toys

Please do not let children bring any toys to school, we have plenty!!!

Traditional Holidays

OUR CALENDAR, with a few exceptions, follows the Framingham Public School (Pre School) schedule of holidays, vacations and cancellations due to bad weather. This announcement can be heard on local radio and TV stations, channels 4, 5, & 7. A copy of the school calendar can be found on our web site.

Inclement Weather

P.H.N.S. follows the Framingham public school closures, if they close for the day or if there is a delay in opening we will close for the day. Please watch local channels 4,5&7 for school closures. We reserve the right to close early on days when we feel weather conditions present a risk to your child’s safety.

Section 4: Health and Safety

Good Health

Our health policy is preventative health care. This policy, along with your cooperation, can minimize the spread of illness among children. We encourage you to give your child time to rest and recuperate so that he/she may regain resistance to other illnesses. In the event that your child is taking medication at home that is not required to be given at the school, it is helpful for the teacher to know. Often children have reactions to medication that alter their behavior and routine. Remember, PLEASE report contagious diseases immediately so that other parents may be notified.

Health Requirements: A physical examination and immunization record by your child's doctor before entrance to school. A form is provided for the doctor to complete, date, and sign.

Illness

If your child is going to be out sick, you are asked to call the school and notify us at (508) 875-1001. E-mail – phns50@verizon.net.

Symptoms of Illness

Teachers will continually observe the children in their care for signs of illness. If, upon arrival, any of the following symptoms of illness are noted, you will be requested to take your child home:

- Temperature is 100 or higher
- Conjunctivitis (inflammation of eyes)
- Rash indicative of measles, Roseola, etc.
- Signs of severe cold or sore throat
- Wheezing
- Severe vomiting or diarrhea

During the time that it takes you to arrive at the school, your child will be isolated away from the other children in the Director's office. Parents should make an effort to arrive at the school promptly after being notified that their child is sick.

Returning to School after An Illness

Your child may return to school **without a physician's release**, under the following conditions:

FEVER - 24 hours fever free without fever reducing medications

DIARRHEA / VOMITING – 24 hours after last incident

ANTIBIOTICS - 24 hours after first administration of medication

A child **may return to school** under the following conditions ***only with a physician's release***:

- After the symptoms of impetigo, contagious rashes or parasitic disease have completely cleared.

- After the period of contagion is over for the following diseases and with a note from the physician or the Board of Health:

Chicken Pox	All spots have cleared
Measles	Five days after rash begins
German Measles	After rash disappears
Hepatitis	Three weeks after onset of jaundice
Mumps	Nine days after onset of swelling
Lice & Scabies	After treatment is complete

MANAGEMENT OF INFECTIOUS DISEASE

P.H.N.S. shall not allow any child to attend school if they have a contagious disease, serious illness, or a reportable disease. If a child enters the building and is later determined to have a communicable disease, all families within the school shall be notified by either telephone and or a written notice. Our health care consultant will be informed and we will follow his or her instructions as to the steps to ensure that other students are not infected and that the center is free of communicable disease.

If a staff member believes that a child may possibly have an infectious disease, the child shall be brought to the office and kept isolated from other children until the parent or guardian picks them up. The child may not return to the center until a physician has given them a clean bill of health.

INFECTION CONTROL

P.H.N.S. shall practice proper hand washing skills and instruct the children to wash with liquid soap and running water using friction. Staff and children shall wash their hands before eating or handling food, after toileting, after coming in contact with body fluids and discharge, after handling center animals or their equipment and after cleaning.

All equipment, items or surfaces will be washed with soap and water and disinfected using 1 part soap to 3 parts water. We shall use a bleach solution made using 1 part bleach to 3 parts water. We shall always have a supply of disposable gloves to be used when cleaning blood spills or body fluids. The infected area shall be disinfected, used gloves shall be properly disposed of in a lined covered container. Any soiled clothing will be placed in a plastic bag, labeled and returned to the parent at the end of the day. All cleaning supplies shall be kept in a locked closet out of the reach of children. All staff shall be trained at staff orientation on the procedures of infection control and sanitation.

CARE FOR MILDLY ILL CHILDREN:

If a child becomes ill during the time they are in our care we shall bring the child to the office and provide a cot for resting and offer something to drink and eat. The child will be offered toys and books to amuse themselves until a parent or guardian arrives. The staff person that is in charge of the child shall be at least teacher qualified and will be trained in first aid and CPR, which shall include

knowledge of recognition and documentation of illness or injuries and taking a child's temperature.

Any child attending P.H.N.S. shall fill out a medical history form and if any child has an allergy, it will be posted in each classroom and in the main office. All efforts will be made by the staff to maintain a safe and healthy environment for all children.

The Director shall maintain the first aid kits: one is located in the hall closet, another is located in the hallway by the playground doors. There are smaller kits in each classroom that contains band aids and gauze. All kits shall be checked on a monthly basis.

Medication Policy

P.H.N.S. shall not administer medication to any child without written consent from the parent or guardian. We shall not administer prescription medication without the doctor's written instructions (prescription on the bottle) that indicates that the medicine is for a specific child, specify the dosage, number of times per day, and the number of days the medication is for the specified child. We will not administer any medication contrary to the directions on the original container unless a written order or a Plan of Action is given by the child's physician. All medication will be kept in a safe location out of the reach of children.

If a child must take medicine during their time at P.H.N.S., an authorization for medication form must be filled out and signed by the parent or guardian and the medicine is to be left in the Director's office or placed in the refrigerator in the original container. The medicine will be given at the appropriate time by a teacher or the Director and will be noted on the authorization form: the time, date, dosage and signature of the person administering the medication. The form shall be placed in the child's file when the medication is finished. All unused medication shall be properly disposed of or returned to the parent or guardian when no longer needed.

Accidents

INJURY PREVENTION PLAN

All staff shall observe their classroom and playground at all times for any hazards which may cause injury. We do not permit smoking on the grounds or in the school. We shall keep all toxic substances out of the reach of children and locked on a separate closet. We do not take any field trips or leave the school grounds.

IF A CHILD IS INJURED

If a child is injured and needs first aid or medical attention, a form (located in notebook by the first aid kit) will be filled out which will include the child's name, date, time and location of the incident and how it occurred. The names of

the people who administered first aid or medical care shall also be included. The incident shall also be recorded in the central log which shall be monitored periodically to identify any problem areas. TAKE CHILD TO OFFICE AND MAKE NECESSARY CALLS TO PARENTS AND/OR EMERGENCY PERSONEL SHALL BE CALLED AND THE CHILD SHALL BE TRANSPORTED BY AMBULANCE AND ACCOMPANIED BY A STAFF MEMBER TO THE NEAREST MEDICAL FACILITY. EMERGENCY CONTACTS, (LOCATED IN THE STUDENT BLUE NOTEBOOK ON OFFICE DESK.) LEAVE ONE TEACHER IN CHARGE IF CLASS AT ALL TIMES. IF NECESSARY, OBTAIN HELP FROM NEXT CLASSROOM

Emergencies

FIRST AID KITS

First Aid equipment/kits are in each classroom, the snack closet on the shelf in the hall by the playground door. All staff members will be trained during the orientation period as to where the First Aid kits are located and how to use the contents. Health Care Policy is in the snack closet in the hall. First aid shall be administered by a First Aid certified staff member. The main first aid kit shall include all of the following items: Adhesive tape, band-aids, gauze pads, gauze roller bandage, disposable latex gloves, instant cold pack, scissors, tweezers and thermometer. All other kits shall contain gauze pads, band aids, and disposable latex gloves.

EMERGENCY PHONE NUMBERS

Emergency phone numbers to contact families are kept in the EMERGENCY book located in the office on the file cabinet. Also, each classroom has an emergency file card on each student. A copy of all students' emergency information is in their personal file.

Our Emergency support contacts are:

EMERGENCY – 911 (FIRE, POLICE, AMBULANCE)

FIRE – 508-620-4951 (RTE. 9) or 508-620-4936 (DOWNTOWN)

POLICE – 508-872-1212

POISON – 1-800-682-9811

HOSPITAL – 508-383-1000 METROWEST MEDICAL CENTER

HEALTH CONSULTANT – 508-881-1525 ANNE FERRARI-GREENBERG

DESIGNATED ADULT – Lee Ann Chavez – 603-491-6514 or 508-405-0885

MAX HEALTH CARE LINE – 1-800-487-1111

EMERGENCY EVACUATION PLAN

In case of an emergency whereby the school must be evacuated the following procedures will be adhered to:

Room 1 – All children shall exit the room and follow the hallway, turn left and exit through the main doors. Meet in grassy area between the school and the church.

Room 2 – All children shall exit the room and follow the hallway, turn right and exit through the main doors. Meet in grassy area between the school and the church.

Room 3 – All children shall exit the room through the rear classroom door and follow the sidewalk to the grassy area between the school and the church.

Room 4 – All children shall exit the room through the rear classroom door and follow the sidewalk to the grassy area between the school and the church.

Classroom teachers shall take the daily classroom attendance sheets with them during an evacuation and check attendance outside the building and again when they return.

If the emergency mandates immediate evacuation per order by the State (flood, hurricane, tornado, war) the town of Framingham will supply a bus and transport everyone to Brophy Elementary School and parents will be called from that location.

The director shall hold evacuation drills every month and they shall be held on two consecutive days in both the morning and afternoon so as to include all sessions. The times and dates shall be noted in the evacuation log book.

Child Protection Mandate

ABUSE AND NEGLECT POLICY

P.H.N.S. staff shall protect all children in their care from abuse and neglect while in our care and custody. All staff is mandated reporters and shall report suspect child abuse and neglect. The report shall be made to Department of Children and Families in the form of a 51A. The director shall inform Department of Early Childhood Education and Care immediately after filing the report or learning that a 51A has been filed, alleging abuse or neglect of a child while in the care of P.H.N.S.

P.H.N.S. shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program. Providing consent of disclosure to the office of information from, and allowing the Office to disclose information to any person and /or agency the Office may specify as necessary to prompt investigation of all allegations and protection of children. Failure to cooperate may be grounds for suspension or revocation or refusal to issue or renew a license.

The Plymouth House Nursery School shall document any concerns that we may have with any staff member addressing any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that the allegedly abusive

neglectful staff member does not work directly with children until the D.C.F. investigation is completed and for such further time as the E.E.C. requires.

Section 5: Family Involvement Information The Commonwealth of Massachusetts Department of Early Education and Care

Family Involvement Information

The General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of family child care, small group and school age and large group and school age child care.

These regulations, 606 CMR 7.00, establish standards for operation of family childcare, small group and large group and school age child care programs in the commonwealth. The regulations require certain things of licensees (program owner) in regard to their work with families. A summary of the required parent information, rights and responsibilities are identified below.

Family Involvement. The following 606 CMR 7.08 requirements apply to all programs, including family childcare, small group and school age and large group and school age childcare. Additional requirements for family child care are found at 606 CMR 7.08(9). Additional requirements for small group and school age and large group and school age childcare are found at 606 CMR 7.08(10).

The licensee must support and encourage a partnership with and the involvement of parents in the early education and care of their children.

Parent Communication. The licensee must develop a mechanism for and encourage ongoing communication with parents, and must be able to communicate effectively with families whose primary language is not English or who require alternative communication methods.

Parent Input. The licensee must have a procedure for allowing parental input in the development of program policies, which may include, but need not be limited to a suggestion box and individual or group parent meetings.

Parent Visits. The licensee must permit and encourage unannounced visits by parents to the program and/or to their child's room at any time while their child is present.

Enrollment Meeting. The licensee must provide an opportunity for and encourage parents to meet with the program administrator or his or her designee prior to admitting a child to the program. *The licensee must offer children and parents an orientation to the program.

* The licensee must provide an opportunity for parent(s) and children to visit the program and meet educators before the child is enrolled.

* The licensee must seek information about each child's and family's interests and needs.

*To support transitions and coordinate with services offered by other providers, the educators must request that parents share with them information about other therapeutic, educational, social and support services received by the child.

*For children younger than school age, his or her parents at the time of enrollment. The developmental history must be updated annually and maintained in the child's record.

Written Information for Parents. The licensee must provide the following information to families in writing prior to enrollment of the child:

*Notification that parents are welcome to visit the program unannounced at any time while their child is present; and that input from and communication with parents is encouraged;

*the frequency of children's progress reports;

*the programs policy regarding administration of medication;

*the procedure for meeting potential emergencies;

*the transportation plan;

*a program calendar noting closed days and hours of operation;

*the programs fee schedule, including any fees for late payment, late pick up, field trips, special materials, etc.

*the programs plan to provide positive and consistent guidance to children based on their individual needs and development;

*the programs criteria for excluding children from care due to serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of public Health;

*information regarding SIDS risk reduction practices, including the practice of sleeping infants on their backs;

*the procedures relating to children's records;

*notice that the child educators are mandated reporter and must by law, report suspected child or neglect to the Department of Children and Families;

*Notice that the program is licensed by EEC, including the telephone number and address of the EEC regional office responsible for the program;

*a statement that parents may contact EEC for information regarding the program's regulatory compliance history.

Parent Conferences. The licensee must make educators available for individual conferences with parents at parental request.

Notifications to Parents. The licensee must inform parents: Immediately of any injury which requires any medical care beyond minor first aid or of any emergency administration of non-prescription medication;

*immediately of any allegation of abuse or neglect involving their children while in custody of the licensee;

* prior to or as soon as possible following any change in educators; at the end of the day regarding any minor first aid administered; in writing within 48 hours of any incident;

*whenever special problems and significant developments arise;

Whenever a communicable disease or condition has been identified in the program;

*in writing seven days prior to the implementation of any change in program policy or procedure;

* prior to the introduction of any pets into the program; of the use of any herbicides or pesticides, prior to their use whenever possible; and

*whenever the program deviates from the planned menu.

Additional Requirements for Small Group and School Age and Large Group and School Age Child Care

The licensee must provide the following information to parents in writing prior to enrollment:

*the program's written statement of purpose including and, where applicable, information on the administrative organization of the program;

*The suspension and termination policy

Children's Records

Information contained in a child's record is privileged and confidential. This school does not release the information in a child's record to anyone not directly related to implementing the child's program plan without written consent of the child's parent or guardian. This school will notify a parent should his or her child's record be subpoenaed. Parents shall have access to their child's record at reasonable times with no delay of greater than two business days following such a request. If the parents request a copy of any records, this school will provide the requested copies free of charge. Occasionally, a duly authorized licenser will review children's files to substantiate proper record-keeping by the school. However, no material is removed, and confidentiality is always maintained.

A child's parents may add information to the child's record at any time. The parents may request to have information in the record deleted or amended. If the Director feels that the information needs to remain in the record, the Director will meet with the parents to discuss the issue. If, after the conference, the Director still chooses to deny the request, the Director will provide the parents with a written explanation and will explain to the parents how to file an appeal with the child are licensing agency.

Upon written request of the parents, this school will send a copy of the child's record, at the parents' expense, to any other person or agency so designated.

Confidentiality

Plymouth House believes in protecting the confidentiality of all families who choose to enroll in our school. We will not discuss the affairs of one family with another family without prior mutual consent, nor will we release family information to parties outside of school or to the general public without written consent. We will also ask for written consent when requesting outside records from other agencies or families. It is also against school policy for staff members to discuss the affairs of families in casual conversation within the school or in any inappropriate way at any time. We expect all families to follow the same principles of confidentiality with respect to all other families and staff members.

Resolving Conflict

Plymouth House Nursery School, of course, hopes that all questions of care will be decided based on what is in the best developmental interests of the children. Occasionally conflicts will arise between parents and staff. While either side can, as a practical matter, terminate the relationship, progressive steps toward prompt resolution are often effective. The following steps are designated to help in the resolution of problems or disputes:

When a situation requires a conference or a written reply, we ask that you initiate your request with the Director, rather than through an individual teacher. The Director will respond as soon as possible and always within one week of

receiving your request. You may certainly request or suggest that the teacher is at the conference, and the Director may do the same.

If step 1 does not result in a mutually satisfactory resolution, you may pursue your concern through direct interaction with the Director's supervisors, the Co-Chairs of the Board of Directors. The Director will honor this request in a professional manner, and the Plymouth House Nursery School Board of Directors' Co-Chairpersons will again respond within one week of your request.

Plymouth House believes that the above steps should be taken first, notwithstanding any recourse available under state licensing regulations or developed in association with Plymouth Church. Upon request, the Director will provide parents with the details of any other resolution rights or procedures that apply.

Referral Procedure

The Director and teachers evaluate and monitor children's behavior and progress through weekly team meetings, evaluations, and through a daily notes. Records are confidential and access to them is limited. Parents have a right to review their child's file at any time.

If a behavioral incident occurs, or there is a reason to be concerned about a specific developmental issue, our procedures for observing, evaluating and referring the child or family to an appropriate agency or professional resource are as follows:

- Teachers are responsible for recording information about a child's behavior and development in an accurate and factual manner which states specific behaviors and the date, time and duration of observations made.
- The Director will review and sign all documentation regarding such behaviors.
- The designated Co-teacher, the Director, or other qualified Plymouth House professional may be asked to observe the child in the classroom for three half-hour periods unless the situation requires the Director to act immediately. Parents will be asked to review documentation and concerns about their child's behavior or development and sign a statement acknowledging the school's concerns.
- The Director and parents then develop a plan to help identify both the child's needs and source of help available to address those needs. This may include any state regulatory agency, the child's pediatrician, the Early Intervention team, or the local public school system if the child is over three years old.

Termination of Enrollment

Even when the preceding referral procedure has been followed, there may be circumstance which warrants termination of a child's enrollment at Plymouth House. Although every effort will be made to avoid taking this step, the following situations may necessitate discontinued enrollment:

- Excessive biting.
- Parent's refusal to seek professional help.
- Physical or emotional problems that require constant one-on-one attention.
- Severe behavioral problems which cannot be controlled and may endanger the child or other children.
- Physical or emotional impairment which the school cannot reasonably accommodate.
- Failure to pay tuition for two consecutive months.
- Failure to provide health forms and other paperwork required for enrollment.
- Failure to cooperate with the school's policies.
- Parent's disrespectful behavior toward other parents, children, teachers, or any Plymouth House employee.
- Discriminatory, humiliating, intimidating, or harassing behavior of any kind which contributes to the creation of a hostile environment.

Before a decision to terminate enrollment is made, the following steps will be taken:

- Documentation will be prepared by the Director to be shared with parents.
- If parents have sought outside help and the child's behavior has not improved and the school cannot provide an appropriate environment, the parents will be given a list of other schools or programs in the area, with two weeks to find alternative care whenever appropriate. The child will be told approximately one week before termination, in a manner as a child who is moving; i.e., a party, good-bye card, etc.

Under no circumstances will the child's termination be treated any differently than the usual routine for other children who leave the school.

If a child's departure from the school must be sudden, for whatever reason, and the child and the school do not have a chance to say good-bye, the teacher will write a simple note addressed to the child. Photos, drawings, and other mementos may be included.

Section 6: Tuition and Attendance

Payment / Fees

TUITION: In April you will receive a contract and a letter requesting tuition Payment #1 (Security Deposit) be made by May 15, 2017. This payment cannot be applied toward any other month's tuition regardless of early withdrawal from the program. Your next tuition Payment #2 will be due September 1st, 2017. Payments #3 - #10 will continue monthly through May 1, 2018. If two children from the same family are enrolled, there will be a \$5 reduction on the youngest child's tuition. Our calendar is based on a set number of days and includes "snow days". The financial commitments of our school do not enable us to offer refunds for vacations and snow days.

AM Classes

2 Day \$ 257/month
Toddler 2/Day \$297/month
3 Day \$ 385/month
4 Day \$ 515/month
5 Day \$ 625/month

(PHNS Tax ID. # E042-106778)

EARLY DROP OFF : 7:30 - 8:30 am- a 24 hour notice is required to take advantage of this service at a rate of \$10 from 7:30-8:30 or \$5 from 8:00 to 8:30 per day paid directly to the teacher on duty.

STAYDAY FEES: 11:30-2:30 -\$33.00, 3:30-\$38.00, 4:30-\$43.00 and 5:30-\$48.00 per day

Late Pick-Up/Payment Penalties

If a child is left at Plymouth House Nursery School past our normal closing time, after a grace period of five minutes, a penalty of **\$5 per minute per child will be charged**. During school hours of operation, late pick-ups will also be charged a penalty of \$5 per minute per child after the first offence.

A **late fee of \$20** will be charged if tuition payment is not **received by the tenth of each month**.

Returned Checks

If a check is returned for any reason, the check must be replaced in addition to a \$25 penalty charge. Upon notification of a returned check, the parent will have a week (or time agreed upon with the Director) to replace the payment. Two returned checks will be cause for accepting future payments by money order (or cash) only.

Termination for Non-Payment

Non-payment or late payment of fees for two months can be sufficient cause for termination of service. If service is terminated by Plymouth House Nursery School for non-payment, the school will pursue collection of the full amount due.

Absence

Please notify the office by 8:00 am of the day your child will be absent. If you are planning an extended absence from school for your child (family vacation, trip, illness, etc.) please notify the office as soon as plans are known.

Vacation/Leave of Absence/Absence due to Illness

Our calendar is based on a set number of days and includes “snow days”. The financial commitments of our school do not enable us to offer refunds for vacations and snow days. If you choose to leave the program for an extended period of time, Plymouth House will accept one half of the tuition to hold your child’s place. If you choose not to accept financial obligation we cannot guarantee placement upon returning to our program.

Withdrawal

Upon permanent withdrawal of a child from school, a thirty day written notice is required. The following is the tuition refund reimbursement schedule:

Notice given prior to July 15, 2017 = Tuition paid minus \$75

Notice given after July 15, 2017 =NoRefund

\$125 Application Fee = Non-refundable

Payment #1 Security Deposit = Non-Transferable (regardless of early withdrawal)