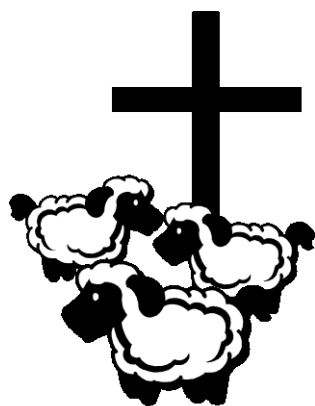


# **GOOD SHEPHERD NURSERY SCHOOL**



## **PARENT HANDBOOK**

**2014 - 2015**

# Parent Handbook Table of Contents

## 2014-2015

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# THE GOOD SHEPHERD NURSERY SCHOOL

*A Ministry of Medway Village Church*

170 Village Street  
Medway, Massachusetts 02053  
(508) 533-5854  
Director.gsns@gmail.com  
[www.goodshepherdnurseryschool.org](http://www.goodshepherdnurseryschool.org)

**Kimberly Hughes**, Director and Teacher

## Teaching Staff, 2014-2015

**Nancy Barron** (Senior Lead Teacher, Head Teacher Primary 1 & 2 classes)  
**Julie Terrasi** (Head Teacher Friday Enrichment, Teacher Tuesday/Thursday classes)  
**Natalie Hudon** (Teacher, Pre-K2 afternoons and Wednesday Extended Day classes)  
**Kim Hughes** (Head Teacher Pre-K2 mornings, Pre-K3, Pre-K4)

Information Technology and Website: **Ted Olson & Kim Hughes**

## **GSNS Advisory Board**

Jim Longhurst (Pastor)  
Karina Thompson (Deacon Liaison)  
Donna Puleo (Former Director, MVC Liaison)  
Cathrine Lowndes (Former Director)  
Kimberly Hughes (Ex-officio)

*"I am the good shepherd; I know my sheep and my sheep know me..."*

John 10:14

This school is licensed by the Commonwealth of Massachusetts

*Department of Early Education and Care*

*Program Number 201985*

*Parents may contact EEC for program compliance history at  
10 Austin Street, Worcester, MA 01609  
(508) 798-5180*

*Tax-Exempt Identification Number 046-118-338*

## PHILOSOPHY AND PURPOSE

It is the philosophy of the Good Shepherd Nursery School that the preschool years are extremely important in the life of the young child. These are the years when language is mastered, independence is growing, and first friendships are made. It is during these years that the most rapid and dramatic changes take place in physical skills and thinking abilities.

Our main goal is to provide a sound foundation for future learning by providing a variety of worthwhile experiences that promote development in social, emotional, creative, intellectual, and physical areas. We seek to accomplish this from a Christian perspective through a loving and caring staff.

Among the skills that the child needs to develop are motor skills, eye and hand coordination, language (listening, understanding, expressing), self-awareness and control, and group awareness and appreciation. The materials and activities made available to our children are stimulating and developmentally appropriate. The staff carefully monitors each child's overall development, and individualized curriculum planning provides for his or her specific needs.

Children join other 3 to 5 year olds participating in block-building, art, sand and water play, simple science experiments, music, dramatic play, caring for pets, creative movement, working with puzzles and learning games, cooking and much more. We believe that these experiences nurture growth and development in young children. The regular daily routine includes both active and quiet times and activities for groups as well as for individuals.

To summarize, we anticipate that as a result of varied experiences and child to child interactions, children will relate to adults and peers more easily, expression and sensing of their feelings will be enhanced, body awareness and movement skills will improve, language and vocabulary will be expanded, and thinking skills and general knowledge will increase.

In addition, we hope to provide opportunities for parents to grow in the understanding of child development, and we strive to help meet the needs of the community for early childhood education. GSNS seeks to support families and to provide a sound educational foundation for their preschool children, where children are introduced to Jesus Christ as Lord and Savior, and become secure in the knowledge that God loves and cares for them.

## CORPORATION STRUCTURE

The Good Shepherd Nursery School is a non-profit, tax exempt ministry of the Medway Village Church (MVC), administered by the GSNS Advisory Board, whose members represent the church leadership. The school is primarily supported by tuition.

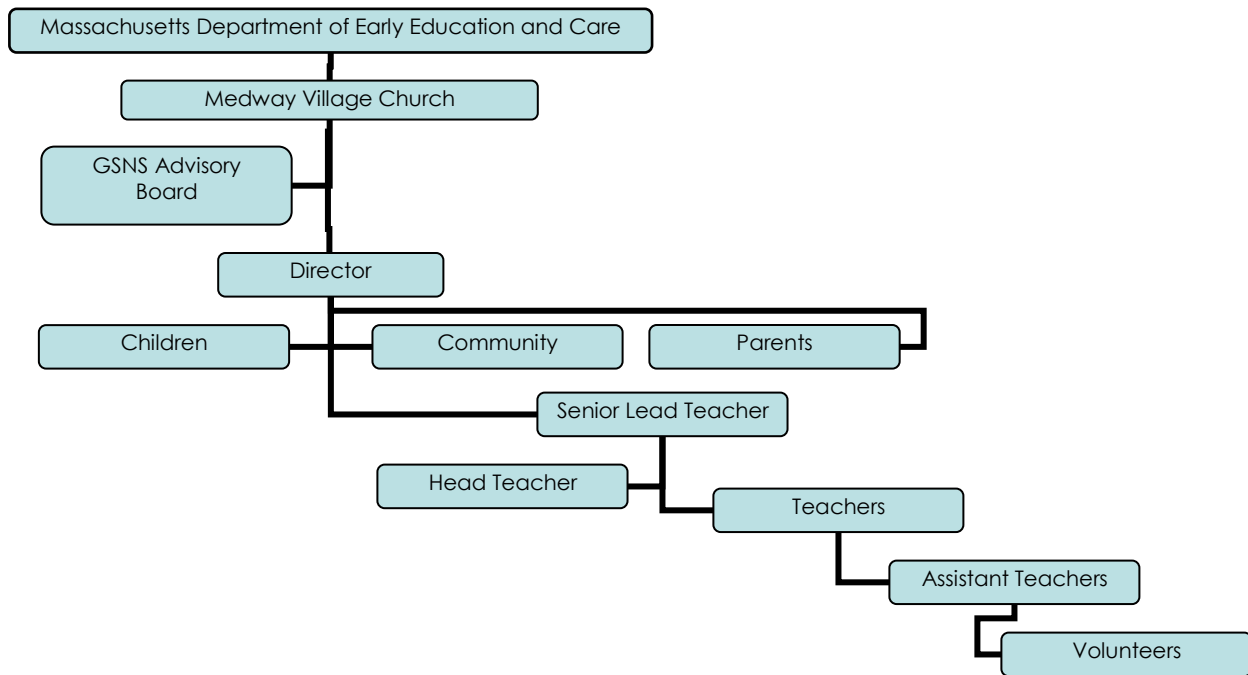
## STANDARDS AND REGULATIONS

The Good Shepherd Nursery School (GSNS), established in 1987, is licensed by the Massachusetts Department of Early Education and Care (DEEC) and complies with all the standards and regulations (606 CMR 7.0) put forth by the Agency including, but not limited to, family involvement, health and safety, staff qualifications, staff to children ratios, curriculum, equipment, and eligibility for admission. Parents may contact the DEEC to receive details about the regulatory compliance history of GSNS. The Department of Early Education and Care also sets forth requirements with regard to parent information, parental rights and program responsibilities to families. These are described in the "Family Involvement" document published by the DEEC, a copy of which is included in the Appendix, and in various sections of 606 CMR 7.00. State regulations also require an Integrated Pest Management Plan (IPM) for each school. The GSNS IPM Plan is available in the school office.

Copies of the following regulations are kept in the school office:

606 CMR 14.00: Criminal Offender and Other Background Record Checks  
102 CMR 1.00: Enforcement Standards and Definitions for Licensure or approval  
606 CMR 7.00: Standards for the Licensure or approval of Family Child Care, Small Group and School Age and Large Group and School Age Child Care Programs.

ORGANIZATIONAL CHART



ELIGIBILITY FOR ENROLLMENT

The Good Shepherd Nursery School welcomes children from ages two years nine months (by September 30th of the current school year) to Kindergarten age, without regard to race, religion, cultural heritage, political belief, disability, national origin, sexual orientation or marital status. Children do not have to be toilet trained in order to enroll. Children with January birthdays may be admitted at the discretion of the Director.

All applications for children with disabilities will be accepted. In determining whether to accept a child with disabilities into the program the administrator, with written parental consent, will request pertinent information from the education agencies and health and service providers that have been caring for the child. Based upon available information, including the parents' input, identification will be made of specific accommodations, if any, required to meet the needs of the child in our program. (Refer to 606 CMR 7.04 (13) of the *Standards for the Licensure or Approval of Family Child Care, Small Group and School Age and Large Group and School Age Child Care Programs.*)

If, in the administrator's judgment, the accommodations required to serve the child would cause an undue burden to the school, considering the factors listed in 606 CMR 7.04(13)(e), the administrator will provide to the parents in writing the reasons for the decision (within 30 days). The parents will also be informed of their right to contact DEEC and request that DEEC determine if the school has complied with the regulations regarding admission of children with disabilities.

## APPLICATION

### Application Papers

The Registration Form and the non-refundable registration fee will reserve a space for your child. To secure the space, the first tuition payment, which is equal to one-tenth of the total tuition, must be paid by the due date. A pre-admission visit with a parent or guardian and the child is required by the Department of Early Education and Care. An appointment may be made with the Director for a visit to the school and to obtain registration papers.

### Health Forms

**Health forms** must be filled out, **signed**, and **dated** by the child's physician and returned to the school within 30 days of admission. **Immunization forms** must be on file at the school **prior to admission**. The Massachusetts Department of Early Education and Care (DEEC) and the Massachusetts Department of Public Health require that nursery schools and day care programs have on file a copy of a current (no more than one year old) physical exam and a current immunization record. The Good Shepherd Nursery School, therefore, is required by law to have these records or be unable to allow attendance at school until they are obtained.

## TUITION 2014-2015

<u>Program</u>	<u>Annual Tuition</u>	<u>Registration Fee</u>
Primary (one day/week)	\$850.00	\$25.00
Primary (two days/week)	\$1850.00	\$60.00
Pre-Kindergarten 2 and 3	\$2200.00	\$60.00
Pre-Kindergarten 4	\$2650.00	\$60.00
Wednesday Enrichment	\$450.00	
Friday Enrichment	\$450.00	
Extended days	\$450/year for 1/week \$850/year for 2/week \$1210/year for 3/week \$15 per day for occasional use	

## PAYMENT POLICIES

**HOW:** Payment may be paid in 10 equal payments. An envelope and statement will be sent home midmonth from September to May. The envelope containing the tuition may be sent back to school in the child's school bag. Please make checks payable to the Good Shepherd Nursery School and write separate checks for other payments.

**WHEN:** The registration fee (non-refundable) is due at the time of registration. The first tuition payment (refundable until the end of July) is due by the date indicated in a registration confirmation letter from the Director. The remaining payments will be due at the end of each month from September through May.

**WHY:** The Good Shepherd Nursery School is a non-profit organization. The budget is planned in advance and is intended to cover expenses only (salaries, equipment, supplies, etc.). Spaces cannot be reserved for children who are withdrawn from the program for extended periods of time unless tuition payments are kept current. Parents are responsible for the full amount of tuition even if the child is absent due to illness or for vacations. Reimbursement for withdrawal will be determined on an individual basis.

LATE PAYMENTS: Parents are urged to speak to the Director if they are having difficulty meeting tuition payments because of financial problems. Such discussions will be kept strictly confidential. Tuition payments made more than 10 days after the due date will incur a \$20 late fee unless prior arrangements have been made with the Director.

ADDITIONAL FEES: Currently there are no additional fees such as supply charges, insurance fees, etc. However, parents will be asked to contribute a fee for transportation and admission for field trips, and may be asked to donate supplies such as baby wipes and paper towels.

### CLASSES OFFERED

<u>CLASS</u>	<u>DAY</u>	<u>TIME</u>
Pre-Kindergarten 3	Monday, Wednesday, Friday	9:00 to 12:00
Pre-Kindergarten 4	Monday through Thursday	9:00 to 12:00
Pre-Kindergarten 2	Tuesday, Thursday	9:00 to 2:00
Primary - 1	Monday Wednesday	9:00 to 12:00
Primary - 2	Tuesday Thursday	9:00 to 12:00
Primary - S (one day/week)	Monday, Tuesday, Wednesday or Thursday	9:00 to 12:00
Enrichment Program	Wednesday Friday	12:00 to 2:00 9:00 to 12:00
Extended Day	Tuesdays and Thursdays	12:00 to 2:00

Early drop off and late pickup (30 minutes on either end) is available at a nominal charge

Additional classes may be added if there is sufficient interest. The enrichment class on Wednesday afternoons is open to the children in the Pre-K3 class, and for older children in the Primary-1 class if space permits. Extended days are offered on Tuesdays or Thursdays (12:00 until 2:00). The fee for each Extended Day attended is \$15.00. Parents must inform the Director at least 24 hours in advance for occasional use of extended days, and the fee must be paid by the morning of the Extended Day. It is refundable if the child does not stay. Please do not include this fee with any other payment.

### DAILY PLAN

The following is a schedule of activities for a typical session; the schedule may be changed slightly depending upon the needs of the children. Children may use the toilet any time during the school day.

<u>Mon/Wed/Fri</u>	<u>Activity</u>
9:00 a.m.	Arrival, music and/or "table time" (large group)
9:15 a.m.	Hello Song and Announcements
9:20 a.m.	Circle time – prayer, discussion, show and tell, etc. (small groups)
9:35 a.m.	Activity time -- the children have access to all play areas (except indoor playground). A supervised age appropriate craft is available at this time, as is snack (provided by the school).
10:35 a.m.	Last "call" for snack
10:55 a.m.	Five minute transitional warning

11:00 a.m.	Clean up
11:05 a.m.	Pre-K gross motor (indoor/outdoor); Primary story, music, creative movement, and games
11:30 a.m.	Primary gross motor (indoor/outdoor); Pre-K story, music, creative movement, and games
11:55 a.m.	Clean up, prepare for dismissal
12:00 p.m.	Dismissal

The Tuesday and Thursday classes follow the above schedule. The Pre-K2 class schedule continues as follows:

<u>Tues/Thurs</u>	<u>Activity</u>
11:55 a.m.	Toileting and Handwashing
12:05 p.m.	Lunch and tooth-brushing
12:30 p.m.	Clean up, quiet activities
12:45 p.m.	Craft project, free play, music/movement, outdoor activities (weather permitting)
1:35 p.m.	Group language and math activities
1:50 p.m.	Transitional warning
1:55 p.m.	Clean up, prepare for dismissal
2:00 p.m.	Dismissal

The typical schedule for the Wednesday afternoon enrichment program and extended days:

<u>Wednesday</u>	<u>Activity</u>
<u>Enrichment</u>	
11:55 a.m.	Handwashing
12:00 p.m.	Lunch and tooth-brushing
12:30 p.m.	Group story time and/or other quiet activities
12:50 p.m.	Art and cooking projects, free activity time and enrichment activities, music and movement, outdoor play (weather permitting)
1:50 p.m.	Transitional warning
1:55 p.m.	Clean up
2:00 p.m.	Dismissal

## GOALS AND BELIEFS ABOUT CHILDREN

Our goal for each child is to be respectful, self-reliant, happy, healthy, confident, cooperative, and responsible. Each child is born with certain traits and a temperament that plays a part in shaping their personality. This is not related to intelligence or talent. The rate of development of each child is also individual and must be respected. Our job is not to push but to encourage and offer chances for development. The individual's style of development is also a factor, i.e., children willingly and enthusiastically master new skills when they are psychologically and physically ready to do so.

Preschoolers are creative. They are artists, builders, and inventors. They have great imaginations. They also need to learn how people get along. With friends, they practice many things; they use ideas, they make decisions, settle arguments, and show appreciation. Our expectations are powerful and must be positive. We look for ways to say yes instead of no. We guide children to develop positive patterns of behavior. One way to do this is by teaching that feelings are important. We show respect and understanding for children's feelings.



Play is something adults do as a change from work. For children, play is their work. Children must play in order to develop. In play, they learn about the world and their place in it. They practice the skills they need as they grow. Through trial and error while playing, they learn about life.

Our approach in both teaching and behavior management is based on dignity and respect. We all have different abilities, responsibilities, and experiences, but we are still equally worthwhile as humans. Within clearly defined limits in a safe environment, children are allowed to make choices and experience the outcomes of those choices. Mutual respect is taught when we respect and value each child, ourselves, and others. Our focus is not to control children, but to teach them self-control.

Children need to belong – to feel they are accepted. They have beliefs about what to do to belong, and their behavior comes from these beliefs. Misbehavior comes from failing to find a place through cooperation. In general, there are four goals of misbehavior: to get attention, to have power, to get revenge, or to display inadequacy. By addressing the reason for the misbehavior, we can teach children to accomplish their goals in positive ways.

## CURRICULUM

GSNS generally employs a theme or subject-based framework whereby themes are introduced as a way to begin the exploration of a variety of learning opportunities in a wide range of developmental levels and areas. Numerous learning centers throughout the physical layout of the school provide specifically planned activities and materials that are often linked to the subject under study. Literacy, math, science, music, dramatic play and art are interwoven throughout the activities available to children as they explore and construct new knowledge. Materials and activities are designed to be used in a variety of ways that support development at a number of different levels.

### PRE-KINDERGARTEN

The Pre-Kindergarten program is geared to children who will probably be attending Kindergarten the following year. The emphasis is toward successful group interaction, self-awareness, body control, and beginning academic skills. The children explore their world through observation, experimentation and creativity with a wide variety of materials. Children are encouraged to participate in the establishment of classroom rules during circle time discussions, to help with the set up and alteration of the classroom areas, and to share their ideas about various policies and procedures that impact their day at school. Activities to promote Kindergarten readiness are an important part of our curriculum. The children in the Pre-K4 class explore the subject under study, as well as beginning academic skills, in more depth, through additional activities in math, science, literacy, and art. The children are evaluated for age appropriate skills (physical, social, emotional, and academic) throughout the school year. At all times, children are encouraged to explore new activities and knowledge at a pace driven by their interest and developmental level. Conferences with parents are held in November and April and as needed.

### PRIMARY

The Primary program is geared to children who will not be attending Kindergarten the following year. The main emphasis is on social skills: learning to be part of a group, taking turns, cooperative sharing, consideration of the rights and feelings of others, self-control, separation from parents, being assertive, taking direction from other adults, patience, self-confidence, manners, etc. The children are encouraged to participate in the establishment of classroom rules through discussions during circle time and to impact their school environment by helping to rotate toys periodically, contribute during clean-up time, and share ideas about arrangement of classroom furniture. Independence is encouraged in the areas of self-care (toileting, washing hands, dressing, cleaning up after play and snack). The children have constant supervision, and assistance is provided as necessary. The children's developmental progress is assessed throughout the school year. Conferences with parents are held in November and April and as needed.

## CURRICULUM OBJECTIVES AND DEVELOPMENTAL ASSESSMENT

GSNS uses the *Creative Curriculum Goals and Objectives*® for assessment purposes. The resource books which explain goals and objectives for each developmental area are available in the nursery school office. Each child has an assessment folder, kept by the Head Teacher, which expands on the skill components of each developmental objective. Through teacher observation and parental input, we determine how each child is progressing in each area. Objectives fall into the following categories:

### Social-Emotional

1. Regulates own emotions and behaviors
2. Establishes and sustains positive relationships
3. Participates cooperatively and constructively in group situations

### Physical

1. Demonstrates traveling skills (locomotion)
2. Demonstrates balancing skills
3. Demonstrates gross-motor manipulative skills
4. Demonstrates fine-motor strength and coordination

### Language

1. Listens to and understands increasingly complex language
2. Uses language to express thoughts and needs
3. Uses appropriate conversational and other communication skills

### Cognitive

1. Demonstrates positive approaches to learning
2. Remembers and connects experiences
3. Uses classification skills
4. Uses symbols and images to represent something not present

### Literacy

1. Demonstrates phonological awareness
2. Demonstrates knowledge of the alphabet
3. Demonstrates knowledge of print and its uses
4. Comprehends and responds to books and other texts
5. Demonstrates emergent writing skills

### Mathematics

1. Uses number concepts and operations
2. Explores and describes spatial relationships and shapes
3. Compares and measures
4. Demonstrates knowledge of patterns

### Science and Technology

1. Uses scientific inquiry skills
2. Demonstrates knowledge of the characteristics of living things
3. Demonstrates knowledge of the physical properties of objects and materials
4. Demonstrates knowledge of Earth's environment
5. Uses tools and other technology to perform tasks

### Social Studies

1. Demonstrates knowledge about self
2. Shows basic understanding of people and how they live
3. Explores change related to familiar people or places
4. Demonstrates simple geographic knowledge

### The Arts

1. Explores the visual arts
2. Explores musical concepts and expression
3. Explores dance and movement concepts
4. Explores drama through actions and language

## IMPORTANT THINGS TO KNOW

- Transportation** The Good Shepherd Nursery School does not provide transportation to and from the program. (Field Trip transportation discussed below.)
- Absences** Please phone the school between 8:30 and 9:00 a.m. or leave a message on the voice mail if your child will be absent. If your child develops any serious communicable condition such as mumps, measles, chicken pox, strep throat, head lice, etc., please notify the Director as soon as possible.
- Arrival** School starts at 9:00 a.m. Children should not arrive before 8:55 a.m. unless prior arrangements have been made. The side entrance for disabled persons will be unlocked at 8:30. Students or parents needing to use the bathrooms may use this entrance until the main entrance is unlocked at 8:55. Drivers are to enter Church Street via Peach Street and either drop off the child in front of the main entrance (a teacher will be there to meet the children) or park somewhere other than the drop-off area and accompany the child to the main entrance (see map insert in Appendix).
- Celebration Days** Each child will have a "Celebration Day" randomly selected by the Director. On his/her special day the child will be recognized through various activities as being a special person. Children whose birthdays fall on their regular day at school will be recognized with a song. All children will receive a card from the staff and a small gift on or near their birthdays. The school will provide all snacks in order to protect children with food allergies.
- Clothing** Each child should bring a pair of slippers or "croc" clearly marked with the child's name before the winter months. These will be kept at school for use throughout the school year, so that it will not be necessary for children wearing boots to bring an extra pair of shoes each day. Extra clothing for changing children who become wet or soiled will be kept at school. If you prefer, you may send a change of clothing in a labeled Ziploc bag to be kept at school for your child.
- Conferences** Conferences will be held in November for parents desiring to discuss adjustment to school. A brief "adjustment to school" report will be sent home in early November. Formal evaluations are done in February and March, at which time individual conferences will be scheduled and a written report provided to parents. Parents desiring a conference at other times during the year or having questions or suggestions should not hesitate to contact the school for an appointment. The e-mail address for your child's head teacher is included on your class list.
- Dismissal** Children will be dismissed at 12:00 or 2:00 p.m., depending on the class they are attending. They should be picked up promptly using the same method as for arrival. As there will probably be a line of cars at this time, we ask that you stay to the right so that other traffic may pass and that you do not block driveways or the Peach Street parking lot.
- Extended Day Enrichment Program** Extended Day is offered on Tuesday, Wednesday, and Thursday afternoons and will be open first to the Pre-K children; if space permits, Primary children may attend. Parents may sign up for the entire year; up to five additional children may sign up on an occasional basis. Dismissal from extended day will be at 2:00 p.m. Parents may reserve a place for their child by sending a note or calling the school. The fee of \$15 is payable before or on the Extended Day. Your child will need to bring a **PEANUT-FREE** lunch and drink. Children who participate in extended day must have an **oral health regulation form on file**; this form indicates whether the parent wishes the child to participate in tooth-brushing.
- Field Trips** A number of trips will be taken to places in and around the community during the school year. In the interest of safety, we suggest that when possible a parent (or another adult) accompany children on field trips. If at all possible, children who are not

toilet trained should be accompanied by a parent or other adult (not a teacher). This permits the staff to be available to help parents as needed. Permission slips will be sent home to be signed by a parent and returned to school. A child may not attend a field trip without a signed permission slip. A licensed bus company is always used for transportation for field trips. At present there are no seat belts on the buses. You may opt to follow in your car. However, each family should plan to contribute toward the cost of the school buses.

<b>Holidays</b>	Except for the opening and closing dates of school, Christmas vacation and special occasions, the nursery school will be in session on the same days that the Medway Public Schools are in session. <b>We will have school on the Jewish holidays and public school early dismissal and staff training days.</b>
<b>Marking Belongings</b>	<u>ALL ARTICLES BELONGING TO YOUR CHILD SHOULD BE CLEARLY MARKED WITH THE CHILD'S NAME. THIS INCLUDES ALL OUTER CLOTHING AND THE SCHOOL BAG.</u>
<b>Notes</b>	Notes are necessary for any departure from the regular routine. Please let us know ahead of time if your child will be arriving late or leaving earlier than usual. We also need written permission for your child to be released to someone other than the people listed on the release form of the enrollment papers. No child will be released to anyone with whom the teachers are unfamiliar unless that person knows the child's code word.
<b>Orientation</b>	On the first day of school parents are asked to stay with their children for the orientation program which will include a loosely structured introduction to the daily routine.
<b>Parental Input</b>	The staff welcomes any questions, concerns, or suggestions shared by parents at any time, and will be happy to discuss them. It is our desire to keep open communication with parents. Opportunities are provided during the pre-admission tour, the Parent Information Night, conferences, and through the use of a survey sent to parents in the spring. A written response to suggestions or questions will be provided upon request.
<b>Parties</b>	There will be a number of parties to celebrate special occasions that occur during the school year. Parents may be asked once or twice a year to help with refreshments. These "parties" are generally for the children only, unless otherwise indicated.
<b>Personal Possessions</b>	We urge parents to discourage children from bringing personal possessions to school, except on a scheduled "show and tell" day, as they may become lost or broken. The school will provide a wide variety of stimulating and educational toys and equipment.
<b>School Bags</b>	We encourage parents to send a school bag with the child each day. We prefer bags with open tops for easy access and handles that can be hung on hooks. Bags should be large enough to accommodate notices, crafts, art work, etc.
<b>School Closings</b>	When Medway Public Schools are closed due to inclement weather, nursery school will usually be cancelled. If Medway Schools have a delayed opening, nursery school will begin at the usual time. <b>(Public school cancellations are broadcast on TV channels 4, 5 and 7, as well as on the internet services of these channels.)</b> Please feel free to call the Director at home before 8:00 a.m. if you have any questions about school being in session (508-883-3982 or 508-530-1875).

In the event that the building is rendered unusable or unsafe due to a natural disaster, a fire or the loss of power, heat or water, school will be cancelled until repairs can be made. In those instances, parents will be notified by telephone that school has been cancelled. If the interruption of services occurs during school hours, parents will be contacted and advised that their children will be dismissed from school early. In the

case of a fire, natural disaster or situation (chemical spill, bomb threat) necessitating more than just a temporary evacuation of the building, the Medway Fire Department in conjunction with the police, Emergency Management Team and Civil Defense Team will assist with the transportation of the children via school bus to the nearest safe shelter, probably the Medway Middle School. Emergency card information will be taken along, and parents will be notified from the shelter of the need to take their children home.

**Snack** Nutritious snacks will be provided each day. Written menus for snacks each week will be included in your monthly newsletter and posted in the snack area, in the office, and in the gross motor room. Your child does not need to bring any food with him/her except for packed lunches when indicated. The rule of bringing enough for all, or none at all works best. Any parent wishing to contribute to our snack time on a non-party day is welcome to do so. Please contact the Director. Only nutritious snacks are acceptable on non-party days.

**Visits** Prior to the opening of school, children and parents will have the opportunity to visit the school and talk with the Director. We have an open door policy. The school is open and welcomes parents who wish to spend a morning visiting our classrooms. Prior notice about visits is not necessary. A responsible person must accompany visiting children throughout the visit.

**Abuse Reporting and Prevention** The school will take every precaution to prevent any abuse (physical, sexual or verbal) or neglect of the children in our care. However, any mistreatment or neglect, observed or reported, will be dealt with immediately (full policy is available to parents in the Nursery School Office). An accused staff member will have no direct contact with the children until an investigation by the Massachusetts Department of Children and Families (DCF) is completed. If abuse or neglect of any child in our program is suspected to be occurring when the child is not at school, the law mandates that we report our suspicion to the DCF.

**Parent Volunteer Program** We have an active formal Parent Volunteer Program headed by at least two parent coordinators. You will be invited to participate in a variety of capacities at the beginning of the school year. Please remember that this is a strictly volunteer program. Participation is appreciated, but not required. We ask that volunteers read a brief orientation document before volunteering in the classrooms (included below).

**Website** You may visit our website, [www.goodshepherdnurseryschool.org](http://www.goodshepherdnurseryschool.org) for information about events, special announcements, etc.

#### VOLUNTEERING IN THE CLASSROOM

For those of you who volunteer in the classroom, there are a number of important things for you to know before you work with the children. Since arrival time can be a very busy and noisy time, it would be useful for you to review this information before you spend time in the classrooms. If you have any questions, be sure to ask.

*When you arrive* Please let the director know that you have arrived to volunteer. Sometimes having parents attend circle times is distracting for the staff and the children, so if you arrive prior to free play time, we would appreciate your help with other tasks like disinfecting toys, laminating pictures, etc. until after circle time is over and free activity time has begun.

<i>Our Philosophy</i>	One of our main goals is to help the children to become independent. We do this by encouraging them to become problem solvers in all areas of their lives. Instead of jumping in to help when they seem to be having a problem with anything from putting on their boots to working out a conflict with peers, we help them to figure it out for themselves.
<i>Discipline</i>	We try to positive in our discipline. Instead of staying "Don't run!" we say, "Walking feet, please". If you feel uncomfortable about intervening in a situation, please ask the teacher to take care of it.
<i>Concerns</i>	If you witness anything that upsets you while you are volunteering, please speak to the director or head teacher. There may be a misunderstanding or a situation that requires correction. If we do not know about it, we cannot do anything to correct it.
<i>Supervising Children</i>	You will be under the supervision of a certified teacher at all times. Since you have not had a background record check through the Department of Early Education and Care, you may not be left alone with children.
<i>The Quiet Tent</i>	Located near the reading corner, this cube is for use by one child at a time.
<i>Assignment</i>	Children whose parents are volunteering sometimes want them to accompany them wherever they go. Please explain to your child that you will be a "teacher" that day and must stay in the areas that the head teachers assign to you.
<i>Telephone</i>	Should there be an emergency, in the unlikely even that you are asked to call 911, you need to know that the telephones are located on the desk in the office and in the Activity Room near the guinea pig. Emergency telephone numbers and instructions for calling 911 are located by each phone.
<i>Exits</i>	Please make note of the location of the exits when you arrive, as well as building evacuation routes.
<i>Fire Extinguishers</i>	They are located in the Gross Motor Room by the exit to the sanctuary, in the kitchen, and by the telephone in the Activity Room.
<i>First Aid Kit</i>	It is located on the counter in the Creativity Room. Only those staff members who have been trained in First Aid may take care of injuries.

### TOILETING PROCEDURE



- Children may use the toilet at any time during the school day.
- The bathroom door may be closed for privacy. However, a qualified member of the staff must be within hearing distance while a child is in the bathroom alone.
- All children must wash their hands (using proper procedure) with soap and running water after toileting.
- The staff will assist with toilet training in accordance with parents' requests.
- Whenever a staff member changes a child's clothes or assists with toileting or dressing (except footwear or outdoor clothing) in any way, he/she will document the incident under the "Incident" section of the Daily Log Book.

The following is our plan for supervising children during the scheduled toileting and hand washing time for those children eating lunch at school:

- Two teachers take groups of four to six children each to the two bathrooms off the Gross Motor Room. The children remain with the teachers until everyone is finished and return with the teachers as a group to the lunch area.
- One teacher takes the remaining children to the bathroom off the Creativity Room where they remain until everyone is ready to return to the lunch area.

**AT NO TIME CAN A CHILD BE IN THE BATHROOM ALONE WITH A STAFF MEMBER WITH THE DOOR CLOSED!**

### DISCIPLINE POLICY

At the Good Shepherd Nursery School, we attempt to teach self control by good example and gentle reminders. The children are given opportunities to participate in the development of rules during circle times and whenever possible during the school day. Keeping in mind the level of a child's development, peer problem solving, positive reinforcement, choices and consequences, distraction, and structuring the environment are techniques that are used routinely. The use of "time out" and its variants are not used at GSNS. If a child is in danger of hurting himself or others, staff members may gather them tightly within their arms for the protection of themselves and others. Under no circumstances are the following methods of discipline to be used:

- Corporal punishment, including spanking
- Cruel or severe punishment, humiliation, or verbal abuse
- Depriving of outdoor playtime, denial of food or forcing a child to eat
- Punishment for soiling, wetting, or not using the toilet
- Confining a child to a piece of equipment in lieu of supervision
- Forcing a child to remain on the toilet
- Forcing a child to remain in soiled clothing



A technique called "**Peer Problem Solving**" is used to encourage children to settle disputes with their peers. The teacher is present as a facilitator. The following is a description of the technique:

- The teacher holds each child's hand and encourages the children to hold each other's hand.
- The teacher encourages the children to tell each other how they feel about the problem, redirecting them to each other if they try to speak to the teacher.
- When the children are finished talking about their feelings, the teacher encourages them to find a solution to their problem.
- When a solution is reached and agreed upon, the teacher asks if either child needs a hug. If the solution is acceptable to both children, even if it doesn't seem equitable to the teacher, it stands.

### OUTDOOR WINTER PLAY POLICY

Taking preschoolers outdoors to play during the winter time can be a lot of fun for everyone; fresh air and exercise is important for overall health. Outdoor temperature and wind chill factors play an important role in determining whether or not it is safe for children to play outdoors and what clothing is required to ensure their comfort. Parents may refer to the charts published by "Child Care Weather Watch" with regard to temperature and conditions that are considered safe for children at <http://www.idph.state.ia.us/hcci/common/pdf/weatherwatch.pdf>.

Our daily schedule includes 30 minutes of active physical play for children who are dismissed at noon, and 45 to 60 minutes for children who are dismissed at 2:00 p.m. Our large indoor playroom is used when outdoor play is ill advised.

During the winter time, especially when outdoor temperatures are lower than 30 degrees, and/or there is snow on the ground, it is important for children to wear adequate clothing if they are to venture outdoors

for active physical exercise. If parents would like their children to play outside in these types of conditions, their child must bring to school:

- ◆ Winter Hat
- ◆ Mittens or Gloves
- ◆ Winter coat
- ◆ Snow or waterproof pants (if snow present)
- ◆ Winter boots

**If your child brings these items to school during the winter, we will endeavor to get them outdoors for play, provided that we deem it safe to do so based on established child care guidelines and adequate staffing to supervise any children that must remain indoors. If conditions in our play area are excessively muddy, we will remain indoors.**

Please bear in mind that it takes a lot of time to get children ready especially if they are not able to independently navigate putting on snow pants, boots, and coats by themselves. This means that 10 to 15 minutes of the time we devote to active play may be spent getting them ready to go outside. Should parents choose not to send in winter gear, we have staff on hand to supervise indoor play while other teachers take children outdoors. It is quite acceptable if parents choose for their children to play indoors at school on cold and wintry days, and to take them outdoors for play once they are at home.

In general, winter outdoor play will take place at the end of the school day since coming back inside and shedding winter gear would take too much time away from other school activities. Children who stay until 2:00 p.m. during the winter will have at least 30 minutes of active indoor play following lunch, followed by outdoor play time later in the day if adequate outer wear has been sent to school.

#### CHILDREN WITH FOOD ALLERGIES

The Good Shepherd Nursery School is a peanut-avoidant school. Snacks and other foods provided by the school, foods prepared by children during cooking projects, and foods provided by parents (e.g., packed lunches) may not contain peanuts.

#### Snacks

The ingredients of all snack items are checked to ensure that they do not contain peanuts. The snack checklist for each day notes any food allergies next to the child's name. The teacher in charge of providing snack reviews any other food allergies for that day, and notes whether or not the day's snack is not appropriate for any of the children in attendance that day.

#### Cooking Projects

Before engaging in cooking projects, the teacher responsible for the project will check with the parents of food-allergic children to ensure that the ingredients are safe for those children to handle.

#### Packed Lunches

The Director will attempt, if time permits, to check all lunches or snacks prepared by parents to ensure that they do not contain peanuts. Products containing peanuts will be removed and placed in a sealed container to be returned to the parent when the child is dismissed from school.

#### Multiple Food Allergies

If a child has multiple **severe** food allergies, it is the policy of the Good Shepherd Nursery School that the parents provide packaged snack foods that are clearly labeled with the child's name. This will be noted on the snack checklist. These packaged foods will be stored in the snack cabinet in the Learning room in separate sealed containers clearly labeled with the child's name, and only those snacks will be given to the child. Alternatively, a parent may elect to check the monthly snack calendar and indicate which snacks are safe or unsafe for the child, returning a signed copy to the school to be posted in the snack



area. The parent may elect to send in a separate snack on "unsafe" days or keep a number of safe snack items at the school for the child to be used on "unsafe" days.

#### Snack Procedure for Allergic Children

1. These children are requested to sit at the end of the table nearest the teacher who is serving snack.
2. The table and chair are cleaned before the child sits down for snack.
3. The snack teacher reminds children at the table not to share food because it is unsafe to do so.
4. In cases where a child can experience an allergic reaction by touching certain food products that might be present in the snack (e.g., wheat, eggs, dairy), the teacher responsible for serving snack must pour the child's beverage and remind the child not to touch the beverage pitchers.

### PROCEDURES TO BE FOLLOWED IN CASE OF ILLNESS OR EMERGENCY

#### ILLNESS

- The child's parent is contacted.
- The child is taken to a quiet area in the classroom to rest and wait for a parent. A teacher qualified staff member, who is trained in both first aid and CPR, waits with the child and encourages the other children to play in another area of the room.

#### EMERGENCY

- The Director comforts the child and administers first aid.
- The Head Teacher cares for the rest of the children in an area away from the injured child.
- A designated teacher calls for an ambulance, then calls the parent, then assists the Director or Head Teacher as necessary.
- The Director accompanies the child in the ambulance, taking along the child's entire file.

### PROCEDURES TO BE FOLLOWED IF THE PARENTS CANNOT BE REACHED

#### ILLNESS

- The emergency telephone number listed on the Emergency Medical Care Consent Form of the child's record is called.
- The child is taken to a quiet area of the classroom to rest and await transportation.

#### EMERGENCY

- The Head Teacher cares for the rest of the children in an area away from the injured child.
- A designated teacher calls for an ambulance, then calls the emergency contact listed on the Emergency Medical Consent Form of the child's record, then assists the Director or Head Teacher as necessary.
- The Director accompanies the child in the ambulance, taking along the child's entire file (which contains the emergency contact list).

### PROCEDURES TO BE FOLLOWED IN CASE OF ILLNESS OR EMERGENCY ON FIELD TRIPS

#### SUPPLIES TO BE BROUGHT ON FIELD TRIPS

- Band-aids
- Antiseptic spray
- 4x4 sterile gauze pads, large sterile pad
- Adhesive tape
- Sling
- Non-Latex or vinyl gloves
- Instant cold pack
- Emergency Card Information Forms

## PROCEDURES

- The person in charge of the group comforts the child, administers first aid, or contacts the person in charge of first aid on location.
- The teacher or teaching assistant calls for an ambulance if necessary, then calls the parent if necessary.
- The person in charge accompanies the child in the ambulance if the parent is not present. If the parent is present, the parent accompanies the child.
- The teacher and the parents supervise the rest of the children.
- The teacher and the parents accompany the children back to the school.

## MANAGEMENT OF INFECTIOUS DISEASES

### CARE OF MILDLY ILL CHILDREN

The Good Shepherd Nursery School does not make provisions for keeping and caring for mildly ill children in school. They are always sent home. While awaiting transportation home:

- The child rests in a quiet area of the classroom supervised by a teacher qualified staff member who meets the criteria specified in 606 CMR 7.0(c)(2).
- The other children will be directed to play in an area of the room which is away from the ill child.
- Disposable cups will be used for the ill child.
- Staff members will wear disposable non-latex gloves when handling any body fluids or waste products
- Body fluids will be cleaned up using non-latex gloves, disposable paper towels, and soap and water, followed by an E.P.A. sanitizing solution. Bleach solutions may also be used in accordance with guidelines established by the DEEC. Paper towels and gloves will be discarded in the waste barrel (lined with two plastic bags for urine or 3 plastic bags for vomit, blood or feces). The contents of the barrel will be brought to the outdoor trash receptacle as soon as possible.
- Used sheets or blankets will be machine washed in hot water and bleach.
- Soiled clothing will be sealed in double or triple plastic bags and sent home.
- Proper hand washing will be carried out.

## EXCLUSION POLICY

Children who exhibit symptoms of mild illness, e.g., slightly runny nose, slight rash, slight cough will be evaluated for exclusion or inclusion according to the following criteria:

- **Body Temperature** – a child should be fever free (axillary not over 99 degrees or oral not over 100 degrees) for 24 hours (without the use of a fever reducing medication)
- **Rashes** – mild rashes that are not accompanied by fever or behavior changes should not exclude a child.
- **Gastrointestinal symptoms** – a child with diarrhea (more stools than normal, watery, loose, unformed or green colored, that are not related to medications or food reactions) should be kept home from school. A child who vomits should not come to school until there has been no vomiting for 24 hours and the child has been able to hold down solid food and liquids normally.
- **Respiratory** – a mild cold accompanied by clear nasal discharge should not exclude a child from school. However, a child who is not eating and drinking normally, cannot participate in normal daily activities, has a thick yellow or green nasal discharge, an uncontrollable cough or a sore throat should be excluded. Also, a child whose eyes are red, watery, or producing a yellow or greenish discharge should be kept at home until it is determined that the child is not suffering from an eye infection, particularly conjunctivitis which is extremely contagious.
- **General appearance and behavior** – a child who has a pale look or is acting unusually tired, has a loss of appetite, or is irritable should be kept home from school.

Children who are in school and show any of the above signs will be placed in a quiet area away from other children, and a parent will be called. The Director will make the decision as to whether the child should be allowed to remain in school or be sent home.

SPECIFIC CONDITIONS WHICH WARRANT EXCLUSION AND GUIDELINES FOR DETERMINING WHEN THE CHILD MAY RETURN

<u>Disease</u>	<u>Method of Spread</u>	<u>May Return When</u>
Infectious Diarrhea	Intestinal Tract	After treatment has begun and diarrhea is gone
Giardia Lamblia	Intestinal Tract	After treatment and 2 stool tests taken 48 hours apart are negative
Shigella	Intestinal Tract	After treatment and 2 negative stool tests
Salmonella	Intestinal Tract	Diarrhea is gone and 2 negative stool tests
Campylobacter	Intestinal Tract	After treatment and 2 negative stool tests
Hepatitis A	Intestinal Tract	1 week after illness started and fever is gone; contacts may return after a shot of gamma globulin
Viral Illnesses	Respiratory Tract	When afebrile and feeling well
Streptococcal Infections	Respiratory Tract	24 hours of antibiotics; feels well
Chicken Pox/Shingles	Respiratory Tract	Rash is crusted and dry
Meningococcal Illness (viral or bacterial)	Respiratory Tract	Written, signed permission of physician
HIB	Respiratory Tract	After taking Rifampin for 4 days and feels well
Tuberculosis	Respiratory Tract	After treatment has begun; health care provider states in writing no longer contagious
Impetigo	Direct Contact	After taking med. for 24 hours, sores must be covered
Conjunctivitis (bacterial /viral)	Direct Contact	24 hours after treatment begins or with note from health care provider if no treatment prescribed (allergy-related)
Scabies	Direct Contact	24 hours after treatment begins
Pediculosis	Direct Contact	After initial shampoo treatment is done and <u>all</u> nits are removed
HIV	Blood, Body Fluids	Case by case basis

Vaccine Preventable Diseases

All children and staff members must show evidence of immunity or of immunization according to the guidelines of the Massachusetts Department of Public Health. In the event that one of these diseases is contracted by a child or a staff member, the Director will refer to the "Health in Day Care Manual" for pertinent information to share with parents. Some diseases must be reported to the local Board of Health.

Blood Borne Diseases

For the protection of staff and children, blood spills and fecal matter will be cleaned up using non-latex gloves, disposable paper towels, soap and water, followed by an E.P.A. registered sanitizing solution. All soiled items will be triple bagged in plastic and disposed of in the outdoor trash receptacle.

#### PROCEDURES FOR NOTIFYING PARENTS OF THE INTRODUCTION OF A COMMUNICABLE DISEASE INTO THE SCHOOL

Communicable diseases such as strep, Fifth's disease, foot and mouth disease, head lice, etc. may occasionally be present in a child who is attending school. In these cases, a notice is sent to the parents of each child who may have been exposed, usually by e-mail, paper copy, or telephone. The notice will contain information about the disease and useful information for parents, and will be provided as soon as possible after the exposure. If it is the Director's determination that not all children in the school were exposed, then notices will be sent only to those that she/he feels may have been exposed. Parents are requested to keep the Director informed about exposures to contagious diseases outside of school.

#### ADMINISTRATION OF MEDICATION: REQUIREMENTS

Only those staff members who have completed EEC's on-line Medication Training may administer medication. At least one educator with medication training must be present at all times that children are present.

##### Prescription Medication

- Written parental authorization
- Written order of a physician (the prescription label on the medication is acceptable)

##### Oral Non-Prescription Medication

- Written parental authorization, to be renewed weekly with dosage, times, days and purpose
- Written order of a health care practitioner

##### Non-Prescription Medication (for unanticipated mild symptoms, e.g. Tylenol, Benadryl)

- A signed statement from the physician listing the name, dosage and criteria for administration of the medication (valid for one year from the date it was signed)
- A signed statement from the parent authorizing administration in accordance with the written order of the physician (valid for one year from the date it was signed)
- The parent will be notified before the medication is administered.

##### Topical Non-Prescription Medication (NOT applied to broken skin)

- Written parental authorization, renewable annually
- May be supplied by the parent, or by the program (with notification to parents)

##### Topical Non-Prescription Medication (for application to broken skin)

- A signed statement from the parent listing the specific topical non-prescription medications to be administered and the criteria for administration (valid for one year from the date it was signed)
- Health care practitioner written authorization is required.
- Must be administered according to the directions on the original container unless authorized to do otherwise by a written order of the physician.

##### All Medications

- All medications must be provided by the child's parent and must be in the containers in which they were originally dispensed, with original labels affixed. OTC medications must be in the original manufacturer's packaging.
- Expiration dates will be checked and parents notified about expired medications. Expired medications will not be given. Children with a food allergy action plan or emergency health care plan will not be allowed to attend school if their emergency medications have expired.

### Storage of Medication

- All medication must be kept in its original container labeled with the child's name, the name of the drug, and the directions for its administration and storage (except for topical non-prescription medication not applied to open wounds, rashes or broken skin)
- All medication is to be kept in the locked drawer of the desk in the nursery school office (except refrigerated medicines)
- Unused medication will be returned to the parent (not via school bag). Disposal of the medication must be noted in the child's file.
- Epipens are stored in sealed plastic bags, clearly labeled with the child's name, and are kept in a secure location allowing immediate emergency access. A copy of the child's Food Allergy Action Plan or Emergency Health Care Plan is also included within the plastic bag. This document shows instructions for administering epinephrine injectors. (See Appendix)

### Documentation

All medication administered will be documented on the child's record, and written notification provided to the parent. The following information will be included: the name of the child, the name of the drug, the date, time and dosage, and the signature of the staff member giving it. Parents will be notified in writing each time a non-prescription medication is administered. Topical non-prescription medication such as sunscreen, bug spray and other ointments which are not applied to open wounds, rashes or broken skin do not need to be documented.

### INDIVIDUAL HEALTH CARE PLANS

Each child with a chronic medical condition diagnosed by a health care practitioner will have an individual health care plan (such as a Food Allergy Action Plan, Emergency Health Care Plan, Asthma Action Plan, etc.) on file in the child's record. The plan describes the condition, its symptoms, any medical treatment that may be necessary, the potential side effects of the treatment, and the potential consequences to the child's health if the treatment is not administered.

In most cases, the Director will take responsibility for administering routine, scheduled medication or treatment (such as inhalers, insulin, etc.), following the regulations set forth in 606 CMR 7.11 (3).

### PETS

The following criteria will be followed regarding pets that are kept at the school

- Allergic conditions of the current student population will be considered when purchasing pets for the school
- Only age appropriate and safe pets will be kept at school
- All pets kept at school will be disease free and licensed and/or vaccinated as prescribed by law
- Pets will be kept in a safe and sanitary manner
- Children will not be allowed to take part in the cleaning of pet areas

### NUTRITION

- All staff members are required to complete a nutrition training program, which will be given by the Director.
- One educator is designated to be in charge of planning, posting, and purchasing snacks
- A menu of snacks for the month will be posted in the Learning Room, in the Office, and be included in the monthly newsletter. A copy will be kept on file in the Director's desk.
- Nutritious snacks are available during the free activity time of each school day at the table provided
- Disposable materials for serving and eating snacks are used
- Plastic cutlery is heavy duty and washed in a dishwasher after each use or disposed of
- Fresh drinking water and cups are available in the classroom areas at all times.

## ORAL HEALTH REGULATION

The Department of Early Education and Care requires that educators assist children in brushing their teeth whenever they are in attendance for more than four hours or whenever they consume a meal. Children who are enrolled in the Pre-K2 class and those who attend the Wednesday afternoon program or Tuesday/Thursday extended day programs are subject to this regulation.

If a parent decides to participate in the oral health program, they must send a toothbrush in a clearly labeled plastic travel case to be kept at school and stored in a sanitary manner. The regulations do not require the use of toothpaste, but if the parent wishes the child to use toothpaste, they should also include a small tube along with the toothbrush, and place both in a sealed Ziploc or zippered bag.

The procedure we will follow after lunch for those children who participate in tooth brushing:

- ◆ Each child will be given a small amount of water in a paper cup, along with a paper towel or napkin
- ◆ If toothpaste is being used, a teacher will squeeze a small amount onto inside lip of the cup, which the child can smear onto the toothbrush
- ◆ Children will brush their teeth and tongue under the supervision of teachers (however, teachers will not be touching the toothbrushes)
- ◆ Children will rinse the toothbrush in the water provided, dry it with the paper towel or napkin, and place it back inside the plastic travel case
- ◆ Children will rinse their mouths with the water provided and then may spit the water back into the cup if using toothpaste, or swallow if toothpaste is not used
- ◆ If children spit into the cup, they will place a paper towel or napkin into the cup
- ◆ The children will place the cup into a trash bin, which will be emptied before play resumes

The teachers will complete the tooth brushing checklist daily to record which children have brushed their teeth. If a child is supposed to participate, but has forgotten supplies, extras (disposable) are kept in a plastic bin in the Activity room. If a parent has neglected to send in supplies, a note should be sent home that day, or the parent may be notified by e-mail.

## CHILDREN'S RECORDS

Only the Director, Head Teacher, and parent have access to children's records. If any copies are made for internal use by teaching staff, of any document in a record, this must be entered into a log, which indicates what was copied, and where that copy went. If copies are made for another program or for any external use, a notice of what copies were made, why, and where they were sent, will be placed in the child's record, along with a copy of the parent's written permission. This should also be entered into the log.

## TRANSITIONS

Transitions may include: transferring to another program during the school year, moving from the primary to the pre-K program, and moving on to kindergarten. Written parental permission must be obtained before sharing child information with other programs.

When a child transfers to another program during the school year, progress reports will be shared with the program in question, provided there is written parental permission. The head teacher will talk with the child about the situation, answer any questions the child may have, and address any of the child's concerns about the change.

When a child moves from the primary to the pre-K program, his/her records are kept in the child's file, which is accessible only by the parent, Director, and Head Teacher. At the end of the school year, teachers explore with the children what might be the same, different, etc. when they return in

September. In most instances, the children will be informed as to which teacher they might expect when they return.

When a child moves on to kindergarten, a questionnaire is usually requested and provided by the school system in question. In March of each school year, if the school system has not sent questionnaires, the Director will contact the school system in question to secure copies. Since we serve children from several different towns, we use the questionnaire provided by that school system. Written parental permission is required before the questionnaire can be sent. A copy of the completed questionnaire is kept in the child's record. At the end of the school year, teachers discuss with the children what they might expect in kindergarten, and address any of their concerns. Since we serve children from different towns, trips to elementary schools are not usually part of our program. However, we do encourage parents to take their child to visit the elementary school where they will attend kindergarten.

### REFERRAL SERVICES

The Director, with the assistance of the Head Teachers, is responsible for referring families to appropriate agencies as necessary. The following steps are to be taken when making referrals:

- A concern that the child may need special services is expressed by any staff member, and is documented in the child's record
- The concern is reported to the Director or the Head Teacher who observes the child, reviews the record and determines what further action needs to be taken
- The Director or Head Teacher in the child's class documents the course of action decided upon
- If a referral or conference is determined to be necessary, the parent is notified verbally of the concern by the Director or Head Teacher
- During the conference the Director or Head Teacher will recommend any services that might be helpful to the family including their rights under Chapter 766 and the availability of services provided by Early Intervention Programs
- Assistance in making the referral will be offered (written parental consent must be obtained)
- A written statement including the following will be provided to the parents:
  - Reason for recommending referral
  - School's observations related to referral
  - Steps the staff has taken to accommodate the child's needs
- The Director or Head Teacher contacts the agency that evaluated the child for assistance in meeting the child's needs at school (with written parental permission)
- If the child is found not to be in need of or ineligible for services at that time, his/her progress will be reviewed by the Head Teacher every 3 months to determine if another referral is necessary.
- The following will be documented by the Head Teacher in the child's record:
  - The name of the staff member making referral
  - The name of the person or agency in the referral
  - The reason for the referral
  - The staff's observations and steps taken to help
  - The date that the parent was contacted
  - Parent conference date and results
  - Date of referral
  - Pertinent information from referral agency
  - The child's progress
- Follow-up with the parent will be done by the Head Teacher.

RESOURCES FOR REFERRALS: See list in the Appendix.

### TERMINATION (EXPULSION)

Exhaustive efforts will be made to ensure a child's success in the program before a decision is reached to terminate the child's enrollment. These efforts will mirror the procedures taken with regard to referrals.

### Reasons

- The health and safety of the child at the school cannot be assured
- The child's developmental needs are not being met at the school
- The health and safety of other students cannot be assured

### Procedure

- A conference with the parents will be requested
- Parents will be informed verbally and provided with a written description of the reasons for expulsion
- A copy of the letter will be kept in the child's record
- The parents will be informed of the availability of information and referral for other services through Child Care Connection, 100 Grove Street, Suite 102, Worcester, MA 01605 (1-800-278-1503)
- The Head Teacher will prepare the child for termination in a manner consistent with the child's ability to understand.

### SUSPENSION

Parents may be asked to pick up a child before the usual dismissal time only when all measures to control or correct dangerous or extremely disruptive behavior have failed. Children will never be suspended as a punishment, to circumvent referral requirements or in violation of the ADA. The child will be supervised by a teacher qualified staff member in an area of the classroom apart from the other children. An age appropriate explanation will be given to the child prior to dismissal.

### INTEGRATED PEST MANAGEMENT

In compliance with the Act Protecting Children and Families from Harmful Pesticides, Good Shepherd Nursery school has filed an integrated pest management plan with the Massachusetts Department of Agricultural Resources. The objective of the plan is to prevent children's exposure to chemical pesticides and pesticide residues and to provide the safest playing surfaces possible. The complete Integrated Pest Management Plan is available in the GSNS Office. The plan outlines the policies and procedures to be undertaken should pests be identified on the premises.



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 child care, small group and school age 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.

A copy of 606 CMR 7.00 must be kept on the premises of the program, and must be available to you upon request.

Family Involvement. The following 606 CMR 7.08 requirements apply to all programs, including family child care, small group and school age and large group and school age child care. 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 child care 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/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, educators must discuss each child's developmental history with 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 their child:

- the program's written statement of purpose including and, where applicable, information on the administrative organization of the program;
- The suspension and termination policy.
- 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 program's policy regarding administration of medication;
- the procedures for meeting potential emergencies;
- the transportation plan;
- a program calendar noting closed days and hours of operation;
- the program's fee schedule, including any fees for late payment, late pick-up, field trips, special materials, etc;
- the program's plan to provide positive and consistent guidance to children based on their individual needs and development;
- the program's 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;
- the procedures relating to children's records;
- notice that child educators are mandated reporters and must, by law, report suspected child abuse 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 the care and 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 procedures;
  - 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.

### Progress Reports

At least every six months the program should meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child has a disability, you should receive a written progress report every three months. Significant developments or special problems will be brought to your attention as soon as they arise.

### Children's Records

Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent.

You must be notified if your child's record is subpoenaed.

The program must have procedures governing access to, duplication of, and dissemination of children's records, and must maintain a permanent written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the program's records.

Parents are entitled to have access to their child's entire record at reasonable times on request, with a maximum waiting time of two days unless you agree to a longer time.

Parents have the right to add information, comments, data, or any other relevant materials to the child's record. Parents also have the right to request deletion or amendment of any information contained in the child's record. If the parent believes that adding information is not sufficient to explain, clarify or correct objectionable materials in the record, the parent has the right to a conference with the licensee to make their objections known. After such a conference, the licensee must inform you in writing within one week of the decision regarding your objections. If the licensee decides in your favor, steps must be taken immediately to put the decision into effect.

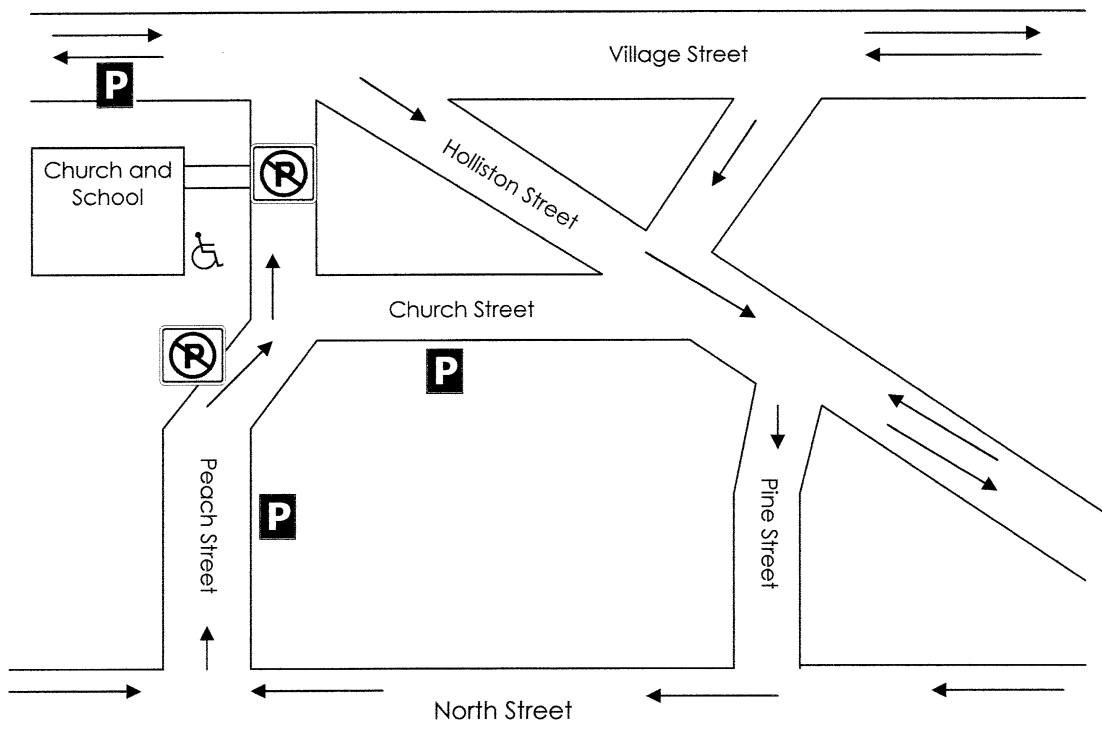
The licensee can transfer the child's record to the parent, or to any other person identified by the parent, upon written request. The licensee shall not charge an unreasonable fee for copies of any information contained in the child's record.

## GOOD SHEPHERD NURSERY SCHOOL

### DROP OFF AND PICK UP PROCEDURE

In order to assure your child's safety and to make arrival and dismissal times as efficient as possible, please adhere to the following plan.

- Come up Peach Street. Watch your speed. One of the residents comes to the school regularly to complain about the danger of speeding cars to her children and animals.
- If there is a line, stay to the right so that other traffic may pass. Please be considerate of the flowers and lawn of the house on the corner.
- Form two lines when you get to the street beside the school entrance. Please do not try to pull around another vehicle unless a staff member directs you to do so.
- Do not come up Church Street and cut off people who have been waiting in line. It has been known to get "ugly" out there when that happens!
- Please stay in or near your car while you wait. This will keep the line moving and reduce waiting time.
- Please do not park and leave your car to escort your child in the drop-off-pick-up area. You may park anywhere nearby except in the parking lot reserved for the apartment building on Church Street.
- If you have questions about your child, please park and come into the school rather than hold up the line.
- Due to insurance issues, the staff is not allowed to buckle your child into the seat belt or car seat.



## ACCEPTABLE BEHAVIOR BY CHILDREN AT GSNS

- ❖ Walking feet are to be used in classroom areas at all times. Moderate running is allowed in the gross motor room.
- ❖ Indoor voices are to be used.
- ❖ There is to be only one child at a time in the bathroom.
- ❖ Children are to keep all toys and materials out of their mouths.
- ❖ Kicking, throwing, or rough use of toys is to be discouraged.
- ❖ Children are not to stand on chairs or sit or stand on tables.
- ❖ Sand and water are to stay in their tables. Only toys designed for use in the sand or water tables are to be used in them.
- ❖ Playdough, clay, etc. are to stay on the playdough table.
- ❖ Rough play is not allowed (including Power Ranger play).
- ❖ Toys and furniture are to be kept in their designated rooms (except doll equipment and dress-ups).
- ❖ Dumping for the sake of dumping is to be discouraged.
- ❖ Shoes are to stay on unless dress-up shoes are worn. Socks stay on always.
- ❖ One shirt must be worn at all times.
- ❖ Children are not allowed to play with room doors. All doors stay open except when closed by a teacher.
- ❖ Crashing riding toys into other children or objects is not allowed.
- ❖ Children must slide down slide feet first. Walking up the slide is not allowed.
- ❖ Children may jump off the cube only from a sitting position in the scooped out area at the top.
- ❖ There may be only one child at a time in the Quiet Tent.

## RESOURCE AND REFERRAL LIST

Good Shepherd Nursery School  
170 Village Street  
Medway, MA 02053  
508-533-5854

School Year 2014-2015  
Completed by Cathrine Lowndes  
August 2013

### LOCAL COMMUNITY RESOURCES

#### Regional DEEC Offices

Lori Dafoe, Licensing Specialist  
Department of Early Education and Care  
10 Austin Street  
Worcester, MA 01608  
508-798-5180

#### Child Care Resource and Referral Agency

Seven Hills Foundation  
799 West Boylston Street  
Worcester, MA 01606  
508-796-1980

#### Dental

Franklin Dental Associates  
397 East Central Street  
Franklin, MA 02038  
508-528-0610

#### Vision and Hearing

Franklin Pediatrics  
355 East Central Street  
Franklin, MA 02038  
508-541-8000

#### Speech and Language

SLP Associates  
5 North Meadows Road  
Medfield, MA 02053  
508-359-4532

#### Early Intervention Programs

Criterion Valley Early Intervention Program  
375 Fortune Boulevard  
Milford, MA 01757  
508-478-7752

### PUBLIC SCHOOL SYSTEMS

#### Medway Public Schools

Kimberly Woodford  
Assistant Director, Special Education  
Burke School  
16 Cassidy Lane  
Medway, MA 02053  
508-533-3229

#### Milford Public Schools

Lucy Jenkins, Director  
Shining Star Early Childhood Center  
31 West Fountain Street  
Milford, MA 01757  
508-478-1135

#### Franklin Public Schools

Karen Seyfried, Director  
F.X. O'Regan ECDC  
224 Oak Street  
Franklin, MA 02038  
508-541-8166

#### Bellingham Public Schools

Pamela Fuhrman, Director  
Bellingham Early Childhood Program  
342 Hartford Avenue  
Bellingham, MA 02019  
508-966-2512

### STATE-WIDE RESOURCES

Department of Early Education and Care  
51 Sleeper Street, 4<sup>th</sup> Floor  
Boston, MA 02210  
617-988-6600 URL: [www.mass.gov/edu](http://www.mass.gov/edu)

Department of Public Health  
Division for Perinatal, Early Childhood and  
Special Health Needs  
250 Washington Street  
Boston, MA 02108  
617-624-5901

Federation for Children With Special Needs  
529 Main Street, Suite 1102  
Boston, MA 02129  
617-236-7210 URL: [www.fcsn.org](http://www.fcsn.org)

New England Index  
The Shriver Center  
200 Trapelo Road  
Waltham, MA 02452  
781-642-0248 URL: [www.disabilityinfo.org](http://www.disabilityinfo.org)

