



# **Pudding Hill**

## **PRESCHOOL**

# **PARENT HANDBOOK**

*Important information to review and save for reference.*

# WELCOME TO PUDDING HILL!

We are excited to welcome you to the Pudding Hill family! Enclosed is information about our policies and procedures to ensure that we all have a wonderful school year. This Handbook includes:

***General Operating Practices***

***Social Service Referral***

***Organizational Overview***

***Communicable Disease Information***

***Parent Involvement Information***

***Transportation Plan***

***Child Guidance Plan***

***Program and Cost Information***

The purpose of Pudding Hill Preschool is to provide an enrichment program for young children in Marshfield and surrounding communities as a part of the educational program and community service of Sanctuary Church. We are focused on the intellectual, emotional, physical, and developmental growth of each child, and will endeavor to recognize their needs and interests in an environment that offers varied activities and meaningful relationships with adults and children.

## **Policy on Non-Discrimination**

Pudding Hill Preschool is committed to a policy of non-discrimination in its educational programs, activities, and employment practices. It is our policy not to discriminate on the basis of race, sex, national origin, religion, cultural heritage, political belief, marital status, sexual orientation, or disability. It is our policy not to exclude a child from enrollment based on toilet training status.

## **GENERAL PROCEDURES, POLICIES AND PRACTICES**

### **ARRIVAL**

- The morning session begins at 9:00am. As the teachers need before school time for setting up the day's activities, children should arrive promptly at 9. Children will be entering free choice activities, ensuring that no one is considered late. Afternoon session begins at 12:30pm.
- Carpool drivers must accompany each child in their care to their classroom and make the child's presence known to their teacher. Their teacher will document attendance.

### **DISMISSAL**

- The morning dismissal begins at 11:25/11:55am\*. Afternoon session dismissal begins at 2:55/3:15pm\*. When all of the children are ready, the teacher will open the door. Please notify the teacher of any early dismissals so that your child will be prepared for early release. *\*(determined by the program in which your child is enrolled.)*
- PLEASE NOTE no child will be allowed to leave the school with anyone other than their parents without written permission. Consent forms for carpool drivers or other pick-up drivers are available at the time of enrollment and can be updated by contacting the director. Parents may also write a note (dated and signed) indicating the date and person to whom they are granting permission. This can be for a specific one time release or for blanket permission for the school year.

- In fairness to all, we ask that you are prompt. Please call if you will be delayed so that your child will not become anxious. Constant late pick-ups/early drop-offs are discouraged and a Late Fee policy is in effect. Copies of this policy are available on the parent notice board and in this booklet.

## **CLOSINGS**

- Pudding Hill Preschool's calendar conforms to the Marshfield Public School calendar for holidays and vacations, except for the June closing dates, in-service days, and Christmas break. A copy of the Marshfield Public School Calendar is located in the back pages of this booklet. Our monthly newsletter will also keep you informed of any scheduled closings.
- Cancellations for bad weather will be the same as the Marshfield Public Schools Kindergarten A.M. and/or P.M. cancellations. Listen to WATD-AM or check our Facebook page for information.
- Copies of our handout "School Closing Information" are available on the parent notice board.

## **CLOTHING**

- It is important to send your child in comfortable play clothes (so that it will not matter if a spill or splatter occurs). Rubber sole shoes are best. Please no sandals, crocs, or flip flops.
- Please send an **extra full change of clothing** in a large clear zip lock storage bag to be kept at school and used in the event of an accident. Make sure the size is large enough to allow for growth, and includes long pants, shirt, underwear, and socks. Label the clothing and the storage bag. If clothing is sent home soiled, please replace it for the next class.
- Outerwear, backpacks, etc. should all be labeled. We go outside to play every day unless it is raining or below 20 degrees. Please dress or send your child with appropriate clothing. It is important that children learn to dress themselves. You can help by making sure that clothing fits loosely, zippers work smoothly, boots slip on, and mittens are attached to sleeves.

## **CONFERENCES**

- Parent/teacher conferences are scheduled about mid-year on designated days during school hours. This is a special time to meet privately with the teacher to discuss your child's progress. If you have specific concerns about your child or some event is affecting your child (i.e. a death in the family, an upcoming trip, an illness, etc.), please call the teacher. This will enable them to help your child.
- The director is also available for consultation. Spontaneous in-class conferences with the teacher before or during class are not advantageous. However, appointments can be scheduled for after class by phone anytime the parent feels one is needed. Feel free to ask for a conference with the director at anytime.

## **ILLNESS, HEALTH CARE POLICY, PRESCRIPTION/NON-PRESCRIPTION MEDICATIONS**

- **ILLNESS** - Please call if your child will not be attending school. If your child is mildly ill, please do not send them to school. A child, who is not well, has a miserable day caught between wanting to take part and not really feeling able. A teacher, if necessary, will meet the individual needs of a mildly ill child, such as food, drink, rest, play material, comfort, supervision and appropriate indoor and outdoor activity, as indicated by the health condition of the child.
- **IN THE EVENT OF ILLNESS** - If your child becomes ill at school, you will be called to pick them up. The child is made as comfortable as possible, away from the other children with the director or a teacher. Children with a temperature of 100 degrees or higher, vomiting or lethargic will be asked to go home. Children with a temperature above 101 will be asked to provide a doctor's note, and be fever/Tylenol free for 24 hours prior to returning.
- **CONTACT PERSON** - If a parent cannot be reached, the contact person(s) listed on the enrollment information form will be called to pick up your child. Make sure your contact person(s)

listed on your consent forms have current phone numbers. One of them will be contacted in your absence.

- **INJURY-** Parents will be notified immediately of any injury which requires emergency care beyond minor first aid and will be informed in writing of any first aid administered to their child within 24 hours of the incident.
- **INJURY OR ILLNESS ON A FIELD TRIP-** The teacher will carry first aid kit on all field trips including walking trips to include a contact information card for parents, as well as emergency numbers. In case of an emergency, the teacher will follow the emergency procedures stated below, and call the director and the parent. If the parent cannot be reached, the director will meet the ambulance at the hospital with the child's record and release form. If a child becomes ill on a field trip, the parent *can* be called directly to pick the child up. If the parent cannot be reached, the teacher will contact the director, who in turn will call the contact person on the child's consent form to pick the child up at the school.
- **EMERGENCY HEALTH CARE -** If your child requires more than simple first aid, a parent or contact person will be contacted immediately. All teachers are trained in emergency first aid procedures. In the event of an emergency, emergency first aid will be administered and 911 will be called. The director will be alerted. The director will call the parents. The child's doctor will be notified. The child will be transported by ambulance to the hospital designated in the child's file. The director or designate will travel to the hospital with the child if the parent does not arrive at the school before transport is necessary; and will bring the child's file/medical release form. Once the parent arrives, the responsibility for determining the care will be given to the parent. If the parent can not be reached, the contact person listed on the enrollment sheet in the child's file will be contacted. However, the director or designate will remain with the child until such time as the parent or caretaker takes over the care.
- **COMMUNICABLE DISEASE -** Parents will be informed in writing of an outbreak of any of the communicable diseases or other health problems (i.e. head lice) as they affect each individual class. Confidentiality will be maintained as to the source. Please inform the director immediately, if your child contracts a Communicable Disease. Please refer to the page on ***Communicable Diseases Exclusion Policy*** and the time frame for returning to school.
- **PRESCRIPTION / NON-PRESCRIPTION MEDICATIONS —** The Department of EEC requires us to administer prescription or non-prescription medications if requested by a parent. Because of the limited three hour time frame that a child is in our care, a parent(s) of a child on medication is encouraged to come to school to administer the dose. However, if a child requires medication while in attendance, if a child requires a medical emergency medication, or if a parent requests that we administer medications then we will follow the guideline set forth in 606 CMR 7.11. Our complete policy for administering medications can be found in our ***Emergency Health Care Policy***. Copies are available on the parent bulletin board. The Director is available to consult with parents on these guidelines and procedures, and if a child in our care needs a medication administered. In any case there will be a teacher trained in medication administration in the building at any and all times children are in our care. 606 CMR 7.11 (2)
- **ALLERGIES -** Parents need to notify the director of any allergies to food, pets, chemicals or other materials at the time of enrollment and documents same on their child's enrollment forms. The teacher will check each child's file in their group for allergies and post a card in their classroom. A master list will be compiled by the director double checking the teacher's lists and posted in the supply closet to be used when preparing snacks. The teacher responsible for preparing the menus and snacks will monitor the snack daily, label any alternative snack in a separate bag with the child's name, and inform the child's teacher. Parents may supply an alternative snack which will be handled the same as the alternative school snack.
- **HEALTH CARE POLICY -** Copies of our Emergency Health Care Policy to include the administration of prescription/ non prescription medications are available on the parent bulletin board.
- **SNACKS -** We ask that you send your child to school each day with a snack that is labeled with their name. In an effort to do our part to promote environmentally friendly practices we will give each student a water bottle (any bottle will do) to be sent in along with their snack. We ask that you use reusable containers for snack and lunch when possible. Please note that we are a NUT Free school.

Snack ideas include: fruits/vegetables, crackers and cheese, apples and sunbutter (great alternative to peanut butter), popcorn (SkinnyPop is nut free), pretzels, rice cakes, goldfish/cheddar bunnies, tortilla chips and salsa, pirates booty, yogurt cup, graham crackers, MadeGood Brand Products (great allergen friendly brand), raisins

- Birthdays are special days. Be sure to check with your child's teacher, well in advance, so that the day is marked on their calendar. We ask that you check with your child's teacher prior to bringing anything to school to celebrate a birthday.
- Pudding Hill is a **NUT AND PEANUT BUTTER FREE PROGRAM**. Please do not send snacks containing peanuts, nuts, peanut butter or peanut oils.

## TOYS AND SPECIAL ITEMS FROM HOME

- Each teacher has their own policy about toys from home. In older classes, sharing toys is an excellent learning tool. In most four year-old classes, toys are best for showing but not for sharing. In three year-old classes, toys from home can cause anxiety and tears. As a general rule, toys should remain at home where they will not be broken or lost. Teachers will set up special days for showing and/or sharing. Check your child's monthly calendar.

## PAYMENTS

- Tuition payments are due and payable the 1st day of each month from September-May (with the June payment collected in advance at the time of enrollment).
- For your convenience we offer online recurring payments. Please see the instructions for online payment at the end of the handbook.
- The Board of Directors has voted to assess a late fee of \$25.00 for any tuition payment received after the 15th day of the month. Also, if tuition becomes more than 30 days in arrears, your child may not attend the program until your account is up to date.
- All checks payable to **PUDDING HILL PRESCHOOL** can be mailed or placed in the tuition box outside the office. If there is a problem meeting this obligation, please contact the director where arrangements can be made to modify this schedule.
- To request tuition assistance information contact the director or check the appropriate box on the registration form. An application will be mailed. All information will be kept confidential.

## TARDINESS AT PICK-UP

- If you are going to be late picking up, please call. This allows teachers time to adjust coverage and comfort your child's anxiety. Occasionally, circumstances may warrant a late pick up but repeated tardiness at dismissal is not acceptable. For that instance, the Board of Directors has voted to assess a late fee. The fee is as follows: the first five minutes there is no charge; after five minutes-a five dollars fee will be assessed with one dollar per minute added for each additional minute tardy. The exact time will be kept by the office where arrangements will be made for you to pay the fee. The funds generated by this assessment will be used to compensate the teacher responsible for the child while waiting for a parent to arrive.

## WITHDRAWALS

- A months notice is required for withdrawal: tuition collected in advance. (the June payment) will serve as a final payment. If you wish to re-enter at a later date, your child's name will be placed the waiting list of the appropriate program.

## ENROLLMENT

- Enrollment is open to the public without regard to race, religion, cultural heritage, marital status, political beliefs or disability.

- Registration is usually held in the month of January prior to the September opening of the school year. Parents should contact the office to visit the program prior to enrolling, and tours are conducted on a first come first serve basis.
- Registration will open to the public prior to February 1.
- Once our program is full, a waiting list is generated. If vacancies occur, the enrollment will be filled as names appear chronologically on the waiting list. Once the list has been exhausted, enrollment will be open on a first come basis.
- Enrollment is open to children between the ages of 2.9 and 5.9 years as of August 31st for the school year enrolled. Toilet training status is not an eligibility requirement for enrollment. Children with Disabilities will be admitted using the guidelines of the Department of Early Education and Care. Regulation 606 CMR 7.07.

## **FEE SETTING PROCEDURES, ADDITIONAL ORGANIZATIONAL INFORMATION**

- Can be found in the ***Pudding Hill Preschool By-Laws***. Copies are available on the parent notice board.

## **BEHAVIOR**

- The easiest way to avoid negative behavior is to set clear and simple rules and discuss them before using a piece of equipment or going to a new area. The rules of the room should be introduced the first week, one (or a few) at a time and be reviewed as needed.

## **PROCEDURE FOR HANDLING A CONTINUED BEHAVIOR PROBLEM**

- If there is a radical change in a child's behavior it is probably related to a stressful situation. The teacher will check with a parent to see if anything out of the ordinary is happening. The teacher will approach the problem by helping the child resolve the stress issue and keep the director informed of any concerns. If the problem is less definitive and the behavior challenging, the teacher will call for an observation and assessment by the director. This is followed by a teacher-director conference to compare findings and to develop a strategy. If further information is required, a parent conference with teacher and director will be set up to formulate a united plan in the best interest of the child.
- See the Policy on Suspension or Termination due to challenging behaviors.

## **SUSPENSIONS 1 TERMINATION**

- Every effort will be made to meet the individual needs of each child and work with parents to resolve any behavior problems. However, it may be necessary to suspend a child from the program. In cases, where a child's behavior is a risk to other children, the staff, or property; or where a child may not be developmentally ready, the child may be asked to leave the program. See our ***Child Guidance Plan***.
- If your account becomes over 30 days past due, your child may be suspended from school until the balance is paid in full. See our policy statement on termination/suspension in this booklet.

## **PROCEDURES FOR IDENTIFYING AND REPORTING CHILD ABUSE OR NEGLECT**

Pudding Hill Preschool and all teachers will operate our program in a way that protects children from abuse and neglect.

## **CONTACT**

The closest DSS Office 781-682-0800 or Risk Hot Line 1- 800-422-4453 to report suspected abuse, or neglect.

## **TRAINING**

The director will provide for staff training in how to recognize the signs of abuse and or neglect; how to file 5 1A; consistent with the information contained in the Dept. of EEC publication.

## **REPORTING**

Every teacher is a mandated reporter and will report any suspected abuse or neglect to the director and document any observation. The director will also make and document observations. Whenever a teacher has a reasonable cause to believe a child in the program is suffering from a serious physical emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect, including but not limited to malnutrition, no matter the abuse or neglect may have occurred and by whom it was inflicted. The director will immediately file the report with the Department of Children and Families pursuant to M.G.L. c. 119, s 51A. The director will notify the Department of Early Education and Care immediately after filling or learning that a 51 A has been filed alleging abuse or neglect of a child while in our care or during a program related activity.

## **ALLEGATIONS**

The director will notify the Department of Early Education and Care immediately upon learning that a report has been filed naming a teacher or person regularly on the premise an alleged perpetrator of abuse or neglect of any child. If a teacher is named in an allegation of abuse/neglect, the director will inform the Board of Directors and the staff member will be suspended without pay while the Department of Children and Families investigates the alleged abuse. Depending upon the finding, the teacher will be removed from probation or the procedures for termination outlined in the employee handbook will be followed.

## **WRITTEN PLAN FOR REFERRAL SERVICES AND TERMINATION**

Pudding Hill Preschool will use the following procedure for referring parents to appropriate social, mental health, educational, medical services including but not limited to dental check-up, vision or hearing screening for their child, if the staff and the director feel that such additional services would benefit the child.

## **REFERRAL PROCESS**

Whenever any teacher is concerned about child's development or behavior and feels that further evaluation should be done, she/he should report it to the director immediately. The teacher will be requested to complete an observation report recording the child's behavior and review the child's record. The director will make independent observation of the child in the classroom. The teacher will document concerns in writing and then conference with the director to compare observation. The director will review the child's record prior to making a referral. A clear statement of the concern is formulated. The director all make the determination of what further action will be taken.

## **PARENT INVOLVEMENT INFORMATION**

***Pudding Hill Preschool supports and encourages a partnership and involvement of our parents in the early education and care of their children.***

## **HOW PARENTS CAN GET INVOLVED**

- A monthly newsletter will keep you informed of all the school-wide activities and news. Your child's monthly calendar will keep you informed of daily projects and plans. Refer to them. Children like to know what is going to happen today. Parents like to know what happened today!
- **Fundraisers** - Parents are needed to help run our fundraisers during the school year. These funds are used to purchase exciting new materials and equipment for the classroom.

- **Donations** - Parents can collect items from a list of needed "Usable Junk", occupational discards (i.e. newsprint), toys, books, etc.
- Parents can share a hobby, occupation, or talent with your child's class or the entire school.
- Most holidays are special occasions. Parents can send bake goods or volunteer to help.
- Field trips- Parents are needed to drive on field trips which are an important part of the educational process. Children feel proud to have Mom or Dad share their school experience with them. We have an open door policy. You are always welcome to observe your child's class in action.

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 that govern the operation of our program. These regulations, 606 CMR 7.00, establish standards for operation and require certain things in regard to our work with families. The following section provides the required parent information, rights, and responsibilities. A summary of these requirements 606 CMR 7.08(6) is available in a handout titled *Parent Involvement Information*. This handout is distributed at the time of enrollment or during the home visit (when the teacher visits a family in their home prior to the first day of class). Copies are also located on the parent bulletin board.

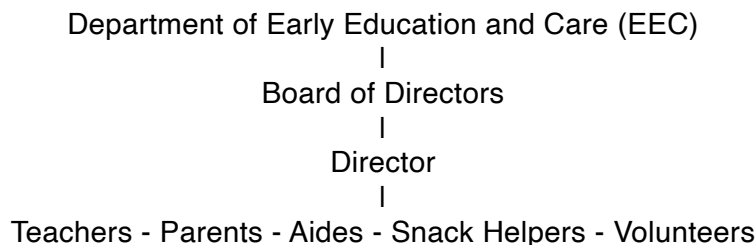
The ***Department of Early Education and Care*** is our licensing authority. Feel free to contact them with specific questions on licensing policy and information regarding our program's regulatory compliance history.

Southeast and Cape Region  
 1 Washington Street, Suite 20 Taunton, MA. 02780  
 Phone 1-508-828-5025

Pudding Hill Preschool is overseen by an 9 member Board, (*Pudding Hill Preschool Board of Directors*) comprised of the Director, the Pastor of Sanctuary, four member representatives from Sanctuary Church and three parent representatives selected by the Director. A Chairperson presides over the meetings which are held each month that school is in session. A list of the Board members' names and phone numbers will be posted on the parent bulletin board. If you have any questions or suggestions regarding our policies, feel free to contact a representatives or the director. You can expect a timely response to your questions and/or suggestions that are not adopted by the Pudding Hill as policy. This report can be in writing, if requested. An overall evaluation of our program is conducted in April and the information is shared with Board in order to set effective policies and procedures. Parent input is valuable to the implementation of our program.

The Director is responsible for the management, daily operation of the program, education and care of all children. If you have any concerns about your child/ child's development or questions about the operation of the school, contact the director. You are encouraged to stop by or call the office for a conference. The director will be readily available to parents. In case of a language barrier, the director will seek an interpreter to facilitated effective conversation.

### **ORGANIZATIONAL OVERVIEW**





The director will maintain a list of current referral resources in the community for children in need of social, mental health, educational, medical, or dental services, to include the contact person for St 1972c. 766. The director will provide written notice the appropriate administrator of special education when our program is serving a child with a disability

### **REFERRAL MEETING WITH PARENTS**

- The director will schedule a meeting with the parents to notify them of the schools concern and prepare a current list of possible referral resources. At the meeting, the director will provide the parents a written statement including the reason for recommending a referral for additional services, a brief summary of the school's observations related to the referral and efforts the school may have taken to accommodate the child's needs.
- The director will offer assistance to the child's parent in making the referral. Parents should be encouraged to call or request in writing an evaluation. If the parents need extra support, the director may, with written parental consent, contact the referral agency for them. If the child is at least (2 1/2) two and one half years of age, the director shall inform the child's parents of the availability of services and their rights, including the right of appeal under Chapter 766. If the child is under the age of three years, the director shall inform the child's parent of the availability of services provided by Early Intervention Programs.

### **FOLLOW-UP TO THE REFERRAL**

- The director will, with parental permission, contact the agency or services provider who evaluated the child for consultation and assistance in meeting the child's need at the school. If it is determined that the child is not in need of services from the agency or is ineligible to receive services, the director will review the child's progress at the school every three months to determine if another referral is necessary.

### **RECORD OF REFERRAL**

- The director will maintain a written recorded of any referrals, including the parent conference and results. A referral checklist will be kept in the child's school file. Once referred, it is often necessary to provide background information to the agency, to participate in the development and review of the child's program plan. A consent form to release this information, as well as, to participate in the program signed by the parents, is required and is placed on file. Some referrals lead to the child receiving specials services through the Marshfield Public Schools and termination from the program.
- Other referrals use the Special Education Administrator for a formal evaluation and the child is provided services outside of our program (i.e. Speech Therapy). In most cases, we will need written plan from the appropriate therapist, in order to understand the nature of the child's needs; to modify our program with these needs in mind; and also to monitor the progress of the child as she/he remains in the program. The director will share with the teacher the information provided in all consultations and the educational plans. The teacher will provide a written progress report every three months to the director and parents.

### **IMPLEMENTATION OF THIS PLAN**

- The director has the overall responsibility for the implementation of the written plan, to include providing a copy of the plan to each teacher and reviewing it as a part of their employee orientation.

### **TERMINATION AND SUSPENSION**

Puttering Hill Preschool shall use the following procedures for terminating a child from the school. A child may be terminated from school under the following circumstances:

- The health and safety of the child, other children and staff can not be assured.
- Challenging behaviors.
- The child's developmental needs are not being met at the school.
- If tuition payments becomes thirty days in arrears.
- Until all past due tuition is paid. Tuition is due on the 1st day of the month.
- If required paper work or medical information is not on file or updated.

## **PARENT CONFERENCES AND PROGRESS REPORTS**

- Puttering Hill Preschool periodically, at least every (6) six months / every (3) three months for children with special needs, the teacher will meet with you to discuss your child's activities and participation in the program. The staff will prepare a written progress report of your child, will provide a copy to you and will maintain a copy of this report in your child's file. Any special problems or significant developments will be brought to your attention when they arise.
- Puttering Hill teachers are available for individual conferences with parent(s) at your request, either over the phone or before/after class by appointment; or as regularly scheduled above. We encourage your input and communication.

## **PARENT VISITS**

- Parent(s) are permitted to make unannounced visits to the school and your child's room at any time while he/she is present.

## **ENROLLMENT MEETING WITH PARENTS**

The Director or their designee, the child's teacher in the case of school visits, will meet with the parent(s) prior to admitting a child to the program. The school provides the opportunity for the parent(s) to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. This usually happens during tours in January, but if not then as a part of the initial enrollment process. At the school visit the teacher will seek information about your child's and families interests and needs; and will discuss each child's developmental history. The development history enrollment form will be reviewed by the teacher. It will be updated annually and maintained in the child's record file. To support transitions and coordination with services offered by other providers, the director/teachers will request that parents share with them information about other therapeutic, educational, social, and support services received by the child. As a part of our orientation, the first day of class will provide an opportunity for a child and parent(s) to visit the classroom with the teacher. Parent(s) may attend a coffee hour to meet the other parents, and participate in a question and answer period. The director will meet with each child's parent(s) to intake all required paperwork, address any individual needs, and answer any questions; and be available either by phone or in person for conferences throughout the year.

## **YOUR CHILD'S RECORD**

The Department of EEC mandates that particular information is kept on file in your child's record and has specific forms and regulation governing the maintenance of this file. The forms are given to you at enrollment and must be completed prior to your child attending class. These include: Face Sheet, First Aid/Emergency Hospital/Child Release, Off Site Consent for field trips, Developmental History, Physical Examine, Lead Paint Screening, Immunization Records, Transportation Plan, Individual Health Care Plan, The following additional information is required to be maintained as necessary: Medication Records, Referrals, Injury/Incident reports, Progress reports and Developmental Placement report. A handout, titled Parent Involvement Requirement 7.04 7, is located on the parent bulletin board. The wording is

taken directly from the regulations and it outlines the exact content of these forms and their ongoing maintenance. Information required in 7.04 8-10 can be found below.

## **CONFIDENTIALITY AND DISTRIBUTION OF RECORDS**

Information pertaining to children and their families is privileged and confidential. Pudding Hill Preschool or its teachers will not distribute or release information about a child or their family to any unauthorized person, or discuss with any unauthorized person information about the child or their family without written consent of the child's parent. The child's parent, at reasonable times, will, upon request have access to their child's record. Pudding Hill Preschool will not distributed or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s), pursuant to a court order. Pudding Hill shall notify the parent(s) if the child's record is subpoenaed.

## **ACCESS TO YOUR CHILD'S RECORD**

The child's parent(s) will upon request have access to their child's record at reasonable times. In no event will access be delayed more than two business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record folder will be made available regardless of the physical location of its parts. Upon written request of the parent(s), Pudding Hill Preschool will transfer a copy of the child's records to the parent(s) or any other person the parent(s) identifies within a reasonable time frame. Our procedure for accessing, duplicating and dissemination of such information follows: it will be the responsibility of the Director of Pudding Hill Preschool to maintain a permanent, written log in each child's record indicating each time a child's record has been released or reviewed. Each time the information is released, or distributed from a child's record to someone who is not a program employee the following information will be recorded: the name, signature, position of the person releasing or distributing the information; the date; the portions of the record which were distributed or released; the purpose of such distribution or release; and the signature of the person to whom the information is distributed or released. This log will be available only to the child's parent(s), preschool personnel responsible for record maintenance, and to the EEC as a part of its regulatory function.

## **AMENDING THE CHILD'S RECORD**

A child's parent(s) will have the right to add information, comments, data or any other relevant materials to the child's record; a child's parent(s) will have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedures as follows: If the parent(s) is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, the parent will have the right to have a conference with the Director to make your objections known.

The Director will, within one week of the conference, render to the parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), steps will be taken immediately to put the decision into effect.

## **CHILDREN'S RECORD EXCEPTIONS**

No child will be required to have any immunization if their parent(s) objects thereto, in writing, on the grounds that it conflicts with their sincere religious beliefs or if the child's physician, nurse practitioner or physician submits documentation that such a procedure is contraindicated.

## **AVAILABILITY OF EEC REGULATIONS**

Pudding Hill has a copy of the regulations, 606 CMR 7.00 *Standards for the Licensure or the Approval of Large Group and School Age Child Care Programs* on the premises and will make it available to any person upon request.

## **NOTIFICATION TO PARENTS**

Pudding Hill will notify parent(s):

1. Immediately of any injury which requires any medical care beyond minor first aid, or of any emergency administration of non-prescription medication;
2. Immediately of any allegation of abuse or neglect involving their children while in our care;
3. Prior to or, as soon as, possible following any change in teachers; at the end of the day, regarding any minor first aid administered care; in writing, within 48 hours, of any incident afore mentioned;
4. As soon as possible, whenever special problems and significant development arise;
5. Whenever a communicable disease or condition has been identified in the child's classroom or the program;
6. In writing seven days prior to the implementation of any change in program policy or procedures;
7. Prior to the introduction of any pets into the program;
8. Of the use of any herbicides or pesticides, prior to their use whenever possible.

## **ADDITIONAL REQUIRED INFORMATION TO PARENTS**

Pudding Hill Preschool provides information on SIDS risk reduction practices, including the practice of sleeping infants on their backs. (See Sudden Infant Death Syndrome information in this booklet.)

## **CHILD GUIDANCE PLAN**

Section 10 of the General Laws of the Commonwealth of Massachusetts mandate the Department of Early Education and Care the legal responsibility of promulgating the rules and regulations that govern us. We are required to provide each parent with a copy of our ***Child Guidance Plan***. Some of the statements may sound extreme, however, they are statements required by The Department of Early Childhood and Care. Our Child Guidance Plan provides guidance to children in a positive and consistent way based on an understanding of the individual needs and the development of the children in our care. Teachers will direct child guidance to the goal of maximizing the growth and development of children and protecting the group and individuals within it. Teachers will use a method of communicating effectively with each child. Where appropriate, we encourage children to participate in establishing rules, policies and procedures for managing their behavior. The plan allows the child to take responsibility and gain control of their own behavior, and enhances self esteem.

Teachers will to provide guidance to children in a positive and consistent way based on an understanding of the individual needs and the development of the children in our care by:

1. Encouraging self control and using positive guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, redirecting;
2. Helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
3. Using environmental modifications, activity modification, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
4. Intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;

5. Explaining rules and procedures and the reasons for them, to children and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
6. Discussing behavior management techniques among teachers to promote consistency.

### **POLICY STATEMENT (required by EEC)**

The following practices are strictly prohibited:

1. Spanking or other corporal punishment;
2. Subjecting children to cruel or severe punishment, such as humiliation, verbal or physical abuse, neglect or abusive treatment including any type of physical hitting inflicted in any manner upon a body, shaking, threats or derogatory remarks;
3. Depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in a way using food as a consequence;
4. Disciplining a child for soiling, wetting or not using the toilet; forcing a child to remain in soiled clothing to remain on the toilet, or using any other unusual or excessive practices for toileting.
5. Confining a child to a swing, high chair, crib, playpen or any other pieces of equipment for an extended period of time in lieu of supervision; and
6. Excessive time out. Time-out may not exceed one minute for each year of the child's age and must take place within a teacher's view.

### **TRANSPORTATION SAFETY PLAN**

Parents will complete and sign a written parental consent for each child's individual transportation plan and update said as needed. It will be maintained in the child's record file.

Parents are responsible for transporting or walking their child to and from the program. Parents are provided with a list of children who attend the program on the same days. Parents can set up carpools and notify the school on a consent form, as to who has authorization to take their child from the building. Parents are provided with a copy of the Massachusetts Passenger Car Safety Seat Belt Law, now in effect, and are encouraged to follow the law. Parents will also be given a copy of the Department of Early Education and Care TA Handout Transportation 200050923 to refer to for additional safety information. Parents are encouraged to provide and secure their child's car seat or booster seat into the carpool vehicle each trip to insure that it is properly installed. They should also fasten their child into the seat. Parents or carpool parents should park in the parking lot. Vehicles should not be left running if unattended. Children should never be left unattended in a motor vehicle. At drop off, parents or car pool parents are required to walk each child in their care to the classroom door and inform the child's teacher of the child's presents. At dismissal, a child is picked up at the classroom door and released one at a time and only to a parent or an authorized contact person. Afternoon classes are released similarly but dismissed from the playground gate. Parents or carpool parents are responsible to walk the child safely from the school to the vehicle and properly secure the child in the vehicle. Parents are encouraged to hold their child's hand while walking in the parking lot.

Parents can request that their child be picked up from them or dropped off to them in the parking lot. Arrangements can be made with the director to have an teacher walk the child to the classroom upon arrival or deliver the child to the parent's vehicle at dismissal; and for any special arrangements for children with disabilities.

### **IN CASE OF AN EMERGENCY**

Parents will be called to pick up their child. If a parent can not be reached, the child will be transported by the authorized contact person provided by the parent. In a severe emergency, **the** child will be transported by an emergency vehicle.

## EXCLUSION GUIDELINES FOR COMMUNICABLE DISEASES IN A SCHOOL SETTING

The Department of Public Health Division of Communicable Diseases: State Regulation: "The center shall not admit a child to the center, who has a diagnosed (or suspected) communicable disease (such as impetigo and conjunctivitis) during the time when it is communicable and shall notify all parents when any communicable disease, such as varicella, measles and mumps has been introduced into the center."

\* Count the days of the rash onset as day zero.

DISEASE	ISOLATION OF PATIENT
Fifth Disease	Three days* from the appearance of rash, no fever
Varicella/Chicken Pox	Five days* from the appearance of rash, until all lesions are crusted over.
Conjunctivitis/Pink Eye	Four days* from appearance of rash.

## THE COMMON COLD

The common cold is the cause of more absences and loss of most valuable school time than any other single ailment. Most children's diseases begin with symptoms like those of the common cold. If your child has a cold, keep him at home until early symptoms have passed, such as coughing, sneezing and running nose.

## EVACUATION PLAN AND CONTINGENCIES

In the event of:

- Fire: The school will be evacuated following the same procedures for fire drills. Diagrams for evacuation route and alternative routes will be posted next to each exit. The children will all meet at the side fence in the playground. Teachers will take attendance. Director will do a final sweep of the school and call for a headcount from teachers to assure that all children are accounted. The Director will decide if the situation warrants, or if directed by the Fire Department, to move the children from the playground to the parking lot. If re-entry of the building is deemed unsafe or unfeasible, parents or contact person will be called to pick up the children. Children can be housed in teacher vehicles if the weather becomes a factor. In no case, will teachers transport children in their personal vehicles. If there is no access to the school phone, personal cell phones will be used. The contact card box containing the emergency information pertaining to all the children will be taken from the building in all fire drills. Call 911.
- Loss of Power/Heat: Emergency lights and flashlights will light the halls and bathrooms while the power is out. The director will call the power company to ascertain the source and projected duration of the outage or to report the outage. If the electricity is out for more than thirty minutes or if the building drops to 65 degrees, the children will be dismissed. Teachers will call the parents or contact person to inform them. The children will wear their coats in the building (with extra hats and mittens available) until they are picked up. The director will check that the flashlights are adequate to light the areas, are working and spare batteries are available. N-Star 1-800-592-2000
- Loss of Water: The Director will call the Town of Marshfield Water Department to report the disruption of the water supply, check the source of the disruption and an estimate of the time before it will be restored. If the loss of water will be more than one hour, the children will be dismissed. The parents or contact persons will be called to pick up. D.P.W. 781-834-5596
- Natural Disaster: The Civil Defense has on record the location of the school, the number of children and staff and the hours of operation. Their plan provides for a bus to transport the children out of the area should the need arise. Teachers will take first aid kits, any special medication needed by the children and children's

emergency contact releases, if feasible to collect them. Parents will be contacted, as to where to pick up their children.

- Nuclear Disaster: PHPS is outside of the evacuation plan for Pilgrim Nuclear Power Plant. If sirens sound, children will be dismissed to parents or contact person. Teachers will be released as the ratio of children to staff set by Department of Early Education and Care for each age group is obtained. For Marshfield - 781-837-7119
- Missing Child: Our classroom management practices should eliminate this concern. Small class size will facilitate monitoring; children need to ask to leave the classroom to the bathroom, or to their cubbies; support staff monitor the hallway; parents are required to communicate with the teacher prior to picking up their child. However, if a teacher notices that a child is missing from the room, she/he will call out the code for a missing child (known only to the staff). All teachers will stop, gather the children and make sure that another child has not entered their classroom or joined them on the playground. The teaching assistant will check all bathrooms and the second floor rooms. The director will start looking at the perimeter and work back to the lower hall and classrooms. If the child is not located immediately, the parent will be called to make sure the parent had not picked up the child unannounced. Police will be called. Teachers not covering classrooms will double check all areas and then will start checking the perimeter grounds around the church.
- Suspicious Person: Teachers will remain alert to any suspicious person or unusual behavior of a person in the building or outside. The teacher will call out the code (known only to the staff) for a suspicious person and where they are located. The director will respond to that location immediately. Teachers with classrooms near the side doors will check to see that the doors are locked. The director will follow up to find out who the person is (and why they were in the playground or building), and respond accordingly. The director will go (has been) to the police department to check for registered offenders living in the area and get profiles of anyone of concern.
- Clear and Present Danger in the Community: Pudding Hill is included in the advance notification system through MPS as to an incident and need for a lockdown. Once alerted, the preschool will be placed in lockdown. All children will be inside with the doors locked. Parents will still be able to pick up their child if necessary. If there is a formidable threat to, or in the preschool, teachers will immediately pull the pull station to alert the fire department. Marshfield emergency response teams are excellent and timely. Teachers will gather their children. The director will assess the threat as it presents itself, and will use their best judgment as to the safest response until help arrives.
- Suspicious Animal: Teachers will remain alert to any stray animals (dog or other) in the parking lot, playground or wooded areas. The dog officer will be called to collect the animal. Parents are reminded not to let their pets out of the vehicle at drop off/pick up.