



Pine Village Preschool

Parent Handbook

(Revised October 2012)

PINE VILLAGE PRESCHOOL

The BREMA WAY

In an effort to provide a way to easily identify our Philosophy of Early Childhood Education BREMA, at the most basic level, is a simple combination of our names, Brid & Emma. Our program philosophy on education and life in general, is very much a combination of who we are.

The BREMA Belief encompasses our vision and beliefs and is influenced by many different philosophies of education. We have taken the pieces that we believe to be the best and most compatible, implemented and tested them throughout our twenty years in this field, leading us to the BREMA Belief. Each day of a child's life should be an opportunity for new experiences and discoveries. Through play, exploration and language children will gain a true understanding of their environment and the world around them. These experiences will prepare them to be successful in life, confident learners and true friends.

We know that play is children's work. We provide a safe, warm and loving environment that is enriched with opportunities for discovery and learning. Our classrooms are designed to meet the individual needs of each child through self-directed play and teacher led activities.

We believe that strong relationships between community, parents, children and teachers are essential to a positive learning experience for all children. We encourage parent participation in our schools and our learning experiences.

Everything we do is based on the belief that every child is unique and there is not a one size fits all approach to what we do. The key to helping a child develop to the fullest of their capabilities lies in discovering who they are. Knowledge of a child's personality allows us to help the child grow each and every day at Pine Village Preschool. There is no good or bad, it is the journey that begins and we ensure your child will get what they need to have the best possible experience.

There is never a need to "change" who the child is, just a need to know who they are so we can help them achieve their true potential.

For example: The Pine Village Preschool Approach with "The Aggressive Child": The negative descriptor is not accurate and is the subjective viewpoint of someone who mistakenly sees aggressive behavior. At Pine Village Preschool we ask: what is the behavior about, what is the child communicating and how can we help them find a better way? The "aggressive" behavior is the only way this child knows how to get what he/she needs and is essentially assertive in nature. We look at the trait in a different light, and see it as "assertive" instead of "aggressive" and help the child find a socially acceptable way of expression. This individualized approach affects everything we do and is the key component to the BREMA Belief.

BREMA represents our belief of humanity and "how" to work with children and families and it permeates all aspects of this work. It can be seen in our hiring practices, parent tours, staff meetings and in every classroom and interaction.

The BREMA philosophy of education is, in part, one of diversity and acceptance. Warmth, Happiness, LOVE and total acceptance is what we're all about. We welcome all families to be a part of our family. We embrace our teachers, who come from all over the world with varied traditions and customs. We advocate diversity through our belief that differences in people are a beautiful thing, and if the seed of acceptance and inclusion is planted in children in these early years, the world we live in has a greater chance of unity, peace and acceptance.

Structure

Pine Village Preschool was incorporated under the Laws of Massachusetts in August 2001. The organizational structure and by laws of Pine Village Preschool are on file at the school and available to parents upon request.

We are licensed by the Massachusetts Department of Early Education and Care to serve children ranging in age from 15 months to 6 years. The directors and lead teachers are responsible for curriculum development, staff supervision and management of daily operations.

Hours of Operation

Pine Village Preschool offers a 10 month school year program from September through June, Monday through Friday, 8:00am - 5:30pm and an 8 week summer camp program.

Scheduling Options

Refer to enclosed materials for a comprehensive list of scheduling options.

Enrollment and Admission Policy

Pine Village Preschool welcomes all families to participate in our program regardless of income, nationality, race, ethnic background, disability, marital status, sexual preference, political or religious beliefs.

Our intake policy is first come, first served, with priority given to siblings of children currently enrolled.

Toilet training is not a requirement for enrollment.

Waiting List

When enrollment is at capacity parents may request to have their child placed on a waiting list. To place your child on our waiting list simply complete an Application Form and submit it with a \$75.00 Application Fee, made payable to Pine Village Preschool. We will contact families from the Waiting List as spaces become available throughout the year.

Admission Procedures

- Schedule a parent interview and tour of the school. To arrange this please call or email the Director.

- Interested families should complete an Application Form and return it with a non-refundable registration fee of \$75.00. If spaces are available throughout the year we will refer to the “waiting list” and inform parents of openings as they arise.
- Confirmations/Wait List Placement will be sent out during the month of December, and then as spaces become available. Parents who wish to secure their space should return their contract along with the deposit within seven days of receiving a letter of acceptance. Your completed contract and forms along with a deposit will secure a space for your child.
- We also enroll throughout the year from our waiting list when spaces become available on the FIRST day of the month. Mid-month admissions will need to be discussed with the program Director.

Re-Enrollment For Existing Families

Re-Enrollment is only available to returning students and their siblings. Parents should return all necessary forms and deposits on or before deadline dates to maintain this advantage. Late applications will be processed as “new families.”

Re-enrollment forms will be distributed to existing families during November.

A minimum deposit equal to one month’s tuition is required. Deposits will be applied to tuition in the last month of your contract term for the current year.

If re-enrollment forms and deposits are not returned by the due date, your child’s space will be offered to a family on our waiting list.

Confirmation of admission and a new contract will be sent out to parents in January.

Tuition and Fees

Refer to enclosed material for each individual school for a full list of payment schedules and fees.

Monthly tuition is due no later than the FIRST of the month and may be paid by check, money order or credit card. Payments should be mailed to Pine Village Preschool Inc., P.O. Box 35347, Brighton MA 02135.

Registration Fee: \$75

Late tuition payment: \$25

Late pick-up: \$5 for the first five minutes (5:30-5:35) and \$1 for every minute after.

Field Trips are individually priced.

Summer Camp Deposit: \$200 (applied to Summer Camp Tuition)

Optional Pizza Lunch: Varies by school

Tuition and deposits are non-refundable.

Contracts:

Parents may request IN WRITING to make any ADDITIONS to the schedule (i.e. adding an extra day or afternoons) and will always be approved provided there is space available. There are no “switching” or “make-up” days.

Reductions to a schedule can be requested (reduce number of days or going from full days to half days). All requests to amend contracts must be approved by the administration. If approved, SCHEDULE REDUCTIONS will go into effect 60 days after administrative approvals.

Withdrawal From The Program

Parents are required to give two (2) months written notice of their intention to withdraw their child from the program. All tuition and deposits are non-refundable.

Returned checks

A returned check fee of \$25 will be assessed and must be paid immediately in addition to the tuition payment due.

Vacation/Holidays:

Our School Calendar lists the specific dates for school closings, vacations and holidays for the following school year. Annual closings:

- Two days during the year for Parent Conferences (Dec & June)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and Friday (the day after)
- Winter Break (Generally, the week between Christmas and New Year).
- MLK Day
- Presidents Day
- Evacuation Day/Teacher Appreciation Day
- Good Friday
- Patriots Day
- Memorial Day
- Independence Day
- Two weeks prior to Labor Day

Monthly or Annual tuition is not adjusted for holidays, school vacations, personal vacation or snow days.

Extra Days/Extra Time (Extended hours)

If you would like or need an extra day at school, please put a written request/note in the director's mailbox. We will be happy to accommodate your needs if classroom ratios allow us to do so. This will be considered an extra day and must be paid for on the date used. Please note that there are no "switching" or "make-up" days.

Enrollment Forms

In accordance with the Massachusetts State Law, before a child may enter school, the following must be included in their file:

- Child's Health Form: A physical must be done yearly and all children must have the required

immunizations as recommended by the Massachusetts Department of Health as well as a yearly lead test until age four.

- Authorization and Consent Form: This form must be up to date at all times. Any changes during the course of the year must be reported immediately to our office.
- Developmental History Form
- Child Emergency Card
- A photo of your child
- Individual Health Plan from your doctor IF your child has a chronic health issue such as allergies, asthma, seizure disorder, diabetes etc...The IHP should include a complete description of symptoms, treatment, side effects, consequences of failure to treat and instructions for staff training.

Touring and Transitioning into Pine Village Preschools

Parent tours are our opportunity to make a lasting first impression. Every parent wants to know that their child is secure, loved, understood, unique and special. We invite children to join their parents on the initial visit and tour of the school. Children have natural instincts about what feels right and comfortable for them, and this allows parents and providers to observe the child and offers a unique perspective. It also allows parents to evaluate if Pine Village Preschool is a fit for their child and family. From the very first visit, we want children to have a remarkable experience as they move through Pine Village.

Our transition process for children starting Pine Village Preschool starts before the first day. We plan a Welcome Breakfast/Transition Morning for parents and children who would like to come and visit the school prior to September. The most exciting and personal piece of our transition process is our BILINGUAL TRANSITION BOOK. The Transition Book begins to ease the transition by introducing the children to teachers, classrooms, schedules and the environment before they begin school.

The Pine Village Preschool Transition Book is a personalized interactive book for families to use with their child as a tool. It allows the child to practice and anticipate the first day of school and is complete with photographs of their school, teachers and the daily routine. The Transition Book is sent to parents the first week of August. The book is in PowerPoint format so parents and caregivers can read it with their children on the computer or print it out. We also have a TRANSITION BOOK TEMPLATE so you can copy and paste your own photographs. It is very helpful to children who need a little extra help with the morning routine and coming into school.

Parent Orientation Nights are scheduled on or before the first day of school. This is a mandatory meeting for all new parents and strongly suggested for returning parents. It is an evening we use to review important policies and procedures and answer any questions that parents may have.

In the Fall, all Pine Village Schools plan a curriculum night which allows all families to join in the classroom for an in-depth look at the year ahead.

As children begin their Pine Village experience, parents may want to adjust their schedule for the

first several days to personalize the transition based on family styles and needs. Pine Village Preschool is very sensitive to unique family styles, and we understand that every child may need something different, while emphasizing our own guidelines we will make for a successful transition. It's important for children to become as comfortable as possible. Predictability is comforting to children.

A positive transition ensures success and a productive beginning leads to the ultimate experience. When a transition is smooth and children are excited to come to school, everything else flows and learning happens.

Other transition suggestions and ideas:

1. **Talk about Pine Village.** Tell your child about all of the exciting things they will do...get books from the library about going to preschool...go shopping together and pick out a new back pack and/or lunchbox. They will sense your excitement! Tell them who their teacher is and assure them that they are in good hands and secure while you are away. If you have any questions about your teacher, please let us know. We will be happy to provide the information.
2. **First Day of School -** It's important to develop a goodbye routine. We suggest you role play at home before coming to PVP. Do you want to do two kisses, and a hug? Do you want to knock on the door after you say goodbye and ask how many knocks? Do you want to do a high five and a hug? There are endless possibilities and it's a good idea to have your routine established before the first day of school. We recommend giving concrete time frames (i.e. "One more book/puzzle and then it's time for me to go." instead of saying "5 more minutes.") There may be tears and it may be challenging at first, but all of our staff are well trained to help with the morning drop-off. We recommend you keep the goodbye short and sweet. **Always say goodbye and don't leave while they're entertained so they don't feel insecure.**
3. **Stay in touch-** Feel free to call or email your director after drop off instead of going back into the classroom. Staying connected with us will help you and your child feel connected.
4. **Sticker Charts-** It may be helpful to create a sticker chart as positive reinforcement if necessary.
5. **Play Dates-** Invite a friend from school to do a play date or go to a park.
6. **Parent Orientation Night** will be scheduled for early September. This will be mandatory for all new parents and strongly suggested for returning parents. It will be a night to review important policies and procedures and to answer any questions that you may have regarding your child's transition to a new classroom.

Annual Transition to a New Classroom

Pine Village operates on a 10 month school year calendar, with an 8 week Summer Camp session. Parent conferences are held twice a year (mid-year and at the end of the school year). Parent conferences in June are designed to provide parents with a view of their child's growth during the school year. Parents receive an observation form and a portfolio containing many examples of how the child has developed in all areas of learning.

During the last several weeks of school the children will have the opportunity to participate in several "Step up Days", when each child can spend a few hours in their new classroom so they can get comfortable with their new surroundings.

On the last day of the school year, each child will participate in (at his or her own comfort level) a Stepping up Ceremony. During this ceremony, we celebrate the completion of the previous year and look forward to moving on to a new classroom and new teacher.

If the child is attending the Summer Camp Program, they will not begin the transition to their new classroom.

Over the summer months, every teacher will make contact with his or her new class of children. The teacher will individualize the Transition Book and email it to each child. Parents will participate by sharing the book with their child at home. The children and parents will be invited to a "Welcome Morning" which will serve as a transitional experience for beginning the school year in a new room with a new teacher.

Transition to Kindergarten

PreK Children will participate in curriculum designed especially for the transition to kindergarten. The curriculum is designed to allow children to think about their preschool experience and relate it to their new school experience. Children discuss and participate in activities that inspire questions and allow for the children to process the upcoming changes. Pine Village alumni are invited to return to talk about their kindergarten experiences. We may also invite a special guest or have a field trip to enhance the curriculum.

Parents are invited to attend a conference during the month of June. Parents will receive a portfolio containing various examples of their child's works, which shows their development over the past 10 months along with a copy of their child's Observation Forms which are completed throughout the year. Parents are welcome to ask teachers to complete Kindergarten Information forms. Children participate in Graduation and celebrate the successful completion of Preschool and the exciting new world of Kindergarten and Elementary School.

In some cases children may attend a Welcome morning in their new school and teachers may visit the new kindergarten classroom with the child.

Checklist of Items Needed for First Day of School



For Cubby

- Extra clothing: LABELED t-shirts, socks, underwear, shirts, shoes, pants to keep at school.
- Diapers (if needed): Please bring in an adequate supply to leave at school that are LABELED with your child's name.
- Wipes: They will be shared unless you have a specific request. If necessary, let your child's teacher know if and where you are in the toilet training process so they are aware.



For Classroom

- Friendship Fruit: Please remember to bring in a piece of fruit to share for morning snack!! Each classroom will have a “Canasta de frutas/fruit basket” for your child to put it!
- Lunchbox: Please pack a lunch for your child and include an ice pack in a LABELED lunchbox. In the beginning, you may want to put a special note/drawing and/or photograph inside to remind them of you! :-)
- Water: A 6 to 8 ounces bottle of water. Specially chosen by you and your child so that he/she can help themselves during the day when thirsty.



For extended days

- PM Snack: If your child stays for extended days, please include a snack in your child's lunchbox for the afternoon
- Nap/Rest time: Labeled supplies (These items will be sent home at the end of each week to be washed and returned the next week

*Sheet

CHECKLISTS

Since there is so much to remember to bring in, we have created a checklist for each season. You may find it helpful to place a copy of the checklist in a convenient place to look at before leaving each day.

AUTUMN and SPRING
• Jacket
• Rain boots
• Umbrella
• Extra Shoes
• Blankie and lovie if needed
• Clean sheet first day of week
• Lunch box (lunch and pm snack)
• Fruit for morning snack
• Diapers (if needed)
• Wipes (if needed)
• Plus extra requested items for certain lessons/themes.

SUMMER
• Small bottle of sun protector
• Sun hat
• Extra clothes (if needed)
• Blankie and lovie if needed
• Clean sheet first day of week
• Lunch box (lunch and pm snack)
• Fruit for morning snack
• Diapers (if needed)
• Wipes (if needed)
• Plus extra requested items for certain lessons/themes.

WINTER
• Jacket
• Snow pants
• Mittens
• Hat
• Scarf (optional)
• Extra Shoes
• Blankie and lovie if needed
• Clean sheet first day of week
• Lunch box (lunch and pm snack)
• Fruit for morning snack

Footwear

We are required by the Department of Early Education and Care to have children wear HARD SOLED SHOES at all times while in our care in case of an emergency. If you come to school in wet boots, please bring a separate pair of INDOOR SHOES or HARD SOLED SLIPPERS for the classrooms. Flip flops cannot be worn in the classroom.

Going Outside Safety Precautions

Your child must come to school in clothes that are appropriate for the season. For your child's safety, drawstring hoods on sweatshirts or outdoor jackets and coats should have the strings removed. The children go outside every day, weather permitting. Please be sure to send appropriate seasonal clothing, such as raincoats, snowsuits, boots, scarves, gloves, and hats.

Children should not wear any jewelry that can get tangled during activities.

Food

Please let us know if your child suffers from any allergies. We will need an Individual Health Plan from your doctor noting the action plan that is in place. All allergies must be noted on the intake forms, and documented on postings in each classroom and in emergency kits. Pine Village Preschool does not provide any snacks or lunches. We suggest putting hot lunches in a thermos so your child does not have to wait for it to be heated in the microwave,

Snacks

Our morning snack is a shared snack of fruit the children bring from home called "Friendship Fruit". Each child brings in one piece of fruit that is shared with their class. The older grades prepare a fruit salad to share. If your child attends in the afternoon, please pack an afternoon snack and drink in your child's lunch box. The children will all enjoy a nutritious snack from home after rest time.

All Pine Village Schools are PEANUT SAFE. There may be additional food restrictions by school/classroom depending on potential allergies.

Special Occasions/Celebrations

Pine Village encourages **non-edible** birthday celebrations because of sensitivities and allergies to food. The class will celebrate birthdays with special art activities and projects throughout the day. Parents are welcome to join the celebration and bring a special activity to share with the class and the necessary supplies for their child's party activity.

Lunch Bag Suggestions

The Department of Early Education and Care regulations require us to give you this list of lunch bag suggestions:

Milk or fruit juice, meat or meat alternative such as cold cuts, roast beef, chicken, ham, or

bologna; poultry or fish without the bone, tuna or fish sticks, chicken nuggets, eggs; vegetable or fruit (two or more); bread or bread alternative, enriched with whole grain.

Carrots, grapes and hot dogs are 3 major causes of choking in small children. Please cut them lengthwise if including them in your child's lunch.

Here is a great link for some more lunch bag ideas!

<http://www.webmd.com/food-recipes/features/15-fresh-brown-bag-lunch-ideas>

PLEASE DO NOT SEND CANDY.

Rest Time

The Department of Early Education and Care requires us to allow children a minimum of 45 minutes of rest time on their individual mat every four hours they are in our care. Please note that that we cannot prevent a child from falling asleep if they are tired and we cannot force a child to fall asleep. Non-nappers are still required to rest. We recommend that parents provide a NAP BOX of quiet activities to do instead.

Nap Box Suggestions that can be rotated out on a frequent basis:

- etch a sketch
- clipboard with paper
- coloring/activity books
- magna doodles
- crayons and paper
- favorite books
- cards
- dolls
- favorite quiet toys
- puzzles

Parent Communication

Communication is essential for the well-being of each child and family enrolled at the school. It is essential that parents and teachers communicate on a regular basis and have regularly scheduled parent conferences.

Parents are encouraged to visit their child's class whenever their child is present.

Curriculum content will be posted in your child's classroom and will include a list of the daily events and activities your child has participated in. Please encourage your child's progress by checking the curriculum each day, and talking to your child about what they have done at the end of each day.

Parent conferences will take place at the school twice a year. The dates and times will be posted in advance of the conference date. A portfolio and written progress report will be reviewed as we discuss developmental goals and objectives for each child. Special arrangements may also be made at the request of either teachers or parents to meet 1:1 and conference about a child or event.

Memos and notices may also be distributed to parents at various times. Please check your child's "mail box" at the end of each day to collect these and any artwork being sent home.

Pine Village Preschool publishes a monthly newsletter and parents are encouraged and welcome to contribute to this publication. Please speak with your child's teacher if you wish to participate or create a classroom activity.

Parents will be informed IN ADVANCE of the following:

- Change in educators in the program
- If there has been an injury and first aid has been administered
- If any communicable diseases have been identified
- If there have been any cases of abuse or neglect
- If there has been a change in program policy or procedure
- If any pets will be in the premises
- If there are any herbicides or pesticides used on the premises

Volunteers

All volunteers attend training on our methodology and philosophy for the curriculum plan prior to their start date. The training also includes:

1. Procedures for the program they will be working on.
2. Emergency procedures
3. First aid procedures including the location of first aid kits
4. Supervision
5. Child guidance
6. Location of children's individual health care plans, records and forms

Volunteers are required to review the following before they start:

- Staff Training Manual - Outlines teacher responsibilities, curriculum planning guidelines, philosophy of education and other information needed to be a successful volunteer teacher at Pine Village.
- Parent Handbook

Before they start, volunteers are required to provide a medical examination which includes evidence of immunity to measles, mumps and rubella and if applicable, a statement of physical limitations they may have when working with children. We will conduct a background check (BRC) on all volunteers.

Volunteers will take part in observations, supervision meetings and planning meetings with the Director and Teachers.

Behavior Management Procedures

Discipline is designed to promote positive behavior and diminish negative behavior. The staff at Pine Village Preschool are consistent, reasonable and appropriate in their application of guidance and base it on the individual needs of each child. Rules are established with input from the children to help them be successful and to provide a positive experience for all children in

school. They are phrased in a positive manner and depicted in both words and pictures to allow for easy interpretation by them.

Our program is designed to allow children to move freely around the classroom with limited teacher interference. Each classroom provides a safe environment where children can explore and learn independently. We strive to praise positive behavior and help re-direct negative behavior. We provide children with the opportunity to verbalize feelings and release tension, in a safe and socially acceptable manner, when there is a need. In some situations a child may be redirected as a way to help them regain control or to think about a better solution to a problem.

All Pine Village staff members receive training in Positive Guidance and Discipline prior to leading their own group.

Child guidance practices by staff include:

- Modeling appropriate behavior
- Redirecting children to positive activities
- Encouraging self-control
- Recognize/reinforcing appropriate behaviors
- Reasonable/positive expectations
- Clear/consistent limits
- Quick interventions when children are physically aggressive
- Helping children develop positive strategies for resolving conflicts
- Discussion of behavior management techniques among staff to promote consistency

Pine Village Preschool prohibits:

1. Spanking or other corporal punishment of children
2. Cruel or severe punishment such as humiliation, verbal or physical
3. Abuse, neglect, or abusive treatment
4. Depriving children of outdoor time, meals or snacks
5. Force feeding children or making children eat against their will
6. Using food as a consequence
7. Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using other unusual or excessive practices for toileting.
8. Confining a child to any piece of equipment
9. Excessive timeout (not to exceed one minute for age of child)

Referral Procedures and Resources for Challenging Behaviors

All staff members are trained and required to keep ongoing records of each child in their class for the entire year, from September through August. Information is gathered from observations

and formal and informal assessments. The teachers and director will meet on a regular basis to discuss each child's progress, challenging behaviors and special needs. The school will make every effort to meet the needs of each child within the realm of the staff abilities and expertise. The staff will seek professional expertise through workshops and expert observations and feedback to meet the needs of the children in our school. If the staff determine a child would benefit from a referral to an outside source for appropriate social, mental health, educational or medical services, the following protocol will be followed:

1. **Referral Meeting:** Teaching staff and the director will meet to discuss the particular child. Observations and interventions will be discussed and it will be determined if an evaluation is necessary. After teaching staff and the director have determined that a referral should be made, a detailed written observation will be completed by the lead teacher, and further observations will be kept for a period of time noting behaviors, patterns, speech etc. The parents will be notified and a parent conference will be set-up.
2. **Parent conference:** The lead teacher will provide the parent with detailed observations, a statement detailing the reason for requesting a referral, and any interventions that have already been put in place by the teachers. The staff will then provide written information regarding the availability of services and the parental rights according to Chapter 766. The teachers will assist the parents in making referrals to the appropriate agencies, or will obtain written consent before obtaining a referral through the school.
3. **Follow up:** The teacher will follow up with the parents and offer support, when needed, during the process of the evaluation. The teacher will follow up with the agency or service provider who completed the evaluation for consultation and feedback on continued steps to be taken to ensure the success of the child in school. The school staff will continue to assess the progress of the child to determine the duration of services or need for additional evaluation or support.

Termination and Suspension Policy

Pine Village Preschool reserves the right to suspend or terminate services for irreconcilable differences. These differences may include, but are not limited to, refusal to pay tuition owed, lack of parental co-operation, or the preschool's inability to meet the student's need. All efforts will be made to resolve conflicts in a timely and professional manner to AVOID suspension or termination through the following steps.

1. The Director will meet with the parents to discuss other options
2. The Director will provide referrals for evaluations and services
3. PVP Educators will pursue consultation and training for challenging behaviors
4. PVP will work with the parents to develop a behavioral intervention plan that can be implemented at home and in school for consistency.
5. Parents will be offered specific steps and requirements for re-enrollment and admission back into the program on a case by case basis. Parents will be notified verbally by the Director with written notification to follow immediately.

Confidentiality of Records

A written record of each child will be kept on file at the Pine Village Preschool, which contains the following:

- Face Sheet containing personal information, names and addresses emergency contacts, and admission information.
- Written progress reports.
- Medical records including physical examinations, immunizations, and medication logs.
- Individual programming plans for children with special needs.
- All necessary consent, permission slips, and authorizations.
- All pertinent correspondence between parents and the school or outside services.

All information contained in child records is confidential. Pine Village Preschool will not release information to anyone unrelated to the child without written parental permission. A log will be kept to record all those who have had access to a child's record.

If a parent would like access to their child's file, they must give two business days notice.

Drop-Off Times

Pine Village Preschool opens at 8.00 a.m. and children will not be allowed on the premises before this time. Please adhere to the contracted drop-off time for your child. Pine Village Preschool staffs according to a pre-determined schedule and therefore can only accommodate anticipated numbers. We believe it is vital that children are at school **by 9:30 at the latest** to be part of the morning socialization. A regular drop-off time leads to a successful morning transition into the classroom.

Drop-Off Procedure

- Parents must escort their children to their classroom and make contact with the teacher before leaving.
- Parents should communicate necessary information to the teacher.
- If a child is being picked up by someone other than their parent/guardian, please inform your child's teacher **upon drop-off** and provide WRITTEN permission. This person must be listed on enrollment forms as an individual authorized to pick up your child and proof of identification must be provided.
- Please call the school if your child will not be arriving as scheduled or will be absent for any reason.
- Please inform the teacher if you will be picking your child up early.
- Each location may have specific parking and drop off procedures determined by physical space limitations and needs.

Pick up Procedures

- If a child is being picked up by someone other than parent/guardian, this person must be listed on enrollment forms as an individual authorized to pick up your child. If we do not have this information on file for the individual picking up, we need to receive a written permission slip from the parent in advance of the pickup. We will be asking to see a

PHOTO ID for people we haven't met before.

- Pick-up time is not an appropriate time to chat at length with your child's teacher. The teachers are still responsible for the safety of the other children in their care. Please arrange to call the teacher during nap/quiet time or arrange for a special meeting if needed. We welcome and encourage parent participation in our classrooms but it needs to be scheduled with the teacher in advance because the children need to know what to expect in their daily schedule.
- When Parents/Guardians arrive for pickup please gather your child's belongings and if you wish to talk with another parent please arrange to meet off school property. It is both confusing for the children and unfair to the teachers who are still working with the other children.
- Please be aware that once you arrive at school in the afternoon, you are immediately responsible for your child. If you go inside or outside please take your child with you to ensure the safety of all of the children.
- Once you pick up your child, please note that it concludes their day. We recommend planning doctor appointments at the beginning or end of the day to minimize the number of transitions during the day for your child and the class.
- It is important that you are aware that your child wants your full attention when you come to pick them up. Please refrain from using your cell phone at pick-up time.
- Please remember that the school closes at 5.30 pm; please make sure that your child has all his/her belongings and has used the bathroom if necessary.
- Our teachers all work long days and need to be able to leave at 5:30 so they can come back the next day refreshed and enthusiastic to work with your children. Please arrive 10 minutes before closing time if you'd like to discuss your child's day with the teacher.

We expect parents to pick up children on time, according to the schedule in the contract. If you wish to speak to the teacher briefly at the end of your day please arrive 10 minutes early. Our day is organized to accommodate many curriculum options, making it difficult for staff and children when parents are late. Please arrive on time and respect your contracted schedule. Arriving late during the mid-day hours can be disruptive for the next activity (i.e. nap, outside, projects etc.).

Late Fee

The late pick up fee is \$5.00 for the first five minutes (i.e. 5:31 – 5:35) and \$1.00 per minute for each minute thereafter. All families receive one excused late fee. You will receive a late fee invoice from the teacher who is staying with your child for the amount to be paid. This fee should be paid to the teacher in charge at the time of pick-up or no later than the next morning your child is in attendance.

Inclement Weather Closings

Pine Village Preschool will follow the announcements for closings in the event of severe weather conditions from the public school system in which Pine Village is located (i.e. South End PVP follows Boston Public, West Newton PVP follows NewtonPublic etc..) If a delayed opening is called for by the public school then we will also have a delayed opening. (i.e. if there is a 2 hour delay, then Pine Village will open at 10:00 am.)

During public school vacation weeks Pine Village Preschool will be responsible for contacting parents if closings are deemed necessary. Public School cancellations may be announced on the following television and radio stations:

Television Stations: WBZ Channel 4, WCVB Channel 5, WHDH Channel 7.

Radio Stations: WBZ 103am, WEEI 850am, WRKO 680am.

You may also go to www.thebostonchannel.com to have an automatic text message or email sent to you as soon as the closing is announced.

In the event of a snowstorm or if other severe weather conditions start during school hours, Pine Village Preschool may be forced to close early. Parents or those authorized to pick up their children will be notified as early as possible and are expected to arrive in a timely manner.

Transportation Plan

The following procedures have been established to ensure the safety of the children whenever they are being transported:

- Parents are responsible for the safety of their children as they are being transported to and from school.
- Teachers are not permitted to transport children to and from school for insurance liability reasons.
- In an emergency, in school, or on a field trip, the child will be transported by ambulance, accompanied by one of the teachers, if possible, to the closest appropriate hospital.
- In the event of a field trip or walking field trip, all children will wear a wristband with the school's name, address and phone number.
- If a parent volunteers to chaperone a field trip and provides transportation for their child, Pine Village Preschool is not liable for any accidents incurred. The child must have a car seat. Before going on a trip each child's parent must sign a permission form.
- Attendance will be taken before and after each trip.
- There shall be a vehicle inspection after a field trip to ensure that no children remain in the vehicle.

Injury Prevention Plan

- Teachers are responsible for maintaining a safe indoor and outdoor environment for the children. Equipment and materials are checked daily and removed or repaired as necessary.
- Pine Village Preschool is a smoke free environment.
- All toxic substances, poisonous plants, first aid supplies, medications, sharp objects, and other hazardous objects or substances are kept in a secure place, out of the reach of children, in childproof cabinets.
- All staff members hold current certification in Basic Pediatric First Aid and CPR.
- Teachers will carry a first aid kit with a list of medical emergency numbers for each child when going on a field trip or leaving the school grounds.
- In the case of an incident which requires first aid or emergency care, the teacher who tended to the child will fill out an injury report, which will be maintained in the child's

file.

- The school injury log is maintained in the office. It holds all reports of injuries that have occurred during school hours. The director periodically reviews these records in order to identify possible problem areas

Policy for Reporting Child Abuse and Neglect

- All staff at Pine Village Preschool will be trained in the skills of recognizing signs of abuse and /or neglect.
- All staff will document observation of suspected abuse or neglect.
- All staff are mandated reporters and will report suspected abuse or neglect. The report will be made either directly to the Department of Children and Families (DCF) or to the Director who will immediately contact DCF pursuant to Chapter 119, Section 51A of Massachusetts General Laws. The 51A form should be filled out before making the phone call since it covers the information needed for the oral report.
- The Director will notify the Department of Early Education and Care (EEC) immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.
- The school will cooperate in all investigations of abuse and neglect. These include identification of parents of children currently or previously enrolled in the program, providing consent for disclosure to EEC, and allowing the Department to disclose information to, any person and/or agency EEC may specify as necessary to the investigation of allegations and protection of children.

An allegedly abusive or neglectful staff member will be removed from teaching duties. The Director will call DCF and file a 51A, the Director will also call the Department of Early Education and Care. The staff member will not be allowed to work directly with children until the DCF investigation is completed and for such further time as EEC requires.

Toileting and Diapering Plan

- Diapering and toileting areas are separated from food areas.
- A supply of clean, dry diapers adequate to meet the needs of the children is maintained.
- Each child's supply of diaper cream, wipes, and powder will be labeled with the child's name and used only for this child.
- We must have a permission slip signed by the child's parent/guardian on file in order to administer any topical medications (this includes diaper cream, talcum powder etc.)
- Staff will wear disposable gloves when changing diapers; these will be disposed of after each diaper change.
- Each child's diaper is changed when wet or soiled.
- The changing table will not be used for purposes other than diaper changing.
- The changing surface will be smooth, intact, and impervious to water. It will be washed and disinfected after each use and diapers will be disposed of in plastic bags and placed in a lined, covered trash bin.
- A disposable covering is used on the changing surface which shall be; of adequate size to prevent the child from coming in contact with the changing surface; be changed after each child has been diapered and disposed of in a closed container. This container will be emptied at least daily.

- Staff and children will wash their hands with liquid soap and running water- using friction after each diaper change.
- Hands will be dried with paper towels.
- Children will be toilet trained in accordance with the requests of their parents and consistent with the child's physical and emotional abilities.
- Children will wash their hands with liquid soap and running water- using friction after toileting, this will be supervised by a staff person.
- Child will dry their hands with paper towels. Bathroom surfaces will be washed with soap and water and disinfected on a daily basis.
- Soiled clothing, linen and blankets will be placed in a sealed plastic bag and sent home to be laundered.
- Children will not be disciplined for soiling, wetting, or not using the toilet or forced to remain in soiled clothing, or to remain on the toilet. We will not use any unusual or excessive practices for toileting.

Potty Training Tips

When your child shows signs of physical and emotional readiness as outlined in the following webmd article, <http://children.webmd.com/tc/toilet-training-topic-overview>, it is important to BE CONSISTENT and not switch between diapers and underwear. When you decide to make the move to underwear, do it! You will need to plan for trips to the potty and will soon learn where all the public bathrooms between home and your regular destinations are.

You may need to start by taking your child to the bathroom on a regular schedule until they are confident about telling you when they need to go with enough time to actually get there and get on the potty. We usually recommend taking the child every hour at first, unless they have recently drank a lot of fluid. Watch for signs they need to go (the pee pee dance or hiding in a corner for #2).

Make it a big deal to pick out the underwear together- let them pick out their favorite characters as this is very motivating!

In our experience, pull-ups are not that different from diapers, and tend to confuse the child and prolong the potty-training experience. We suggest skipping this step all together.

It is normal to have accidents! That is how they learn. Send in 4 - 5 extra pairs of underwear and clothes when your child is in the training process at school.

If the child starts to display signs of "not being ready" (refusing to go and try at regular intervals), delay the training, and try again when they display signs of readiness.

It may take longer to learn to do #2. This is normal! You will learn your child's poop schedule and look for signs that they are ready. When you see these signs bring them to the potty to "check".

It may also take longer to stay dry at nap or night time. We suggest putting a diaper UNDERNEATH the underwear. Try referring to it as your "nap diaper" or "sleep diaper" so it is "different" from a regular diaper. Lots of times children will want to be completely done with diapers once they have made the move to underwear. Try to limit fluid intake right before

nap/bedtime and always have them do a “pee pee” check before. If your child can make it through nap/nighttime with a dry diaper on a regular basis, they may be ready to try wearing underwear at night, too!

Make a really big deal about your child’s potty success! Hugs and cheers go a long way!

If your child is potty training at Pine Village we request you send in 4-5 changes of underwear, pants, socks and at least one other pair of shoes. Please check each day and change out soiled clothes and make sure that they have the right number of recommended changes.

Good Luck! This is such an exciting milestone!

Health and Safety Policies

Emergency Health Care Procedures conform with EEC regulations. Each classroom is supplied with a first aid kit, emergency numbers, health care policy and procedures. Pine Village Preschool employs a Health Care Consultant who is responsible for the implementation of all health-related policies and procedures. Your child’s health and safety are of the utmost importance to us. In that regard and in compliance with EEC we have specific policies that have been drafted in order to keep the school environment a healthy one.

Allergies

Allergies are identified on the child’s health forms and the teachers are aware of any known allergies for each child. This information is clearly posted in each classroom. It will be the responsibility of the director to keep this list up to date. If you provide us with an epi-pen for your child, then please note that we need to have it stored in our First Aid Kit and it must have the original prescription label. We will need an Individual Health Plan from your doctor IF your child has a chronic health issue such as allergies, asthma, seizure disorder, diabetes, etc.. The IHP must include the symptoms, treatment, side effects, consequences of failure to treat and the plan to train staff members.

Minor First Aid

Staff members will administer minor first aid to a scrape or a cut by washing the wound with soap and water and applying a bandage.

Our school operates for “well” children only. We are interested in preventing the spread of infection and thereby ensuring the health and well being of the children and staff attending each day. If your child has had any of the following symptoms, please keep them at home:

- A fever within the past 24 hours
- Diarrhea and/or vomiting within the past 24 hours
- Thick mucus discharge from the nose
- Any contagious disease
- Any skin condition that has not been examined by a physician
- Conjunctivitis that has not been treated
- On any antibiotics for less than 24 hours
- Severe coughing

- Rapid or difficult breathing
- Sore throat or difficulty swallowing
- Excess fatigue
- Evidence of head lice or any other parasites

Plan for Meeting the Needs of the Mildly Ill Child

If your child arrives at school with symptoms of illness or disease they will be sent home. For the well being of all of the children and staff at Pine Village, these policies will be strictly enforced. We rely heavily on all parents to exercise good judgment in this matter.

We are also mindful that new conditions may occur once the child is in school. Should a child become ill at school, a parent or back up person will be notified and the child will be isolated from the other children. They will be made comfortable with quiet activities and under the supervision of a staff member at all times, until they are picked up.

Parents should notify the school of any contagious illnesses and subsequent absences.

All communicable diseases or illnesses will be posted on the parent board and sent out in an email, advising parents of symptoms and treatments per the recommendations by the Division of Communicable Disease Control in the MA Department of Public Health.

Personal and Dental Hygiene

All educators will model and follow good personal hygiene practices at all times. Educators must assist children in brushing their teeth whenever they are in care for more than four hours or whenever they consume a meal while in care. Children must use individual, labeled toothbrushes which must be stored in a safe and sanitary manner open to the air without touching each other. Parents may choose to sign a waiver form should they choose to opt out of the program.

Infection Control

To minimize the spread of infectious diseases at school, children must be immunized as dictated by Massachusetts Law. Evidence of immunizations must be provided by parents, and filed in the child's record before the first day of school. We require all of our staff to be trained in the following infection control procedures:

1. Latex Free gloves will be worn whenever bodily fluids are involved.
2. The staff and children will wash their hands with liquid anti-bacterial soap and running water, using friction. Hands shall be dried using disposable towels. Staff and children will wash their hands at a minimum, at the following times:
 - a. Before and after eating or handling food
 - b. After toileting or diapering
 - c. After coming into contact with bodily fluids or discharges (including sneezes, coughing)
 - d. After handling animals or their equipment
 - e. Before and after water play
3. In addition, educators must wash their hands
 - a. Before and after administration of medication

- b. After performing cleaning tasks, handling trash or using cleaning products.
4. Staff will monitor hand washing.
5. Classroom and bathroom surfaces will be washed with soap and water and disinfected on a daily basis.
6. Toys, materials, doorknobs, fixtures and floors will be cleaned and disinfected daily.
7. A solution of ½ cup bleach to 1 gallon water will be made fresh each day or an approved disinfectant will be used for cleaning surfaces.
8. Disposable gloves will be provided and will be used whenever contact with bodily fluids occurs. The affected areas shall be disinfected; gloves will be thrown away in a lined covered container. Staff and children will wash hands after cleaning up the soiled area. Soiled clothing will be placed in a plastic bag, which will be sent home with the child.
9. All cleaning supplies will be kept in a secure place and out of reach of the children.
10. All staff will be trained in infection control before the start of the year.
11. Fabric toys and dress-up clothes will be laundered at least monthly.
12. Children are routinely asked to use and dispose of tissues and to cover their mouths and noses while coughing and sneezing.

Administering Medication

- All prescription medication shall require a note from the doctor or nurse practitioner with instructions, and a signed permission slip from the parent. A prescription bottle constitutes a doctor's permission and instructions must be clearly labeled. Permission slip will remain in the child's folder. A new medication form must be filled out for each new medicine. A log will be kept in the child's folder.
- All non-prescription medications require the same form of parental consent. This includes Tylenol and Motrin or any topical medication. A doctor's note will be valid for one year.
- Pine Village Preschool is not permitted to administer a child's FIRST DOSE of medication unless it is an emergency medication such as an epi-pen.
- Medications will be kept in the administration office and the director will be responsible for administering all medications. Unused medicine will returned to the parent upon completion of the course.

Emergency Procedures

At School:

- All staff members hold current certificates in First Aid and CPR. A complete First Aid kit is located in each classroom. In case of a minor injury to a child the teacher will tend to the child and administer first aid to the child. An injury report will be filled out, signed by the parent and placed in the child's file. All incidents are recorded in the school's injury log.
- In the event of a major medical emergency, while one staff member remains with the child, another will attempt to contact the parent. If a parent can not be reached a call will be made to the child's physician. Arrangements for transporting a child will be made at this time. The staff tending to the child at this time will travel with the child and will make all necessary decisions until a parent or guardian arrives. It is essential that all medical records and information be kept up to date for this reason, and that the parent

signs all consent forms.

On Field Trips:

A small first aid kit will always go with a group leaving the school premises, as well as emergency numbers for each child, medical information and a cellular phone. Each child will wear a wrist band with the school's name, number and address. The same procedures will be followed for calling parents and transporting a child to the nearest hospital in the event of an emergency.

Evacuation Procedures

Individual evacuation plans are posted in each classroom near the exits. In the event of an emergency, the director or assigned administrator is responsible for making all necessary phone calls and arrangements. The teachers lead their classes quietly and calmly down their assigned paths to the nearest exit. Every classroom teacher checks that every child is accounted for using the daily attendance records. Evacuation drills are conducted on a monthly basis and logged on a chart to be kept in the school records.

1. Teachers will gather the children, exit their classroom with children and head to the designated meeting place.
2. Teachers will have classroom backpacks, Emergency contact #'s, and attendance sheet.
3. Once at the designated meeting place, teachers will check attendance and make sure that all children are accounted for.
4. Director will sweep the school to make sure all children and staff members are out of building.
5. Director will meet teachers and children at the designated meeting place and check attendance sheets to make sure all children and teachers are accounted for.
6. Once all children and teachers are accounted for the Director will accompany teachers and children back into the school.

Plan for Emergency Situations

In the unlikely event that an emergency should arise at school, we have established the following contingency plans:

A. Fire, natural disaster, or situation necessitating the evacuation of the building:

- The field trip bag and emergency numbers will accompany the group outside
- We will follow the emergency evacuation plans and leave the building immediately.
- We will meet in the rear parking lot. The director will make necessary phone calls to parents and others.

B. Power outage or loss of heat

- If the duration of the outage (according to NSTAR) is thought to be less than two hours the school will remain open.
- If the outage is likely to be greater than two hours (according to NSTAR) and/or we

determine we will not be able to keep the room temperature at 65 degrees we will cancel school and call parents immediately. If the lack of power results in the loss of telephone service, the school cellular phone will be used to make calls.

C. Loss of Water

- If the school experiences a loss of water, it is likely to be a problem that cannot be fixed. If the school is unlikely to satisfactorily meet the requirements for toileting, flushing, diapering and hand washing, we will cancel school and contact parents immediately.

D. Emergency care of the children if confined to the building during a natural disaster

- Director is responsible for notifying all parents. Children will engage in appropriate activities until parents arrive to pick up.
- Extra food and water supplies are stored in the school. Extra clothing for each child is located in bags in each cubby.
- The director is responsible for the health and safety of all the children, and will supervise any first aid needs if required.
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Pine Village Preschool is licensed by The Massachusetts Department of Early Education and Care (EEC).

If you would like additional information about Pine Village Preschool or our regulatory compliance history please call EEC at:

Department of Early Education and Care Office for Central MA
10 Austin Street
Worcester, MA 01609
Phone: (508) 798-5180
Fax: (508) 798-5181

For Referral Information for Vision, Hearing, Dental, or Early Intervention, please speak with your school's director for the pertinent contact information.