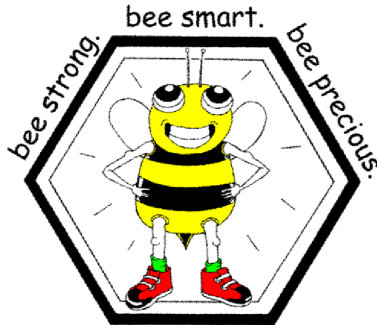


**PARENT HANDBOOK  
&  
Health Care Policies  
2020-2021**



Precious Beginnings Preschool

**Precious Beginnings Preschool**

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[www.Preciousbeginningsdover.com](http://www.Preciousbeginningsdover.com)

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# Philosophy

At Precious Beginnings Preschool, we understand that the power to learn is inside every child and it is our job to create active learning opportunities through play that will promote each child's growth and development. The curriculum is developed to encourage independence, so each child can view themselves as competent learners and allow them to bring their own interests, life experiences, strengths and needs to the program in a happy and nurturing setting. Children are presented with an age appropriate curriculum to stimulate growth and learning. This is fostered through hands-on learning opportunities which stimulate social, intellectual and physical development. All children are encouraged through their play to develop independence, communication and decision making skills and a positive self-concept. **Teachings specific to holidays/customs whether religious or ethnic are woven throughout the curriculum, especially at the holidays.** Children and their families, of all faiths, are encouraged to express and share their faiths and traditions within the program. Teaching children to respect our similarities and differences is another thread in our philosophy. Children have opportunities within the day to pray for their snack or a scraped knee, expressing their family's belief that in prayer or play, each child is assured that they are loved.

## General Goals

- Provide an age appropriate environment that facilitates growth and success through hands-on discovery and active learning.
- Establish an understanding of beliefs that are centered on the reality and love for each other in their family and community through open discussion and the celebration of holidays. Families of various faiths and ethnicities are welcome to share their beliefs, traditions and holidays within the program.

- Use the High/Scope method to implement the plan/do/review process of learning.
- Foster independence and autonomy as well as developing the ability to make appropriate decisions and choices.
- Assist the child in developing a positive self concept in relation to themselves and others.
- Teach children to develop self control and encourage the acceptance of responsibility for one's actions.
- Develop large and small motor skills.
- Offer a learning opportunity through curiosity, discovery, thinking, reasoning, gathering and using information.
- Develop various means of communication and expression through the language arts and creative arts.
- Explore, ask, and solve questions and problems while interacting with materials and peers.
- Stimulate growth and learning through various Interest Areas.
- Present activities that foster developmentally important skills and abilities.
- Help children to learn how to make choices and how to assert themselves appropriately within relationships.
- Offer curriculum which is flexible and interesting to the child, while using a framework of changing themes.
- Teach Peer Conflict Resolution Skills through the use of the High/Scope method.

## **Disclaimer**

Precious Beginnings Preschool serves Dover and the surrounding communities. Children are accepted on a first come first returned application basis. No child or family will be discriminated against on the basis of race, religion, national origin cultural heritage, political beliefs, marital status, sexual orientation or disability.

This handbook represents an overview of current policies and procedures at Precious Beginnings Preschool. Management reserves the right to supplement this handbook with new information, updates and detailed explanations as is deemed necessary. These will be provided to parents on an ongoing basis as changes or additions to policies and procedures take effect.

## **Administrative Organization of the program**

The following names and titles depict the Administrative Organization of Precious Beginnings Preschool, Inc. They are in the order of the lines of authority and supervision within the program and are as follows:

1. Owner & Director: Nancy Garron – All teachers report to the Director on a daily basis.
2. Business Manager: Rick Garron – jointly manages business with Owner.
3. Health Care Consultant – reports to Owner.
4. Lead Teachers
5. Teachers
6. Assistant Teachers

All Communication regarding Children should start with the Licensed staff in this order: Director, then Lead Teacher and then Teacher. Assistant Teachers should not be sharing information.

## **Developmental Areas**

Our curriculum includes experiences in the following developmental areas:

### **High/Scope Method**

All school curriculum based on building a foundation of the concepts of High/Scope.

### **Language Development**

Language develops while children work and play side by side or in a group. These interactions help children learn how to communicate their thoughts and feelings. Language develops while building together in the block area, sharing paint at an easel, talking over a snack, or sitting together in Circle Time. Teachers play an active role in this development as they play along side each child, modeling language and skills and becoming aware of each child's stage of development and ability.

### **Creative Arts**

Creativity is explored through an open ended approach with a variety of materials that encourage the child to express himself. The opportunities are endless when children explore through squashing, rolling, brushing or assembling. Art enhances oral language, small motor skills, and imagination. Children learn cooperative skills and concepts about size, shape, texture, and color.

### **Math and Science Discovery**

Pre-math concepts and skills develop through hands-on manipulation of learning materials. Counting, sorting and

classifying are how young children begin the process of understanding math. By touching, comparing and weighing, children learn about the world around them.

## **Socialization and Dramatic Play**

Pretending is an important part of a child's growth. They are learning to understand and express their world, while at the same time develop social skills. Opportunities are provided to play house, become a doctor, or fly to the moon in a space ship. By frequently changing the topic, children's interests and imaginations are stimulated.

## **Music & Movement**

Young children enjoy simple songs and rhymes. Finger plays allow them to become the story tellers and not just listeners. It enhances the development of small muscles and eye-hand coordination. As a group experience, it allows opportunities for children to increase their attention span and improve their social skills. During the holidays, we expand the music program in order to celebrate musically each season and event, such as Christmas, Thanksgiving, Easter and Mother's Day.

## **Outside play**

Everyday there is an opportunity to play outdoors, when weather permits. Activities and equipment are provided to allow children to engage in active gross motor skills. Playing outside helps children to develop physical coordination and strength while exploring the world around them. Children explore the play opportunities with peers of similar age groups. Younger children have a separate play space where their size and abilities are shared and nurtured. Both open and shaded areas of play are available outside. Surfaces such as grass, mulch and hard top provide a variety of fast or slow placed play outdoors. Opportunities to play



quietly and away from large groups are also provided and supervised by staff.

Safe and creative outdoor play happens in every season with a variety of materials such as sleds, skis, jump ropes, bikes and bubbles.

A daily inspection of the play area is conducted every day by the staff before the children arrive and is monitored throughout the day. The safety of every child is our first and foremost responsibility.

## **Learning Centers**

At Precious Beginnings Preschool, the work and play spaces encourage young children to learn and grow through hands-on discovery. These Learning Centers include:

- Writing
- Science and Discovery
- Blocks
- Dramatic Play
- Games and Manipulatives
- Art
- Sensory Table
- Quiet Reading/Story

Each area is designed to stimulate a child's interest and development. Different materials are added daily and weekly in each area to provide new opportunities or extend an original idea.

Children and staff begin their day with a group morning meeting called Planning Time. Teachers display one item from each learning area for the children to see and describe the materials available to use. Then the children are asked to make a choice of which area they would like to work in first. One hour is available for free play where they can explore each area. Later, each child may share those experiences with the group at Recall Time. Children can discover their own potential and become competent when choice and responsibility are encouraged.

## **Child's Daily Schedule**

Arrive at playground during good weather/classroom door bad

Hang up things at coat hook

Morning Circle Time/Greeting/Planning Time

Free Play at all of the Interest Areas

Clean-up Time

Wash hands and toilet/potty

Snack Time in the classroom

Circle Time/Recall

Prepare to go outside to the playground/things from coat hook

Outside play on the playground

Pick-up from playground for Morning Program

Lunch Bunch & Full Day students go inside

Coats put away and wash/ lunch in Pre-K classroom

Brush teeth in bathroom

Circle Time/quiet activity after lunch

Free Play in classroom

Clean-up Time

Wash/potty/toilet for snack

Outside playground time and home

## **School Hours and Programs**

Precious Beginnings Preschool offers the following programs Monday through Friday:

Half-day morning – preschool (8:45 – 11:15 am)  
Half-day morning – Pre-K (9:00 – 11:30 am)  
Half-day afternoon (11:30– 2:30 pm)  
Lunch Bunch (11:30 am – 1:00 pm)  
Full-day (8:45 or 9:00 am – 2:30 pm)

A child’s schedule can be increased at anytime in the school year on a “one time” or “permanent” basis. For example, trying a lunch bunch opportunity once or making it a permanent change as the child grows and is ready to expand their hours. An Change of Hours Form must be completed and approved by the Director at least 24 hours in advance, either by calling or receiving a response to an emailed request. No child may arrive at school with plans to stay beyond their schedule unless pre-approved. This is to be sure there is space to accommodate the child. These extra hours will be billed at the next billing cycle.

*These program times are subject to change based on daily enrollment numbers.*

## **School Office Hours**

The day to day needs of your child are important to the staff. Recognizing that drop-off and pick-up times are not always the best times to discuss questions or concerns about the program or your child, but are a necessary to their well being within the program. The Director, Nancy Garron, will be available to answer your questions, return telephone calls or arrange a time for you to talk with teachers. The Director’s Office Hours are 8:30 – 4:00 each day and can also be reached by email.

## **School Calendar and Attendance**

Our school year begins on the First Tuesday of September with our Come and Play events (Tuesday we have the 2 youngest groups followed on Wednesday with our Pre-K group). The following Monday would begin the start of your child’s regular school

schedule unless Labor Day occurs (in that event the start of your child's regular school schedule would begin on Tuesday). The school year ends the on the second Friday in June with Graduation. For Tuition purposes the school year is seen as 9.5 months. ***A detailed school calendar will be provided at the start of the school year***

Precious Beginnings Preschool closely follows the Dover Public school calendar. Generally, school will not be in session when the public schools are closed for snow, holidays, or vacations, however, we will remain open during the Jewish Holidays, when some public schools are closed.

## **Snow Days**

Precious Beginnings Preschool will be open in the event of snowfall, **UNLESS** the storm is so severe that public schools are closed or road and travel advisories occur. Please refer to the following guidelines:

- If the storm is active in the early morning, we may delay opening for one or two hours.
- If public schools are closed, we are also closed.
- If public schools have a **delayed** opening, our opening will also be delayed.
- If there is a change in the program due to weather conditions, all families will be emailed by 7am for more details.
- Tuition credits will not be granted for absence due to snow days, even if the school is forced to close.
- Snow and ice removal will be provided as well as salting to provide safe walking and driving conditions.

## Absences

Please notify the school as early in the day as possible if your child will be absent or late for any reason. You may leave a message at 508-785-1033 any time of the day or night or email the director at [beprecious@verizon.net](mailto:beprecious@verizon.net).

## Thunderstorm/Loss of Electricity

In the event of a power loss at school which lasts for more than 30 minutes, we are required by our licensing agency to notify parents that their children must be picked up. If unable to contact a parent, we will call the emergency contact on file and ask that individual to pick up your child.

## Schedule Changes

**A minimum of 24-hours written notice** is recommended to request a change to your child's schedule. The following is the procedure which should be used when extending your child's day to include Lunch Bunch or an afternoon program:

1. Please email or call specifying the date(s) and time(s) that you wish to add to your child's schedule.
2. Submit this information to the Director/Business Manager for approval. You may email or call the school.
3. The Director/Business Manager will approve your request on a **space available basis**.
4. You will be billed at the next billing cycle for the extra hours which your child has attended. Payment terms are the same as for tuition.

\*We do not permit swapping days due to our designation of staff and resources available/committed to your child's specific schedule. We do have some flexibility for various situations but prefer to keep to a child's set schedule.

## Arriving at School

### Drop Off

Children should be dropped off only to the care of a teacher. All cars must enter in the driveway in one of the two inbound lanes. Then, merge to a single lane at the end of the driveway. Turn at the half circle and proceed up to the appropriate drop off point.

There are 2 drop off points: the 1<sup>st</sup> is at the entrance to the playground (between the garage and the house). The 2<sup>nd</sup> drop off point is at the top of the driveway at the front of the school. During good weather, all children will begin their day at the playground and all cars will drop off and pick up at the 1<sup>st</sup> drop off. During inclement weather, students who have classrooms upstairs (Pre-K level) will drop off and pick up at the 2<sup>nd</sup> drop off point at the front door and exit and enter via the porch.

While waiting, do NOT get out of your car, allow children out of the car, or leave your car door open. Please keep your child seat belted as you wait patiently in line in the order of your arrival, ready to move your car up.

The teacher on duty will assist your child in exiting the car and gathering their backpack and other belongings for school. After your child has safely exited your vehicle and is behind the fenced in gated playground, you may proceed to the exit.

If you arrive late and there is no teacher, please walk your child inside and hand them off to a staff member inside the classroom or call and the Director, will come out to your car and receive your child.

***Please do not leave your child in the playground when it is unattended by a staff member!***

### Pick-Up

- Your child may be picked up from school in the playground, following the same procedure described above for drop-off.
- **Please be prompt** at pick-up time so that your child will not start to worry and the teachers may prepare for the next part of their day.
- Parents who repeatedly pick their children up late will be charged a late pickup fee of \$20 for every 15 minutes after 2:30.
- If you have someone else picking up your child, please make sure the teacher is aware at drop-off time. If the person is not listed on your Emergency Contact form, then written permission **MUST** be given to the staff prior. No child will be released to anyone not authorized. The Director will make every effort to contact the parent/guardian to receive verbal permission. If, however, neither is reachable, then the child will not be released, but the next name on the Emergency Contact list will be called until an authorized person is able to come and receive the child.
- If your child cannot legally be picked-up by a parent/guardian, copies of any custody agreements, court orders, and restraining orders pertaining to the child must be provided and on file.
- Names can be added to your Emergency Contact list at any time. Please ask the Director for this form.

***Please review the Parking Guidelines which are detailed on the following page. This is very important!***

## **Parking Guidelines**

- Please arrive at the designated time (8:45 or 9:00) for your drop-off .
- Please follow the Drop Off and Pick-up policies.
- Your child will be greeted by a staff member and escorted from your car into the playground.
- Proceed carefully out of the driveway, during the high volume of morning traffic on Centre Street.
- If you need to escort your child into the school, please park in the Visitor Parking spaces in front of the fence at the top of the driveway.

## **Transportation Home**

If your child will be picked up from school by someone other than a parent or guardian, please notify the teacher by sending a written note with your child. We will not release your child to anyone other than a parent/guardian or someone on your Emergency Consent form without your written authorization. We will ask for a photo verification of identity from a driver's license, of those person/s picking up your child.

\*Your child will not be released under any circumstances without an approved safety restraint device (car seat or booster seat). Please make arrangements to either leave your child's seat at drop-off, or be sure that the adult at pick-up has a seat in their vehicle.

**Please inform the Director of any changes in your information status, such as home or work phone numbers, address, illness, home care providers or contact information.**



## What to Bring to School

Your child should bring:

- **Slippers** to be worn everyday. Shoes are removed to keep the dirt, the wet or snow out of the classrooms.
- An **extra set of clothes** (shirts, pants, underwear and socks) which will stay at the school and be sent home to be washed or replaced as needed. Please write your child's name on the items, if possible.
- **Pull Ups & wipes** should be sent to school each time your child attends if they are not toilet trained. We ask that children are not dressed in clothes that hinder their ability to toilet train such as onesies or have snaps.
- A **backpack** big enough to hold papers, projects, notices and snow clothes in the winter. The child will need to be able to carry the bag themselves.
- **Proper outerwear** for each season (hats, gloves, boots, snow pants in winter). *Please drop off in the mornings with your child wearing warm items*, such as hat and gloves. We cannot allow children outside in cold temperatures without hat and gloves.
- **Nutritious lunch** (if your child is an afternoon or full-day student). Please pack lunch in an insulated bag with a frozen cold pack. Please do not send foods that need to be heated or kept in the refrigerator.

*Please label all of your child's belongings with your child's name to minimize loss and confusion.*

## Clothing for School

Please dress your child in clothes suitable for active work and play. Clothes that can get messy and dirty are best, because young children learn by doing. Children should wear comfortable, easy to manage play clothes.

*As soon as the fall temperatures fall, drop off your child in the am in hats & gloves!* Dress your child for the weather. We begin our day on the playground and we go outside every day, unless it is raining or very cold. Hats or hoods, coats and mittens in winter are a must. Snow boots and a snow suit are essential for snow play. All children are expected to participate in outside activity time.

## Special Notes – What Not to Bring to School

Please **DO NOT** send toys from home with your child. This creates unnecessary complications for teachers and students. There will be several opportunities for children to share events and items from home during the year.

We ask you not to send your child to school with jewelry. Rings and bracelets can become lost and necklaces are a choking hazard.

For safety reasons on rainy days, we cannot allow child-size umbrellas to be used at school. Please dress your child in waterproof outerwear on these days.

Although birthdays are exciting times to be shared with friends, we do not allow distribution of birthday party invitations at school. You will find your class list complete with addresses, so invitations can be mailed to each child at home.

In order to promote good health and safety in your child's eating habits, please read our section on "Nutritious Lunch Recommendations". You will find certain foods not permitted for snack or lunch.

## **Teeth Brushing**

All children who stay for lunch will participate in brushing their teeth at school.

A child size tooth brush will be provided, or you may send in one from home. Your child's name will be permanently written on the tooth brush and kept in our tooth brush rack in the classroom bathroom.

A teacher will assist the children one by one after eating lunch to come to the sink and wash their hands. They will then be given their tooth brush and a paper cup with a pea size amount of toddler fluoride free toothpaste to put on their toothbrush. After a good brush of all teeth, they will be given a disposable paper cup with water to rinse and spit into the sink.

All toothbrushes will be kept and maintained in a safe and sanitary manner. Sinks and sink areas will be disinfected after the last child has returned to the group and is out of the bathroom.

Any parent who does not wish to have their child participate in brushing teeth at school, may send in a signed note to excuse their child. This note will be kept in their child's file and their child will only wash their hands in the bathroom after eating lunch.

Once a year, a dental hygienist or dentist will be invited to come to the school and give a presentation to all children about dental care.

## **Toilet Training Policy**

Learning to use the toilet is a big event in a young child's life. When a parent and caregiver believe a child is ready for toilet training both will review and implement the following procedures:

1. Parent will discuss with the teacher their interest in working together to toilet train. Handout information will be given to assist parent in assessing child's readiness.
2. One bathroom has a child size toilet, and the other will have a modified child size seat. Both will be disinfected once daily, or more often as needed.
3. Soiled clothing will be sent home in a sealed plastic bag and the extra set of the child's clothing on site will be used.
4. Appropriate hand washing will be done by both children and staff after toilet use.
5. Please send in Pullups to aid in the process of toileting.

Toilet Training Techniques:

1. Staff will create a calm, positive and rewarding experience for all children during training.
2. We will reinforce the child's success at each step (discussing, undressing, going, wiping, dressing, flushing, hand washing).
3. We encourage parents to send their children to school in easy to remove clothing to help children be successful in undressing and dressing (no onesies or snaps that may hinder their toileting).
4. Children will be supervised during toilet training.
5. Teachers will invite the child to use the toilet and if the child refuses, they will wait and try again.

Some children with special needs may need additional help and strategies to create a successful toilet training experience. Help will be sought from health professionals and support personnel.

## **Nutritious Lunch Recommendations**

Due to food allergies, one lunch table in each classroom will be reserved and labeled as a “peanut free” eating area. If a child has a severe allergy and cannot eat around children with certain foods, a safe and separate area will be provided with teacher supervision.

A nutritious lunch is one that is balanced in all of the necessary food groups. For children who participate in our “Lunch Bunch” program, we offer the following suggestions for providing your child with a nutritious lunch:

### **Sandwiches**

Create great sandwich stand-ins with mini-bagels. They can be topped with peanut butter and jelly or lean lunch meat roll-ups like turkey breast or ham.

Stuff a pita pocket with sliced lean roast beef, sliced cheese, tomato, a squirt of mustard, and sprouts.

Use spreads like chicken or tuna salad for dipping or scooping onto crackers.

### **Fruits and Veggies**

Make sure to pack fresh fruit that your child likes and that is easy to eat. Try fruit that comes in naturally bite-sized pieces, like grapes and strawberries.

Cut up fruit such as pears, bananas or apples is also appealing.

Offer raw veggies, like baby carrots, red pepper strips, broccoli, tomatoes, and jicama, to dip in low-fat ranch dressing.

## **Dairy**

Dairy products provide calcium to keep growing bones strong. Provide your child with milk in their school lunch, preferably 1% or skim milk. Pack some string cheese or low-fat yogurt as part of lunch.

## **Snacks**

Pack grain-based low-fat chewy granola bars to give kids energy they need and the fun taste of chocolate with less fat.

Offer other good choices, like graham crackers, bagels, pita bread, whole-grain crackers, mini-pretzels, rice or popcorn cakes.

Also, please keep in mind that small stomachs only need small treats! Full-size cupcakes, muffins, or cookies are too much for morning snack – please remember to send miniature size cupcakes, muffins, or treats for your child’s special celebration.

## **We do NOT allow the following:**

We understand that any food can become a choking hazard, but the following foods have been determined to be a choking hazard, and can not be sent to school: popcorn, gummies (both the small pieces and the long strings), candy and nuts of any kind.

Please be aware that large pieces of meats, such as sliced hot dogs or cooked chicken must be cut in very small sizes.

If a staff member feels the item/s are too large, they will assist your child by cutting them down before eating. And, if they feel the item is not safe, we will ask the child to return the food to their lunchbox and take it home.

Staff will always eat with the children and will remind each one to take their time and eat slowly.

## **Snack Time**

A nutritious snack will be provided by the school for all children during the morning program. The Director will be responsible for the food program. She shall review and approve all menus.

During snack and lunchtime, teachers will:

- \*Be present interacting with and assisting children
- \*Allow children to eat at a reasonable, leisurely rate
- \*Encourage children to serve themselves, when appropriate
- \*Ensure that each child receives an adequate amount and variety of food
- \*Help children with disabilities to participate in meal and snack times with their peers
- \*Encourage children to eat a well-balanced diet
- \*Offer alternative activities for children who have finished their snack or meal.

We will:

- \*Provide a variety of different nutritious foods for snack.
- \*Prepared and served all foods in our safe and well kept kitchen.
- \*Serve snack and lunch in the classrooms at clean tables.
- \*Create a written menu of the snacks for the week that will be posted in the kitchen and a copy can be requested at any time.
- \*Allow children to participate in the menu planning in an age-appropriate manner.
- \*Have opportunities for children to participate in cooking projects throughout the year.
- \*Serve water with snack as well as juice and water will also be made available to the children at any time of the day.

## **Special Activities and Events**

### **Music**

A variety of everyday songs that represent themes, culture and religious holidays are used throughout our curriculum. Children can sing to finger plays and simple songs, or listen to taped music. Musical instruments are also available.

Holidays songs are a part of our celebrations throughout the year, especially during Thanksgiving, Christmas, Easter and Mother's Day.

### **Creative Movement and Dance**

Each day at school, the staff will present activities that will allow all children to move and express their bodies. With the aid of music, or items like scarves, children strengthen physical and well as creative ways to grow.

Yoga is used often to introduce children to an individual means to experience relaxation and balance.

### **All School Events**

Two or three times a year all the children, accompanied by their parents and family members, are invited to an All School Event. Children from all of the programs will celebrate this event together.

At the present time, these events include our Fall Open House, Father/child T-Ball Game, Christmas Pageant, Mother's Day Tea, Father's Day Coffee Hour and our Year-End Family Graduation. Dates and times for these, and any additional events, will be announced during the school year.



## Preparing Your Child for School

Starting school is a new experience for your child. As you are well aware, new experiences can cause a child to be either excited or fearful. Take time at home to talk about school and all the new experiences your child will have. Share with them how you felt when you came to school and played, whether it was on Parent's Night, or at the Admissions interview. Talk about the things you played with and how much fun it was. Tell them you will be excited to hear about their day when they come home. This shared experience will help to lessen any fears or anxieties your child might have.

Be careful not to overdo the enthusiasm, or make too much of going to school, especially for the first time. This could have the unfortunate effect of creating unnecessary tension and anxiety. Be cheerful and show interest in your child's new experiences.

Please do not ever use attendance at school as either a punishment or reward for your child's behavior.

Please try to make your morning routine as unhurried as possible. The day will go better if your child can arrive at school not only on time but as relaxed and calm.

Here are a few suggestions:

- \*Visit with your child and even take photos to talk about later.
- \* Read books with your child to talk about feelings.
- \*Arrange play dates with other children who will be attending.
- \*Talk about where you'll be during the day.
- \*Send them with a family photo to look at during the day.
- \*Plan to allow extra time in the morning to get ready.
- \*Decide how many hugs and kisses before you leave them.
- \*Always say goodbye and tell them when you'll be back.
- \*Don't postpone the departure, but leave with a smile.

## **Saying Goodbye**

Try to make your departure from school as brief and matter-of-fact as you can. Long drawn-out goodbyes only make your leaving more difficult. Sometimes tears are unavoidable. The teachers will comfort the child that is having a difficult time. It is better for you to leave as quickly as possible. You do not need to wait outside the room until the difficulty is over--in fact, it will only make it harder for your child. On the other hand, don't be hurt if your child shows little or no reaction to your leaving. Many children react quite calmly in a new situation. Either way, your child will have a safe and enjoyable day to share with you later.

Your phone call is always welcome. The Director is available to speak with you after you leave and can talk with you about how your child is doing. The Director can reassure you that your child is doing fine and what activities they are exploring. She can also arrange a convenient time for you to talk with the teacher, if needed.

## **Parent Orientation**

One parent and/or guardian is required to attend our Parent's Night event the first week of school. It is held the first Wednesday from 7-9pm at the preschool. At this time, all policies and procedures will be discussed and questions are welcomed.

## **Parent Communication**

All staff will provide a daily review of your child's school activities via the outside white board at pick-up time. Some teachers may provide a daily class note sent home in the back or emailed, and some teachers may provide an end of the week summary recapping the activities of the group by writing or email.

The Director will email all families a monthly newsletter of information/changes, of upcoming activities or opportunities. Please let her know of any change in email.

# **Parent Rights**

## **Parental Visits**

At Precious Beginnings Preschool, parents are encouraged to visit the school while their child is present. Unannounced visits are also permitted and welcomed.

## **Parent Involvement in School**

Precious Beginnings Preschool is dedicated to fulfilling the needs of both the children who attend and their families. We want parents to feel welcome, and important in all aspects of the school. We welcome the opportunity to have you be part of the development of the policies of our school, offering your thoughts, questions and concerns. To facilitate this process, we have created our Parent Association Committee, which is described below.

## **Parent Association**

The Parent Association is a volunteer organization whose mission is to maximize the experience of children and their families. We do this by creating an open, two-way dialogue between parents and the Director via the Liaison. Families will meet monthly to:

- provide an opportunity for parents to meet in an informal setting to voice thoughts and ideas regarding the policies and day to day operation of the program;
- discuss the needs of the children, their parents, and the school staff;
- schedule classroom volunteers and project helpers.
- encourage friendships amongst families outside the school day

The following descriptions are some of the ways in which you can participate in your child's preschool experience:

***Classroom Volunteer*** - parents can assist the teachers in daily activities, bring a special project to be completed, read a story, or share a talent or talk about their job as a "special guest".

***Project Helper*** – We can always use help with library books and tapes, cutting art paper or preparing projects at home, helping make costumes for special events, buying supplies, helping organize the year end picnic or other special events planned during the year.

***Parent Liaison*** – a voluntary position offered each year to one parent. The opportunity provides the Director a spokesperson to represent the families with any thoughts or concerns raised at the Parent Association meetings or brought to the attention individually by a parent to the Liaison. The Liaison then meets with the Director to discuss the ideas and to offer a resolution that the Liaison can pass on to the families.

Anyone interested in the position of the Parent Liaison should let the director know. If more than one parent is interested in the position, the decision will be put to a vote by all of the families or decided by the director.

***To learn more about the Parent Association  
you may contact the Director or the Parent Liaison.***

## Admissions Process

The admission process begins with a **Tour and/or a Pre-Enrollment Meeting**: a personal interview which includes you, your child and the Director. The meeting gives you an opportunity to tour the school and learn about the various programs while observing the daily classroom in progress. It will allow the Director to meet your child personally and to see them in the setting while giving the parent the opportunity to meet the staff.

At the meeting, you will be provided information where to find a Pre-Enrollment Form where your schedule needs can be requested. If you are requesting a **3 day schedule, please include either a Monday and/or Friday**. On our website you will find a Tuition Schedule describing the costs and the various enrollment options available. If your child is coming from another school you may be required to have an AISNE form filled out.

Parents will be asked if their child has any unique or specific needs that the program can support and work in partnership with other providers or educators such as therapeutic, educational, social and support services received by the child. This may include the local school department or private trained medical or developmental specialists.

The following information will be discussed and a Parent Handbook will be provided which states in writing the following:

- Statements of Purpose, Philosophy and Goals
- The High/Scope method of teaching used
- The Religious/Ethnic content
- Program's plan to provide positive and consistent guidance to children based on their individual needs and development

- Information about the child's and family's interests and needs
- Child's developmental history
- Procedures for parent conference, open invitation to visit anytime (announced or not) and input into center policy
- Procedures for maintenance and access to your child's records
- Procedures for providing emergency health care
- Frequency of children's progress reports
- Program's policy regarding administration of medication
- Program's criteria for excluding children from care due to serious illnesses, contagious diseases and reportable diseases
- Acting as Mandated Reporters regarding abuse/neglect
- Procedure for meeting potential emergencies
- Calendar noting closed days and hours of operation
- Program's fee schedule, late payment & late fee charge
- Referral Policy
- Licensing Agent and how parents may access

To complete the admissions process, an **Enrollment Packet** must be submitted with the following:

- Enrollment Form
- Authorization and Consent Form
- Developmental History
- Non-refundable enrollment fee of \$50.
- A recent copy of the child's yearly physical and a copy of their current immunizations record

The **Medical Form** must be completed and signed by a physician and returned to the school and your child must be up to date on all immunizations *before your child can begin school.*

Children are required by law to have a lead screening blood test each year until the age of four years old. This test must be included and documented on the child's yearly physical form.

Any medical conditions concerning your child should be directed to the director at the time of enrollment, such as food or bee sting allergies that require an Epi-pen or other considerations. Additional medical information will be required by your child's Healthcare Practitioner. An Emergency Plan must be put in place between the school, parents and physician prior to the first day of school. The Director will schedule a time for meeting at the school with a parent/guardian to complete this process.

Also, it is important that any disabilities be discussed and an open communication formed between home and school. If a relationship will be established with a private or public group of special needs professionals, this should be openly discussed.

## **Getting to know your child and your family**

At the beginning of the school year, each classroom will begin its curriculum by getting to know each child and their family.

Activities will be based around this topic and a take home information sheet will be given to each child to be completed with their family. We will ask questions about your family's interests and daily life. We would like to share your culture and language, if not English, with the school and incorporate it into our learning.

If a family does not have English as its primary language, we will find someone who can speak your language and English that will be able to interpret for both parties. This could be another member of your family, a friend, or someone in the community.

# **Tuition Policy**

## **Enrollment Fee**

Application for Admission must be accompanied by a nonrefundable Enrollment Fee of \$50. State regulations require that Enrollment Forms be updated annually. The Enrollment Fee is assessed annually when you enroll (or re-enroll) your child. If your child is withdrawn and subsequently re-enrolled, a new Enrollment Fee will be assessed.

## **Tuition Payments and Deposits**

A signed Tuition Agreement must be completed by the parent/guardian at the time of enrollment. In addition, a non-refundable deposit equal to one month of your child's tuition is required to reserve your child's spot for September. This deposit is applied to tuition due for the last month of school that your child attends. No credits or refunds will be given.

Tuition is billed bi-monthly. You will receive your first Tuition Notice in late August which represents tuition due for September and October. Payment expected by the 10<sup>th</sup> of the month. For Tuition purposes the school year is seen as 9.5 months.

Late tuition payments will incur a \$25 late fee which will be added to the next tuition statement, unless prior payment arrangements are made.

***All billing questions, including requests for monthly payment arrangements, should be directed to Rick or Nancy Garron via telephone or e-mail to [beprecious@verizon.net](mailto:beprecious@verizon.net)***



## **Tuition Billing and Extra Hours**

We use a daily/hourly rate for 2 things, 1. To determine what tuition will be in general and 2. To allow flexibility for extra hours or days when parents would like them. For our Monthly Tuition there are some months that have 5 weeks, our billing is set to see each month as 4 weeks. That is why we calculate the school year as 9.5 months.

## **Tuition Obligation**

Parents are obligated to make continuous tuition payments, regardless of absences, as long as their child remains enrolled.

## **School Holidays and Vacations**

Tuition rates have been determined taking into consideration the amount of time school is closed for holidays and vacations. No adjustments or deductions to the tuition rates will be made.

## **Change of hours**

Once a schedule has been accepted and a Tuition Agreement has been signed, a child's schedule may not be lessened. Commitments to staffing have been made and the time slots have been removed from other incoming families. A commitment has been made by both parties to fulfill these hours. If there is a family hardship, the parent or guardian may discuss this matter with the Director.

No change of hours/tuition may be made to accommodate outside activities, such as sports, dance, swim or other such events. Tuition will be billed regardless of child leaving early.

## **Withdrawal Notice**

We require a one month written notice of your intent to withdraw your child from Precious Beginnings Preschool. You are obligated to pay tuition for the month beyond the date of your withdrawal notice whether or not your child remains in attendance.

## **Evaluations**

Precious Beginnings will provide you with a written evaluation of your child within six months. We use the High/Scope COR Assessment Program to create a written anecdotal description of your child within all aspects of the program. Assessing begins the day your child enters the program as teachers record the words, actions and developmental abilities during all opportunities. A comprehensive written report is presented by January giving a mid-year status with a year end goal. A parent conference will be offered at this time or at any time during the school year, including year end. Parents are encouraged to express their comments regarding the information whether or not they choose to participate in the conference. A copy of the report will be maintained in your child's records.

If your child has diagnosed disabilities, you will receive an assessment every three months.

If your child shows evidence of any special problems or significant developmental needs, we will bring them to your attention immediately. A parent conference in person or by phone with the Director, the teacher and the parent/s will be requested. Your information and involvement will provide us a great working relationship to work together as a team to create the best learning experience possible for your child.

## **Parent Conferences**

Individual Parent/Teacher conferences may be scheduled at any time. If, however, the director feels there is a need to request a conference or discuss any observations of learning or behavior observed, then the director will make contact with you to set up a time to meet. Our teacher conferences occur outside of our Teachers normal school day. If you plan to have your child at school outside of their normal schedule for a conference— please note that you will be billed for extra hours. Our teachers are not available nights or weekends.

## **Parental Concerns or Complaints**

Precious Beginnings Preschool has a policy that any grievances or difficulties that arise at the school should be handled by the Director. It is the Director's responsibility for maintaining a strong, productive and open relationship with staff and family members and to resolve any concern or conflicts that may arise. If a parent is experiencing a problem or has a concern about any aspect of their child's experience at Precious Beginnings Preschool, they should immediately contact the Director to discuss the matter.

If a parent feels that their concern or complaint is not being addressed in a satisfactory manner by the Director, they may contact the Board of Directors of Precious Beginnings Preschool in writing to arrange a meeting to discuss the matter further. A member of the Board will respond to the request within two days maximum.

### **In the event of an unexpected emergency:**

In order to be prepared for an unexpected evacuation, the school will do the following:

1. Evacuation plans are posted in all the classrooms and all staff will be trained and educated by the Director prior to start of school.
2. Fire drills are conducted every month, at various times, under varied weather conditions and using a variety of escape routes with every class.
3. During an evacuation, teachers take attendance before leaving the building to ensure all children are present. They will then lead the children out of the building to one of two designated places of safety enclosed on the property.
4. The first place of safety is the flag pole in rear of the school field and the second area is the gate at the front of the property on Centre street.
5. Both areas are safely away from incoming emergency vehicles.

6. Teacher checks the attendance via the Roster Sheet outside.
7. Director verifies that all children and staff are safely removed from inside the building and in attendance safely on property.
8. Director has with her the Emergency Contact Notebook & a cell phone and will begin calling contacts to pick children up.
9. If children cannot return inside, they will be taken to either the Chickering Elementary School or the Most Precious Blood Catholic Church by foot or by staff vehicles if necessary.
10. The Director will conduct all drills and document the date, time of each evacuation drill, the time required to evacuate the facility, and any problems that arose during the drill.
11. The Director will review the results each time and make any necessary changes to improve the safety practices immediately.
12. Director will review with staff the results of each safety drill and will make staff aware of any needed changes.

## **Records and Confidentiality**

### **Confidentiality and Distribution of Records**

Information contained in your child's record is privileged and confidential. No information may be distributed or released about your child or your family to any unauthorized person, or discuss with any unauthorized person information about your child or your family without written consent of the child's parent.

There are certain procedures we must follow that will insure the protection of this confidentiality. For instance:

- Only Precious Beginnings Preschool personnel who are directly involved in implementing your child's program have access to your child's records.
- No one else may see your child's record unless you provide written consent or pursuant to a court order. You will be notified if the child's record is subpoenaed.

- If you request it, we will provide you access to your child's records at reasonable times, within two business days.
- If you request, in writing, that we allow access, duplication or dissemination of your child's record to a third party, we will keep a log of each release or review.
- Each time information is released or distributed from a child's record to someone who is not a program employee the following information must be recorded; 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), to the program personnel responsible for record maintenance, and to the EEC as part of its regulatory function.
- We will not charge an unreasonable fee for copying records.

## **Amending Your Child's Records**

You have the right to add information, comments, data or any other relevant materials to your child's record.

You also have the right to request deletion or amendment of any information contained in your child's record.

If you are of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in our child's record, you have the right to have a conference with the Director to make your objections known.

The Director must, within one week after 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 you the parent, steps must be taken immediately to put the decision into effect.

## **Transfer of Records**

Upon your written request, the Director will transfer a copy of your child's records to you or to whomever you designate, after your child is no longer in our care.

## **Availability of Information to the Office of Early Education and Care**

We are required by the our licensing bureau, the Office of Early Education and Care (EEC) to make your child's records available to authorized employees of the EEC in order for them to determine that we are keeping and maintaining your child's records in accordance with these regulations. However, EEC licensers may ***NOT*** remove your child's records from the school and they are required to maintain the confidentiality of your child's records.

## **Referral Services**

### **Written Plan for Referral Services and Termination**

All staff at Precious Beginnings are trained and experienced in child development which they share with parents. When a child demonstrates behavior that is outside the staff's experience of what is expected or normal at the child's stage of development, the child's parents shall be notified so that the child can be evaluated, his or her needs can be identified, and services can be provided. The staff shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services, including but not limited to dental check-up, vision or hearing screening for their child, should the program staff feel that an assessment for such additional services would benefit the child.

### **Referral Process**

Whenever any staff member is concerned about a child's development or behavior and feels that further evaluation should be done, she should report it to the Director. She will review the staff's concerns and make her own written observations of the child during the child's next regular day at school.

The Director will complete an Observation Report and review the child's record and discuss with the teacher her findings. The Director will then contact the parents for a meeting to share their findings. At this time, suggestions will be made as to how the staff can accommodate the child within the program and a request may be made to the parent for a referral to an outside source for further evaluations, as well.

The Director will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services. This list shall include the contact person for Chapter 766 and Early Intervention Program referrals.

## **Referral Meeting with Parents**

The Director schedules a meeting with parents to notify them of the school's concern and prepares a current list of possible referral resources.

At the meeting, the Director will provide to the parent 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 any efforts the center may have made to accommodate the child's needs.

The Director will offer assistance to the child's parents in making the referral. Parents should be encouraged to call or request in writing an evaluation. If parents need extra support, the school may, with written parental consent, contact the referral agency for them.

If a child is at least 2.9 years of age, the Director shall inform the child's parent(s) of the availability of services and their rights, including the right to appeal, under Chapter 766 and provide written notice to the appropriate administrator of special education that the program is serving a child with a disability.

If a child is under the age of 2.9, the Director shall inform the child's parents of the availability of services provided by Early Intervention Programs and provide written notice to the administrator of the DPH Early Intervention program that the program is serving a child with a disability.



## **Follow-Up to the Referral**

The Director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the school.

If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the school shall review the child's progress at the school every three months to determine if another referral is necessary.

The Director will be responsible for documenting in the child's file the concerns and action taken on behalf of the child including the parent conference, signed and dated parental authorizations, and results of the referral/follow-up.

## **Record of Referrals**

The Director will maintain a written record of any referrals, including the parent conference and results. A referral checklist will be kept in the child's record.

Below is a list of referral resources in the community. Our first recommendation is always your child's Health Care Practitioner. If needed, please refer to the list below.

**The list of Referral Agencies includes but is not limited to:**

Chickering Elementary School  
Special Education Department  
Dover , MA 02030  
Denise O'Connell, Admin. of Special Ed. 508-785-0480

Early Intervention  
Framingham Branch  
(508)620-1442  
[www.criterionchild.com/ei\\_mid.html](http://www.criterionchild.com/ei_mid.html)

Department of Children & Families  
Commonwealth of Massachusetts  
2180 Providence Highway  
Walpole, MA 02081

Office of Early Education and Care (EEC)  
324R Clark Street  
Worcester, MA 01606  
Phone: (508) 798-5180  
Fax: (508) 798-5181

## **Behavior Management Procedures**

The goal of Precious Beginnings Preschool is to provide a high quality early childhood program. In order to insure the safety of each individual child as well as the group, the staff will encourage each child to develop inner self-control. These behavior management procedures are designed to encourage children to develop emotional maturity, social skills and self-control.

## **Learning How to Problem Solve**

There are times when it is difficult for children to make the right choice. It is natural for children to want to stretch limits and try to go around the boundaries. When a conflict occurs, and a child's behavior is not acceptable, the child is encouraged to resolve the conflict. The teacher will talk with the child and try to help him or her understand the situation. The rules may need to be talked about with the child. If the conflict involves another child, the teacher will assist in helping the children express their feelings and work through their conflict.

If the situation cannot be resolved, or if safety becomes an issue, the child's behavior may have become unacceptable.

**Unacceptable behavior is defined as behavior that is so disruptive, uncooperative or aggressive that it may endanger an individual child, other children, and/or staff members or may result in the destruction of property.**

The following procedures are designed to deal with unacceptable behavior:

**Verbal Intervention:** The teacher will try to redirect the child's behavior by offering the child two acceptable alternatives. If the child is unable to respond, and behavior is still unacceptable, then the teacher will proceed to the next step:

**Removal of the Child from the Group:** At this time, a staff member will remove the child from the group activity and do a quiet activity together, such as the play dough area or take a short walk. This will give the child time to calm down. When the child is calm, he or she may rejoin the group.

### **Parent Conferences Related to Behavior Management**

When the staff feels concerned that any unacceptable behavior is threatening the child's safety and/or the safety of others, parents will be notified and a conference will be required as soon as possible. At the parent conference, alternatives to improve the child's behavior will be discussed. Parental cooperation is expected as part of the modification program. If a parent neglects to schedule and/or attend a conference regarding the unacceptable behavior of their child, termination of services will result.

All staff is required to read and understand this behavior management policy. Any questions should be directed to the Lead Teacher or Director immediately. No other form of management may be used by staff. Staff will be observed by Lead Teacher or Director to assure these steps are followed as stated.

## **Requirements for Discipline**

Precious Beginnings Preschool staff adheres to EEC Regulations when disciplining children.

Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of a child. The licensee shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

- Corporal punishment shall not be used, including spanking.
- No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- No child shall be denied food as a form of punishment.
- No child shall be punished for soiling, wetting, or not using the toilet.

## **Termination Policy and Procedures**

Precious Beginnings Preschool shall use the following procedures for terminating a child from the school:

A child may be terminated from the school under the following circumstances:

- The health and safety of the child at the school cannot be assured;
- The child's developmental needs are not being met at the school;
- The parent fails to comply with School Policy including, but not limited to, on time payment of tuition.

Parents will be notified in writing and at a face-to-face meeting when possible, about the circumstances including the reasons for termination. A copy of this letter will be kept in the child's record.

The Administrator will inform parents of the availability of information and referral for other services through Home Health and Child Care Services.

## **Missing Child Policy**

Our policy requires the staff to take a headcount of all children throughout the day. Each teacher records the information on their Daily Roster Sheet, keeping the staff aware of each child within their program at all times of the day.

In the event a child is thought to be missing, an immediate head count will be done by all teachers, in case the child may have inadvertently joined another group. If the child is still unaccounted for, a thorough search of the school and grounds will be done. If the search does not turn up the missing child, the Director will call 911, alerting town authorities and the child's parents of the situation, while any available staff continues the search of the local area.

# **Safety and Medical Emergency Procedures**

Safety is a high priority at Precious Beginnings Preschool. Responsibility for daily monitoring of the environment for removal and/or repair of hazards is rotated on a weekly basis among all school staff. A report is filed and corrections are made as needed.

First Aid kits are located in each classroom and are maintained and replenished by the Director.

In the event that a child becomes injured at school, the following procedures will be followed.

## **Minor Injury - Not Requiring Immediate Medical Attention**

1. Appropriate First Aid will be administered to minor cuts, scrapes, bruises and bumps by trained and certified school staff.
2. The incident, circumstances, and treatment applied will be recorded on an individual Injury Report Form in duplicate as well as on the Accident Log Sheet.
3. Staff will discuss the injury with the adult at pick-up and ask them to sign the Injury Report Form. One copy will be given to the adult and the other copy is placed in the child's file.

## **Major Injury - Requiring Immediate Medical Attention**

During an emergency situation, while the Director is obtaining medical help and notifying the parent, one staff member will care for the injured child while. The other staff member will provide care and supervision to the non-injured children. Any additional staff on site will be used to support the non-injured children.

1. The Director is in charge of all emergency situations.
2. Staff certified in First Aid and/or CPR will administer appropriate emergency care.
3. Emergency medical personnel will be summoned immediately. If warranted, the child will be transported via ambulance to the hospital. A staff person carrying appropriate parental authorization and contact information will accompany the child.
4. Parent will be notified by the Director. If parents cannot be reached, the person (or persons) listed on the enrollment form as the emergency contacts will be notified.
5. If the child receives treatment at the hospital, a copy of the Hospital Report must be given to the Director and placed in the child's file.



## **Sick Child Policy**

The health and comfort of your child is important to the staff at Precious Beginnings Preschool. To that end, we have developed the following recommendations for dealing with illnesses:

### **If your child is sick at home...**

When should a child with symptoms of illness not be at school? Parents and teachers must periodically consider this question. After consulting with a pediatrician, the following rules and procedures for dealing with sick children were developed.

#### ***Fever***

Whenever a child develops a persistent fever of over 100-degrees either at home or at school, he or she must be fever free for 24 hours before returning to school. Thus, if your child has a fever at night, he or she must stay out of school the next day even if, as is often the case, the temperature is down the next morning.

#### ***Conjunctivitis***

Children with conjunctivitis symptoms of red, runny, oozy eyes must not be in school. They must remain home for 24 hours after medication is first applied.

#### ***Diarrhea***

Diarrhea will be considered a symptom of infection. Children should remain home for 24 hours after the first sign of this symptom or longer if the diarrhea persists.

#### ***Antibiotics***

When your child has an infection which requires antibiotic treatment, he or she must remain home for 24 hours after the first dose of medicine.

## ***Colds***

When cold symptoms are severe such as: 1) chronic persistent cough or 2) extreme runny nose or 3) if discharge from the nose is greenish in color or 4) if the child is unable to participate in school activities because of low energy level, he or she should be at home resting.

## ***Flu***

Fever and cough and/or sore throat are main symptoms of the flu. Some people also have a runny nose, body aches, head ache, chills, vomiting and diarrhea. Children may be infectious for up to 10 days. If your child has a fever of 100.4 degrees or higher and has a cough or sore throat, they may NOT attend school.

## ***Lice***

We have a no-live lice policy. If you believe your child has lice, they may not attend school until they have seen a Lice professional that has removed all traces of lice. At the time children may have been exposed, we separately bag hats, gloves, mittens or scarves to ensure contact or potential spread between children is minimal. We would be happy to provide you with information on Lice clinics & services.

## ***Covid 19***

**SIGNS AND SYMPTOMS OF ILLNESS** Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves

- Fever (100.0 degrees Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough) • Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Nausea, vomiting or diarrhea
- Fatigue when in combination with other symptoms

- Nasal congestion or runny nose (not due to other known causes such as allergies) when in combination with other symptoms

Event	Location of Event	Testing Result	Quarantine
<p><b>Individual is symptomatic</b></p>	<p>If an individual is symptomatic <u>at home</u>, they should stay home and get a PCR test.</p>	<p>Individual tests <b><u>negative (PCR Required)</u></b></p>	<p>Return to school once asymptomatic for 24 hours without the use of fever reducing medications.</p>
	<p>If an individual child is symptomatic <u>at school</u>, they should remain masked and adhere to strict physical distancing. Child will be brought to a quiet area in the coatroom monitored by a teacher until picked up.</p> <p>If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get a PCR test.</p>	<p>Individual tests <b><u>positive</u></b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify PCP, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <b>and</b> until at least 3 days have passed with no fever and improvement in other symptoms.</p>
	<p>Individual <b><u>is not tested</u></b></p>	<p>Remain home in self-isolation for 10 days from symptom onset, contact PCP, then return once asymptomatic for 24 hours without the use of fever reducing medications.</p>	
<p><b>Individual is exposed to COVID-19 positive individual</b></p>	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and get a PCR test as soon as possible.</p>	<p>Individual tests <b><u>negative (PCR Required)</u></b></p>	<p>Remain home in self-quarantine for 14 days from exposure</p>
	<p>If an individual is <u>at school</u> when they</p>	<p>Individual tests <b><u>positive</u></b></p>	<p>Remain home (except to get medical care), monitor symptoms, notify the school, notify PCP, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or</p>

	<p>learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day and adhere to strict physical distancing. Caregivers of close contacts will be asked to pick up students as soon as possible. They should stay at home and get a PCR test as soon as possible.</p>		<p>MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <b>and</b> until at least 3 days have passed with no fever and improvement in other symptoms.</p>
		<p>Individual <b><u>is not tested</u></b></p>	<p>Remain home in self-quarantine for 14 days from exposure</p>

If staff or students have any of these symptoms, they must get a PCR (Molecular) test for active COVID-19 infection prior to returning to school. There are different tests for COVID which vary in effectiveness. Precious Beginnings requires PCR/Molecular testing. Antibody testing is most helpful in identifying past infection but does not provide the needed information for identifying acute infection. At this time, antigen testing may be helpful for screening large populations but is too likely to miss an infection.

***Molluscum Contagiosum***

This is a communicable disease but does not require children to be out of school if the following steps are taken:

1. Parents must notify the school if their child has an outbreak.
2. All bumps must be covered, either with clothing or bandaid while at school to prevent skin-to-skin contact.
3. No water table play while bumps are present.

***Swine Flu***

The same symptoms as the flu apply. If you think your child may have Swine Flu, contact your health care provider. If upper

respiratory symptoms arise at school, your child will be isolated and kept comfortable while you are contacted and arrive. A Flu Check List is available to all parents. All children will be taught proper hand washing and cough etiquette by their teachers.

### ***Vomiting***

Vomiting can be a symptom of infection. If your child has an upset stomach at school which produces vomiting, you will be called to come and pick he/she up. Your child must be symptom free for 24 hours before returning to school.

### ***Communicable Diseases***

No child who has been diagnosed with a communicable disease such as chicken pox or measles will be allowed to attend the school during the time of communicability. Parents will be notified in the event that this type of communicable diseases may have been introduced into the school.

### ***Participation in Outside Activities***

In the winter, if the temperature is 22-degrees and the sun is shining and there is no wind, the children will probably go outside for a play period of up to about 20 minutes at a time. If your child is too sick to go outside under these conditions, he or she is too sick to be at school and should be home.

### ***In the Event of Surgery or Other Medical Procedure***

Prior to returning to school, please notify the Director of the date that you plan to bring your child. You must provide a note from your child's doctor that states that your child is well enough to attend school, and is not infectious (if appropriate). If your child requires special medical attention (ie: medicine, gauze, creams, etc.), we **must** have a written note from the doctor (including instructions) in order to administer this type of care.

If your child has had a visit to the Emergency Room, you must notify the Director before your child arrives back at school. We require a note from the physician stating the child is well enough to return to school and if there are any restrictions or precautions

required.

## **If Your Child Becomes Sick at School**

If your child becomes ill at school or develops any symptoms of a communicable disease, you will be notified and expected to come for your child as soon as possible.

In the event that you cannot leave work or come to the school in a timely manner, you must call a family member or friend who can come and pick up your child.

Until you arrive, your child will be resting quietly on a mat or engaged in quiet activities such as coloring or looking at a book, away from the other children in either an empty classroom or in the Director's office with a teacher or the Director. Your child will be supervised at all times.

Once the sick child has left, all items including resting mat, blanket, or toys used by the child shall be washed and disinfected before being put away.

Staff or Director will remove any toys or items the sick child was using in the classroom to be washed and disinfected away from the children in the program. A complete cleaning of the classroom and its contents will be conducted once all children have left the classroom for the day.

## **Notice of Communicable Disease**

There will be times when a child is diagnosed with an infectious disease after having spent a day at school. Information pertaining to the diagnosed illness will be distributed to all families in a timely manner following our notification of such a diagnosis. The Director will email all families information regarding the infectious disease including symptoms and concerns. The infected child may not return to the program until cleared by their physician in writing to the school.

More useful information, can be found by accessing the following website:

[www.cdc.gov/DiseasesConditions/](http://www.cdc.gov/DiseasesConditions/)

## **Individual Health Care Plans**

An Individual Health Care Plan will be initiated and maintained for each child with a chronic medical condition, which has been diagnosed by a licensed Health Care Practitioner.

This may require the staff to administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization. If this should require additional training, it shall be completed by the child's health care practitioner, or, their with written consent, given by the child's parent or the program's health care consultant, that specifically addresses the child's medical condition, medication and other treatment needs.

All medication or treatment administration, whether scheduled or unanticipated, will be documented in the child's medication and treatment log.

All written parental consent and licensed health care practitioner authorization shall be valid for one year and must be renewed annually.

All staff will be aware of the contents and requirements of the child's individual health care plan. Training for the use of inhaler or epinephrine auto-injector will be taught to all staff annually or as needed.



## **Administration Of prescription and Non-prescription Medication Policy**

**\*As of September 2020 all staff are required to wear a cloth face mask and gloves to administer any type of medication.**

In order for the staff to administer prescription medication, oral non-prescription medication or some topical medications to your child, the following EEC Regulations and procedures must be followed:

1. A **Medication Consent Form**, available from the Director of the preschool (valid for one year) must be completed and signed by the parent **and the** Health Care Practitioner in accordance with the following conditions:
  - (a) All medication administered to a child, including but limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parents.
  - (b) Medication Consent Forms are available from the Director.
  - (c) Only the Director of the program may receive medications. Medications may NOT be placed in your child's backpack, but must be delivered in person to the Director. Please plan to park and come into the building to be sure all procedures are in place.
  - (d) All medications, including prescription and non-prescription and topicals applied to open wounds or broken skin MUST have a written authorization from a Health Care Practitioner and the parent/guardian consent.
  - (e) Non-prescription topicals may be applied to the child with written parental consent.
  - (f) All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Medications will be counted at

time of arrival and routinely thereafter and noted on log. Over-the-counter medications must be in the original manufacturer's packaging.

- (g) The staff must not administer any medication contrary to the directions on the original container, unless authorized in writing by the child's health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- (h) Each time a medication is administered, **the staff will wear a cloth face covering & gloves (following proper hand washing procedures for wearing/removing gloves)** while documenting in the child's record the name of the medication, the dosage, the time and the method of administration, and who administered the medication.
- (i) Staff will notify the parent at the end of the day whenever a topical medication is applied to a diaper rash.
- (j) The staff will store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care.
- (k) We will not administer the first dose of any medication. Child must have had a dose prior to administering at school, unless this is an emergency medication, such as an epi-pen.
- (l) All medications unused, discontinued or outdated shall be returned to the parent and documented in the child's record. This medication will not be placed in your child's backpack, but hand delivered to the parent at drop off or pick-up time.

All staff will be trained in the Health Care Policy and will follow the regulations set by EEC and the 5 Rights to Medication Administration guidelines. The Director will be responsible for the proper care, safety and administering of all medications.

## **Food & Environmental Allergies**

For students who have an allergic hypersensitivity to peanuts, other foods or bee stings, an acute accidental exposure may provide a spectrum of symptoms from mild (itching/hives) to life-threatening allergic reactions (i.e. shortness of breath, tongue swelling, anaphylaxis). Therefore, appropriate education and planning prior to the allergic child's attending school is extremely important. All staff will be trained in First Aid and in understanding the potential risks/benefits of avoidance and preparation for allergic emergencies should they occur.

### **Establishing Precautions**

1. Prior planning: Before the first day of school, a conversation with school personnel and the child's parents regarding the medical issues associated with the needs of the allergic child will be discussed.

2. Identify areas of potential exposure: All precautions will be made to insure lunch room, classrooms and all areas of the school are free from cross contamination or sharing of food with the allergic child. Outside areas will be inspected for bees nests and removed.

3. An action plan for treating potential allergic emergencies should be prepared in writing with the child's physician at the start of the school year. This should be updated and reviewed with school staff annually.

4. Having appropriate emergency medications (epinephrine/Epi-Pen and antihistamines) readily available.

5. Education regarding proper indications and techniques for Epi-Pen/antihistamine administration.

## The School Environment and Allergies

The program will take into account the needs of the allergic child and will establish a nut free area in the lunchroom.

The Director is responsible for posting any **allergies** the child may have in the classroom and on the kitchen bulletin board and for checking that all food served is safe as well as the surroundings.

If a child has a physician-diagnosed allergic condition which requires a prescribed Epi-pen:

- Parents must provide the school with the Epi-pen, clearly marked with the child's name.
- The parent must also provide a written note giving the staff permission to administer this medication to their child. This permission slip will be kept in the child's file.
- The physician's order for the use of the Epi-pen will be kept with the Epi-pen in the first aid kit located in the child's classroom (kept out of the reach of children at all times).
- Each staff member is required to know how to use the Epi-pen in case of an emergency. Training will be given to staff members by the Healthcare Consultant at the time of hire, at the yearly First Aid renewal or by the Director.

For more information:

[www.peanutallergy.com](http://www.peanutallergy.com)

[www.bestallergies.com](http://www.bestallergies.com)

[www.allergicchild.com](http://www.allergicchild.com)

[www.Fiddledee.com](http://www.Fiddledee.com) (ID bracelets for kids)

## Reporting Requirements

By law, all Child Care Center workers are required to file a report when they have reasonable cause to suspect that a child has been abused or maltreated. Whenever a mandated reporter suspects child abuse or maltreatment and is acting in his /her professional capacity as a member of Precious Beginnings Preschool, the reporter should immediately notify the Director who will then also become responsible for reporting or causing a report to be made to the Department of Children and Families.

1. *Definition of Abuse:* A child less than eighteen years of age whose parent or guardian inflicts or allows to be inflicted upon such physical injury by other than accidental means which causes or creates a substantial risk of death, disfigurement, impairment of physical or emotional health, creates or allows to be created a risk of physical injury, commits or allow to be committed a sex offense against a child.
2. *Definition of Maltreatment:* A child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of a legal adult to supply the child with adequate food, clothing shelter or education or who has abandoned their child.

If a staff person notices any signs of abuse or maltreatment as defined above:

1. The situation must be brought immediately to the attention of the parent by way of a direct inquiry on the part of the staff member.
2. The staff member will record their observations and the results of the conversation in an Unusual Incident Report.
3. This report will be submitted immediately to the Director.

4. The Director will then communicate with the parent in an effort to clarify the situation.
5. If the Director suspects abuse or maltreatment, then Department of Children and Families must be contacted.

## **Abuse by Staff**

If a member of the staff observes any behavior which may be abusive, that individual is obligated to report this behavior to the Director for immediate action. The following procedure will be followed:

1. A staff member who is suspected of abuse will be immediately removed from the classroom, and allowed no further contact with the children.
2. This staff member will be placed on immediate, unpaid leave.
3. EEC and Department of Children and Families will be contacted, and a 51A form filed.
4. An investigation into the alleged abuse will be conducted and completed by the Department of Children and Families.
5. The staff member may have no contact with children until EEC has completed this investigation.

If it is determined that the staff member was not involved in any type of abuse, then employment and unpaid wages will be reinstated at the discretion of the Director.

## **Licensing Authority**

Precious Beginnings Preschool is licensed to operate a group day care center. A valid license from The Commonwealth of Massachusetts, the Office of Early Education and Care (EEC) is framed and hanging in the entry way wall before the kitchen, along with the Certificate of Inspection from the Town of Dover.

Parents may contact EEC for information regarding the program's regulatory compliance history. Our licenser is located at: 10 Austin Street, Worcester, MA 01609 and can be phoned at (508) 798-5180.

A copy of the regulations from the EEC is kept on file in the Director's office at all times. All are welcome to review these regulations at any time. Please ask the Director if you wish to see a copy.

## **Precious Beginnings Preschool, Inc.**

Precious Beginnings Preschool is governed by a Board of Directors. The Board consists of:

Nancy Garron	Owner/President
Rick Garron	Treasurer
Caitlin Fawcett	Health Care Consultant

A Professional Advisor is available to the Board, as needed:

Emily Scanlon	Owner/Director
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Little Lambs Preschool, Trumbull, CT

This board meets periodically throughout the year to discuss all matters pertaining to the preschool.

The Board of Directors may be reached in writing at:  
Precious Beginnings Preschool  
P.O. Box 448  
Dover, MA 02030

