**Table of Contents**

Welcome

Organization Chart

Program Philosophy

Program Goals

Our Program

Our Staff

Program Hours/Tuition Schedule

Policies and Procedures

Arrival and Departure Policies

Late Pick up Policy

Registrations

Termination/Suspension Policy

Nutritional Policy

Transportation Policy

Resting Policy

Toileting Policy

Behavioral Management Policy

Policy for Parent Referral

Health Care Policy

COVID procedures

Emergency Procedure Policy

Additional Policies

Parking Lot Procedures

Welcome

The Staff of South Walpole Community Preschool Inc. would like to take this opportunity to welcome you and your family to our preschool. We would also like to thank you for allowing us to share with you in the growth and development of your child and for your willingness to have your child participate in our program.

Please take a few moments to read through this handbook. You will find a section containing our philosophy and some general information about South Walpole Community Preschool, Inc.

We are excited about the coming year and are confident that both you and your child will find the experience both enjoyable and beneficial. Please call if you have any questions or concerns about the policies addressed in this handbook or if there is any other way we can be of assistance.

\*\* For COVID19 Guidelines please see back section.

Sincerely,

The Staff of South Walpole Community Preschool

**1**

**Organizational Chart**

 **Preschool Staff:**

 **Director:** Michele Cummings

 **Teachers:** Judy Auditore

 Susan Buckley

 Arlene Cherella

 Rose Marie Pileski

 Linda Adams

 Julia Adams

 Jane Biladou

 Andrea Collins

 Eileen Sheppard

 Nanci Walsh

 **Board of Directors:** Arlene Cherella

 Michele Cummings

 Susan Buckley teacher rep. for 2020

 Erin Thomas

 Julie Lowre

The Board meets twice annually (December and June) and whenever a need arises.

All members are available for any concerns or comments at any time.

**Licensing Agent: Mary Mcarthy**

Massachusetts Department of Early Education and Care

 1 Washington St., Suite 20, Taunton, MA 02780

 508-828-5025

**2**

**Program Philosophy**

At South Walpole Community Preschool we believe that each child is a worthwhile and unique individual. When children are given many opportunities to learn at their own pace while pursuing their own interests and having their many individual needs met they develop a love for learning.

 Our goal is to accept each child as they are and help foster their growth and development, through planned activities and experiences aimed at social, emotional, physical and cognitive development in a safe and nurturing environment. We strive to help each child grow into a responsible, independent, and caring person that is aware of the world around them. We understand the importance of providing the opportunity for children to participate in group and individual activities, noisy and quiet times, large and fine motor physical activities and time for observation to help develop problem solving skills.

We believe if given the chance, every child has the potential to develop a healthy sense of self, a feeling that he or she is worthwhile and if given a fun, safe, nurturing environment for their first school experience this leads to a strong foundation that will encourage an enjoyable lifelong love for learning.

**The Program Goals**

*\*To provide a safe and stimulating environment, which helps each child grow and develop at his or her own pace.*

*\*To provide the community with a quality model for a preschool program.*

*\*To help children develop a positive self-image.*

*\*To provide opportunities for the children to establish early friendships and social interactions.*

*\*To offer experiences that help children develop self-esteem and confidence and to have a knowledge and love for learning, and a respect and love for the world around them.*

*\*Help children to be a caring, accepting friend to others, and to accept others differences.*

**Our Program**

South Walpole Community Preschool, Inc. is a preschool for children ages 2.9 years through six years old. We have been providing quality preschool education at the same location since 1965. The school became incorporated in July of 1998 and is sponsored by The South Walpole United Methodist Church as part of their community outreach. The South Walpole Community Preschool, Inc. is non-sectarian and non-profit. We do not discriminate against any child, family, or employee because of national origin, race, religion, cultural heritage, political beliefs, disabilities, marital status or sexual orientation. Our school sessions run for 32 weeks.

**Our Staff**

The professional staff at South Walpole Community Preschool, Inc. is dedicated to providing quality care and educational opportunities to all children. All the staff is Department of EEC (Early Education and Care) certified, CPR/First Aid certified. All teachers attend trainings and workshops throughout the year and are members of Early Childhood educators of Norfolk County. Our teachers also have various educational backgrounds ranging from Associates to Maters degrees in Education and other related fields.

**3**

 **Hours for 2020/2021**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 5 day class  845-1215 |  5 day class 845-12:15 |  5 day class  845-12:15 |  5 day class  845-12:15 |  5 day class  845-1215 |
| 3 day class **(MWF)** 9-12 | 2 day class **(T/TH)** 9-1145 | 3 day class **(MWF)** 9-12 | 2 day class **(T/TH)** 9-1145 | 3 day class **(MWF)** 9-12 |
|  | Afternoon 1230-3 | Afternoon 1230-3 | Afternoon 1230-3 |  |

 **Tuition Fees for 2020/2021**

 2 morning 3 Mornings 3 Afternoons 5 Mornings

 (T/TH) (MWF ) (TWTH) (M-F)

 $1,880 $2280 $ 2100 $3,060 \_\_\_\_\_\_

Aug 1, 2020 $ 470 $ 570 $ 525 $ 765

November 1, 2020 $ 470 $ 570 $ 525 $ 765

January 2, 2021 $ 470 $ 570 $ 525 $ 765

March 1, 2021 $ 470 $ 570 $ 525 $ 765

The first payment is due on August 1, 2020. **Payments not received by August 10th could result in your space being given to the next person on the waitlist.**

Payments should be made payable to the **South Walpole Community Preschool, Inc.** and may be mailed on or before the due date to the school at **P. O. Box 65, South Walpole, MA 02071**

There will be a $15.00 service charge for a check returned for any reason and checks cannot be re-deposited.

Payments may be made by bank check, money order or cash.

Checks over 10 days late will incur a $15.00 late fee. Please include this in your payment.

**Sibling Discount**: There is a $100 sibling discount. It will be applied to the last payment if you have more than one child attending the preschool.

**There will be no individual billing of fees**. Please keep this agreement for your reference. A reminder will be included in the monthly newsletter when payments are due.

Non-payment of tuition shall be a cause for suspension or dismissal from the program.

Parents needing to withdraw their child from the program will provide a two-week written notice of their intent; otherwise they will be responsible for 100% of the tuition due.

**Policies and Procedures**

**Arrival and Departure:** When you arrive please follow the flow of traffic around the parking lot.

Please drive slowly and be aware of children getting in and out of cars. \*\*Please see diagram about proper parking lot procedure!

The doors will open just before starting time. The children in the 5day and 3day MWF and afternoon Pre-K classes will be met at the white or red door. The children in the T/TH preschool class can be in the big room.

The teacher will acknowledge each child and mark attendance.

At pick-up each child will be brought outside by the teacher and you will need you will need to come take them by the hand. If anyone besides a parent is picking up you will need to notify the teacher in writing and also have that person listed on your child’s Emergency Contact sheet. This person will need to show a photo I.D. at pick-up

**Late Pick up Policy:** Any child who is left after their scheduled time will be considered late. The first time this occurs there will be a verbal warning. The second time a written warning and the third time there will be a $1.00 per min. fee. If you are more than 15 minutes late your Emergency contact person will be contacted.

# Registrations/Enrollment Procedure: Children in the program, their siblings and siblings of former families will be able to register in December for the following September. If you are new to the preschool you may call to set up a time to visit the school on the Monday after the holiday break. Every new family will need to take a tour of the preschool before registering. During the tour we will look at the classrooms, meet the teachers and then we will review our policies and procedures and discuss your goals and visions for your child’s development. There is a $75 nonrefundable registration fee and you will also need proof of immunizations to confirm your spot for the following fall. There is an Open House for all students and parents to visit their classroom and meet their new teachers before the first day of school.

 **Constructive Action/Termination/Suspension:** South Walpole Community Preschool, Inc. will exercise the right to suspend or terminate the attendance of any child at the preschool only after having tried to work with the child and family for any of the following reasons:

* **Non-payment of tuition**
* **Failure to provide health forms and other paperwork required for enrollment**
* **Inappropriate behavior ( excessive biting, hitting, inappropriate language, constant and or consistent unsafe behavior) towards staff and or other children**
* **Unable to comply with the policies and procedures**

When an issue of a child’s needs or behavior arises, the staff will first notify the director of the problem, we will then discuss what we think some options are. Next we will meet with the parents and discuss the matter and try to come up with some solutions. Referrals will be given to the family if needed. If a family is asked to leave, there will be a written notice given that explains the facts and the reasons for this action. The family will also be offered advice and help to help solve these issues and given referral information if needed. Every effort will be made to help this be a smooth transition for all involved.

Families wishing to withdraw from the program will need to give two weeks written notice. Tuition will be pro-rated.

 5

**Policies and Procedures**

**Nutritional Policy:** The school asks that each family provide their child with a small snack and beverage. This snack should be nutritional and easy for your child to eat. If possible, send water or juice in a reusable container. We are a **Peanut/Tree nut Free Center** due to a high number of children with life threatening allergies.

**Birthdays**- We would like to celebrate each child’s birthday w/ a non-food celebration on or near the date. Please arrange the details with your child’s teacher a week in advance. We will celebrate a “Summer Birthday” in May for all those who have birthdays that do not fall within the school year.

**Transportation Policy:** All children will be transported to school by their parent(s). The child will only be released to those people listed on their *Parent Release Form* or by written notice from their parent.

No staff members will transport a child in their vehicle.

Emergency transportation will be by ambulance only.

All vehicles used for field trips must be properly insured and meet safety standards. Children under 5 yrs. old must use a car seat or booster seat.

**Toileting/Diapering Policy:** Children do not need to be toilet trained to attend South Walpole Community Preschool. Children will be allowed to use the bathroom when needed. A teacher will accompany the child to the bathroom and will be available to help with buttons, snaps etc. Bathroom will be wiped down and sanitized after every child.

No child shall be punished, shamed or humiliated for soiling or wetting their clothes.

If a child has an accident at school and can change themselves soiled clothes will be placed in a plastic bag and sent home at the end of the day. If a child is unable to change themselves or needs a diaper change the parents will be called to pick up. \*\*Due to new COVID guidelines

**Non Discrimination Policy:** We do not discriminate against any child, family, or employee because of national origin, race, religion, cultural heritage, political beliefs, disabilities, marital status or sexual orientation. We also welcome children of all developmental stages.

 6

**Child Guidance**

The teaching staff set guidelines through classroom limits, schedules and teaching strategies geared toward assisting children to become self-confident, critical thinkers and problem solvers. The teaching staff realizes that conflicts do occur with young children. We use these circumstances to help children learn conflict resolution strategies and problem solving skills. Our staff will model positive techniques by teaching children the importance of listening to others, identifying the problem at hand, seeking solutions and agreeing on solutions. We feel it’s important to be facilitators in problem solving effort rather than dictate what the solution should be.

Occasionally, children’s behavior goes beyond the normal limits. This occurs when a child puts themselves or another child or staff at risk. When this occurs the teacher will explain the effects of this behavior and attempt redirection. If this is not successful, then removing this child from the situation will be necessary. If behavior continues to be a problem in the classroom or if a harmful situations persists, a conference will be set up with the family, teachers and director to determine a plan of action. If all attempts made are not successful the staff may request the child be removed from the program to ensure the health and safety of children enrolled.

At South Walpole Community Preschool there will be no Corporal punishment including spanking, No cruel or severe punishment, humiliation or verbal abuse, No denial of food as punishment, no punishment for soiling, wetting or not using the toilet and no force feeding.

**Policy for Parent Referral:** The South Walpole Community Preschool, Inc. shall be aware of the special needs of each child in attendance. When a child is in need of some special help, the staff will be ready to help find the services needed for that child and parent.

**Referral Procedure**:

* Any staff member who is concerned about a child’s development or behavior will report their concern to the director.
* The director and classroom teachers will observe and document the child’s behavior.
* If it is determined that there is reason for further action, a conference will be scheduled by the director with the child’s parents to discuss concerns and make an action plan.

Every effort will be made to meet the child’s needs at the school. The School may recommend and ask permission from the parent to consult with the Walpole Public School Early Childhood Team concerning the child. The specialist may schedule an appointment to observe the child in the classroom.

If a referral is indicated, the director will provide the parent with a written statement including the reason for recommending the referral for additional services, summary of the observation and the efforts of the school that have been made to accommodate the child’s needs. Parents will also be given information about services provided by the Walpole Public School Early Childhood Team and a list of other possible referral resources.

 **7**

 **Health Care Policy**

Section 1

**Sick Child Policy:** Children showing signs of illness such as fever, vomiting, diarrhea, undiagnosed rash, extreme cold symptoms or any other communicable diseases may **NOT ATTEND** school. This is for your child’s comfort as well as the health of the other children and staff.

A Child will not be able to return to school until they have been symptom free for 48 hours.

Children who become ill while at the preschool will be removed from the classroom and will stay in the Directors office until a parent or authorized person can pick them up..

Children who have communicable diseases such as impetigo, chicken pox, measles, strep throat, Pertussis will be able to return to school with a doctor’s note and after the **proper treatment has been started and they have been fever and symptom free for at least 24 hours.**

**First Aid:** All staff is trained in First Aid/CPR . The Directors Office will contain a First Aid Kit and manual as well as one in each classroom. The kit will contain adhesive tape, band aids, compress, gauze, gloves, ice packs, scissors, tweezers and thermometer.

**Medication:** The staff at South Walpole Community Preschool will administer medications to children in emergency situations under the following guidelines

* Prescribed by a licensed physician
* Medication must be in the original container
* Date prescription was filled and expires printed on label
* Medication is in original childproof container.

>An authorization form signed by parent giving teacher permission to give medication.

**Health Forms:** Each child will be required to have a recent physical (within one year of when they start school) before they will be permitted to start preschool. All immunizations including a recent Lead Test must be current for the age of the child that are required by State Law. NO CHILD will be permitted without this on file. All children will now need a flu shot before 12/31/2020.

**Allergies:** At the time of enrollment the parent will be required to list all known allergies. This information will be clearly posted in every classroom. It is the responsibility of every staff person to protect the children in their care from known allergens.

Parents of children who have been prescribed an Epi-Pen must provide documentation and an Epi-Pen will be kept in each child’s classroom. Teachers will be knowledgeable of the symptoms and signs of a severe allergic reaction and of the proper use of the Epi-Pen. 911 will be called any time the Epi-Pen is used. **We are a NUT (peanut/tree nut) FREE School!**

\*\* Please see Covid19 Isolation and Discharge section 2 for COVID Guidelines

### Section 2: Isolation and Discharge

*The goal of the isolation and discharge plan is to minimize the risk of exposure between a child or staff.*

**Preparing for a potential exposure**

Children or staff who becomes sick will be removed from the classroom and taken to the designated isolation area in each building.

\*The door to the isolation room will be closed. Isolated children will be supervised at all times. A separate

bathroom will be made available for use by sick individuals only. Others will not enter isolation room/space without PPE appropriate to the care setting. When possible, a window will be opened and/or good air circulation will be ensured.

A back-up coverage plan will allow for staff coverage in case a child or staff becomes sick.

Masks will be available for use by children and staff who become symptomatic, until they have left the premises of the program.

 I**f a Child Becomes Symptomatic:**

• Immediately isolate from other children and minimize exposure to staff.

• Whenever possible, cover children’s noses and mouths with a mask or cloth face covering.

• Contact the child’s parents and have the child picked up as soon as possible.

• If the child has symptoms but not otherwise exposed to COVID-19, they may not return to childcare until the symptoms abate.

**If a Staff Becomes Symptomatic:**

• If a staff member becomes symptomatic, they will cease childcare duties immediately and be removed from others until they can leave.

• Staff must regularly self-monitor during the day to screen for new symptoms.

• If new symptoms are detected among a staff member, follow the requirements above in Section 5A-B on how to handle symptomatic individuals.

**If a Child or Staff Contracts COVID-19:**

Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.

• Determine the date of symptom onset for the child/staff.

• Determine if the child/staff attended/worked at the program while symptomatic or during the two days before symptoms began.

• Identify what days the child/staff attended/worked during that time.

• Determine who had close contact with the child/staff at the program during those days (staff and other children).

**If the individual tests positive for COVID-19 but is asymptomatic**:

• Isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be

discontinued on or after April 11, if the individual still has no symptoms.

**Notifying Required Parties:**

\* In the event that a program experiences an exposure, we will notify the following parties:

\* Employees and families about exposure but maintain confidentiality.

\* Local board of health if a child or staff is COVID-19 positive.

\* EEC if a child or staff member has tested positive.

**Self-Isolating Following Exposure or Potential Exposure:**

\* In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols will be followed.

 \*If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff will not be permitted to enter the program space and will be sent home.

\* Exposed individuals will be directed to stay home for at least 14 days after the last day of contact with the person who is sick.

\* The program will consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued childcare services.

\* If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they will be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in

symptoms. *Release from isolation is under the jurisdiction of the local board of health where the individual resides.*

\* If a child’s household member or staff’s household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.

**If an Exposed Child or Staff Remains Asymptomatic and/or Tests Negative for COVID-19:**

\* If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must quartine for 14 days

**Hygiene and Health Practices**

Adequate supplies and back up supplies will be stocked to promote frequent and effective hygiene behaviors.

\*Handwashing facilities with soap, water, and disposable paper towels will be readily accessible to all children and staff.

\*Handwashing instructions will be posted near every handwashing sink, where they can easily be seen by children and staff.

\*Hand sanitizer with at least 60% alcohol will be utilized at times when handwashing is not available, as appropriate to the ages of children and only with written parent permission to use.

\*Hand sanitizer will be stored securely and used only under supervision of staff. \*Staff will ensure that children do not put hands wet with sanitizer in their mouth and will teach children proper use.

\*Hand hygiene stations will be set up at the entrance of each building so that children can clean their hands as they enter. Hand sanitizer with at least 60% alcohol will be provided at sign in and use will be allowed in accordance with the guidelines above. If hand sanitizer use is not appropriate or not approved children will be escorted to go to the nearest handwashing station upon entry.

\*Sanitizer will be kept out of children’s reach and use will be supervised.

\*Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). \*Staff and children must regularly wash their hands with soap and water for at least 20 seconds and should wash hands whenever the following criteria are met:

• Upon entry into and exit from program space

• When coming into the program space from outside activities

• Before and after eating

• After sneezing, coughing or nose blowing

• After toileting and diapering

• Before handling food

• After touching or cleaning surfaces that may be contaminated

• After using any shared equipment like toys, computer keyboards, mouse

• After assisting children with handwashing

• Before and after administration of medication;

• After contact with facemask or cloth face covering

• Before and after changes of gloves.

Children, families, and staff should avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available and with parental permission and careful supervision as appropriate to the ages of the child). Teach, model, and reinforce the following healthy habits.

Emergency and Evacuation Procedure Policy

**Fire:** Children at the center will participate in monthly fire drills. Maps showing evacuation routes are posted in each classroom near the door.

**Emergency Closing:** If the school must close due to an emergency that could jeopardize the safety of the children or the staff, parents will be notified in a timely manner and arrangements will need to be made for them to have their children picked up as soon as possible. If an emergency requires us to evacuate our building an arrangement has been made where we will bring the children to the Boyden School until it is safe to return to the building or parents can pick up. In the event the South Walpole area needs to be evacuated, we will receive directions from the Walpole Emergency Center. There is a plan in order that Bird Middle School or Walpole High School would be the probable location for our area. Parents will be notified as soon as possible with details as to where to locate their children.

**Lockdown/Safety Drill**: If a situation arises where it is safer to remain in the preschool in our classrooms for reasons such as a reverse 911 call letting us know something or someone in the neighborhood is not safe or the event of a threat from an intruder at the preschool or in the neighborhood. Teachers will lock classroom doors, pull shades and move children away from windows and doors. If it is safe to do so we will move children to one of several locations in the building we feel are hidden and safe until we are told it is safe to come out. Parents will be notified as soon as it is safe to do so. The teachers all know what their responsibilities are during a Lockdown drill.

**Accidents:** All accidents that occur at our school will be reported to the parents. Minor injuries such as scratches, insect bites, and bruises will be treated with TLC. South Walpole Community Preschool is not permitted to apply ointments, creams, and peroxide to the child.

An accident report will be filled out by the teacher. The report must be signed by the parent and returned to the teacher. All reports will be kept on file in the office.

**Serious Accidents or Injury:** This is any injury that can’t be treated with simple first aid.

The parent will be contacted immediately for conditions we feel need medical attention.

If we are unable to contact the parent we will call the emergency contact person listed on your

child’s form. If child needs to be transported by ambulance the director will accompany the child to

closet hospital.

**Missing Child:** The doors to our preschool remain locked throughout the day while the preschool is in operation. When a child leaves the classroom to go to the playground or enrichment class the teachers count their children before leaving the classroom, again when returning to the classroom and then again when back in the classroom. In the event a child does go missing from our preschool we will look in all other classrooms and outside on the playground. We will then contact the local authorities and then the child’s family. We will then notify EEC.

**Additional Policies**

**Child Abuse/Neglect Policy:** Childcare workers are mandated by State Law to report any suspected child abuse or neglect to the Department of Social Services and the Department of EEC. The staff will continually be aware and look for signs of child abuse or neglect. They will discuss any suspicion with others involved with the child including other staff and the director. If suspicions are confirmed, cases of suspected child abuse/neglect will be reported to the director who will then report the information to the Department of Social Services and the department of early Education and Care.

**Developmental Profiles/Observations:** Teachers will observe and document your child throughout the school year; they will also save samples of your child’s work and pictures of your child during classroom routines. Twice during the school year (November, April) we will send home a developmental profile documenting your child’s development and listing goals to work towards. In April there are parent teacher conferences, but teachers are always available to meet before or after school to discuss any concerns you may have.

**Clothing:** Please remember to label all of your child’s belongings for easy identification.

We do play outside as often as possible, so please dress your child accordingly so that they may participate. It is also helpful to have a complete change of clothes in your child’s backpack.

**Items from Home:** We ask that home toys stay at home. This will prevent special items from being lost or broken.

**Book Clubs:** We feel that early introduction to literacy and a love for books help get children excited to read. Each month your child will be bringing home a book list from some book clubs we belong to (Scholastic, Troll, Firefly). Not only do we feel these clubs offer a great selection and great deals, they also help our school obtain new books and classroom supplies from the bonus points we accrue. Please understand there is no obligation to order from these.

**Field Trips:** \*\* There will be no field trips for the 2020/2021 School year

**Fund Raisers:** Over the past few years, we have participated in a couple of fundraisers each year. The money received from these fundraisers is used for additional items for the school that we feel may help us better serve your children. And in doing these it helps us keep our tuition rates as low as possible. If you have any interest in volunteering to help, or have any new fundraiser ideas please see Michele. I will also post signup sheets when help is needed. \*\*\*\* The preschool was financially hit hard from our closure due to COVID19 we will be trying to recoup some lost money thru fundraising this year. But we also understand everyone is feeling the stress financially so we understand if you are unable to participate in any fundraising.

**School Portraits:** A professional photographer takes School Portraits annually in the fall. Photographs of your child will also be taken during the school year as they participate in daily activities. Some of these photos may be displayed throughout the school. We will ask for written permission for any publication of a photo of your child.

**South Walpole Community Preschool Inc.**

**Parent Handbook**

**2020/2021**



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