

# Noanet Nursery School

17 Springdale Avenue  
P. O. Box 535, Dover, MA 02030  
508-734-3466  
The Dover Church, Owner  
Gita Coutts, Director  
[www.noanetnurseryschool.org](http://www.noanetnurseryschool.org)

## Parent and Visitor Handbook 2020-2021

This handbook outlines the program and policies of the Noanet Nursery School. Please use it to familiarize yourself with the school and to find answers to questions about our preschool. This handbook is updated annually and more often as needed and is available on our website. It was last updated on **3/31/2020**.

Parents/Guardians and Visitors are welcome in the preschool at any time without announcement.

As a licensed child care center by the Massachusetts Department of Early Education and Care (EEC), we will make a copy of the state regulations available to you upon request, or you may look on their website: [www.eec.state.ma.us](http://www.eec.state.ma.us). Families may contact EEC to view the program's regulatory compliance history.

Massachusetts Department of Early Education and Care  
324 Rear Clark Street  
Worcester, Ma 01606  
508-798-5180

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## **1. Statement of Purpose and Non-Discrimination Policy**

Noanet Nursery School exists to provide children and families with a safe, heart-filled, supportive educational experience for preschool children from 2.9 to 5 years of age. ***Our mission is to nourish strong roots of integrity, decency, and empathy in children by expanding their appreciation of the world and by encouraging them to believe in themselves and be thoughtful toward others, while stimulating their natural love for learning.***

Noanet Nursery School is located in the center of Dover, Massachusetts and is open Monday through Friday. The preschool is staffed with one director and up to four teachers in two multi-space classrooms, depending on the number of students enrolled. Students may attend the three, four, or five mornings a week (8:00a.m.-12:00p.m), and many join us for "Fun Bunch," our extended day option with a 2:00 p.m. pick-up. The student to teacher ratio is ten students per each teacher but could be less depending on the number of students enrolled. Additionally, the director will be onsite at the school and will be active in the classrooms. The program closely follows the school calendar of the Dover Public Schools. Registration occurs in the fall of the preceding year, and students must be 2 years 9 months by September 1<sup>st</sup> to be eligible for enrollment. Noanet Nursery School is owned and operated by The Dover Church.

We provide a safe physical and emotional setting for children to develop strength of character, peer relationships, intellectual curiosity, and the skills necessary for kindergarten. In a nurturing setting, students gain greater independence, self-mastery and interdependence. Our curriculum is designed to encourage a child's personal development in cognitive, social, and emotional areas. Students are teamed to benefit from both same-age groupings and mixed-age groupings. The program is rich in language through storytelling and dramatic play. It also includes multi-sensory curriculum units, music and instruments, process-oriented activities, creative expression, gross motor movement such as yoga and outdoor play, and fine motor skill development.

Noanet Nursery School is licensed and regulated by the Massachusetts Department of Early Education and Care (EEC). Noanet Nursery School admits students of any race, color, national and ethnic origin, religion, cultural heritage, political belief, family marital status, sexual orientation, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools or programs. Noanet Nursery School does not discriminate on the basis of race, color, national and ethnic origin, religion, cultural heritage, political belief, family marital status, sexual orientation, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Toilet training status is not an eligibility requirement for enrollment.

## **2. Our Educational Philosophy**

Noanet Nursery School is a friendly, creative, and fun preschool experience for children. With the help of parents/guardians and the preschool community, we continually reevaluate and tailor our program to best address the following core goals and objectives.

- Provide a safe physical space for both indoor and outdoor activities.
- Address health and safety concerns proactively.
- Establish a consistent, balanced routine and allow for flexibility.
- Offer a trusting setting.
- Learn the rhythm of each child.
- Furnish a variety of age-appropriate equipment and materials that addresses gross and fine motor development, creative play, and stimulation.
- Teach self-help skills (such as dressing for outdoor winter play).
- Explore math, language arts, science, creative art, music, body movement, social studies, and literature in the classroom.
- Honor the importance of supervised free play for social and emotional development among peers.
- Nourish each child's sense of integrity, decency, and empathy.
- Model and encourage self-forgiveness and resiliency.
- Emphasize character development. Teach respect for yourself and others, fairness and honesty, responsibility, appreciation of and support for differences, self-confidence, and thoughtfulness toward others.
- Encourage and support self-expression, personal achievements, and "finding one's voice" in the classroom.
- Listen to parents/guardians and children continuously.
- Be process driven and not product driven.
- Celebrate small steps towards success.
- Expand the teaching skills of each staff member.
- Employ skilled preschool teachers who have open minds, loving hearts, and the capacity to embrace change.

### **3. A Typical Day at Noanet Nursery School**

Noanet Nursery School offers a program that teaches through love and support for all children, addressing the mental, physical, emotional, and spiritual aspects of their beings.

- |                  |   |
|------------------|---|
| 8:00am           | <b>Early Drop Off.</b> All parents and caregivers are welcome to spend time in the classroom.                       |
| 8:00am - 9:00am  | <b>Early Hour.</b> Visiting centers, art projects at tables, math manipulatives, free play, small group instruction |
| 9:00am           | <b>Morning Program Begins.</b> All parents and caregivers are welcome to spend time in the classroom.               |
| 9:15am – 9:30am  | <b>Morning Circle.</b> To welcome, share, and explore our current theme.  |
| 9:30am – 10:30am | <b>Individual Choice.</b>   |

- **Open Play:** Dramatic play, blocks, quiet reading, sensory table, writing table, math manipulatives, independent play, and group play.
- **Teacher-directed Projects:** Art projects or collaborative activities to extend and support the curriculum theme.

10:30am - 11:00am **Ambassador Program.** Mixed age play between two classrooms, older children mentor younger ones. Toileting, wash hands, snack, and clean up.

11:00am – 11:30am **Outside Play.** Outdoor play or creative movement indoors.

11:30am ***Morning Program Ends.***

#### **4. Curriculum Basics**

Our purpose at Noanet Nursery School is to honor each child’s unique learning process and to enable children to feel comfortable with themselves in our classroom setting. The preschool teachers will help children interact positively with their peers and with their teachers. The program includes supervised free play to encourage children to socialize with each other (in small and large groups). We teach that each one of us is part of a greater whole, such as the classroom, our families, our communities, and all creation.

The curriculum is designed so that each child will have a sense of accomplishment in the areas of cognitive, social, and emotional development. Specific projects are chosen not for the value of the end product, but for the value of the process in challenging the child’s development. The student’s experiences will include a range of exploration through multiple intelligences. Music, art, movement, storytelling and dramatic play are part of the curriculum throughout the year to help develop literacy, positive expression, sensory awareness, confidence and positive self-esteem. Directed lessons are in small groups and are intended to foster and develop stronger listening skills, sequencing, critical thinking, problem solving, self-discipline and FUN.

Details about our fresh and unique curriculum themes will be made available during the school year through newsletters and weekly email communications. Age-specific programming is offered for three-year-olds and younger four-year-olds in our Tiger group and is offered for older four-year-olds and five-year-olds in our Bears group.

#### **5. The Fun Bunch Program**

Noanet Nursery School offers an afternoon program from 12:00 p.m. to 2:00 p.m. called Fun Bunch. Students may enroll for one or more days per week for the year. There is one dismissal time at 2:00 p.m. Students do not have to attend the morning program to attend Fun Bunch in the afternoon, however, priority is given to morning program students. Fun bunch enrollment forms are available in the summer packet mailed to all registered parents and on the website. The afternoon program is limited and scheduling is done on a first come first served basis. The Fun

Bunch program usually begins after the first week of school and is a commitment for the entire school year.

A typical Fun Bunch daily schedule is as follows:

11:30am	<b><i>Fun Bunch Begins.</i></b>
11:30am – 12:00pm	<b>Lunch.</b> Wash hands, lunches from home, clean up.
12:00pm – 12:30pm	<b>Quiet Time.</b> Children rest their bodies, listen to stories, play quietly, and some sleep.
12:30pm	<b><i>Late Pick Up.</i></b>
12:30pm – 1:45pm	<b>Theme Enrichment.</b> Explore our daily theme
1:45pm – 2:00pm	<b>Outside Play.</b> Outdoor play or creative movement indoors.
2:00pm	<b><i>Fun Bunch Ends.</i></b>

The Fun Bunch Daily Themes are as follows:

<b>Mondays:</b>	Around the World
<b>Tuesdays:</b>	Let's do "A" to "Z" science!
<b>Wednesdays:</b>	Top Chef! / The World is our Stage!
<b>Thursdays:</b>	Sports, Games, and Gross Motor!
<b>Fridays:</b>	Nature's Classroom!

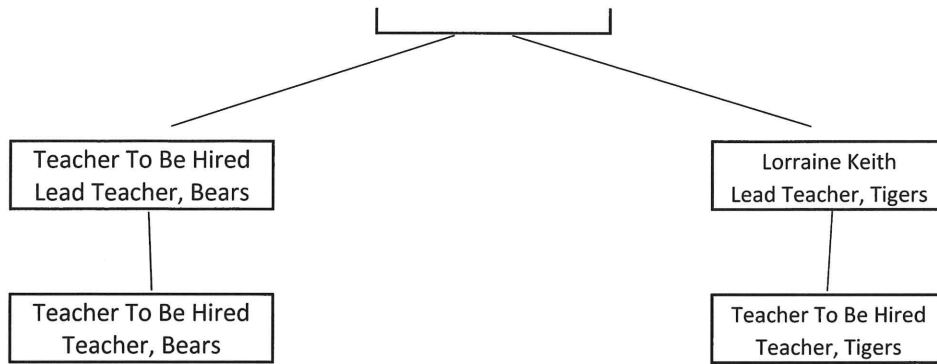
## **6. Staff Certifications and Responsibilities**

The student to teacher ratio at Noanet Nursery School is ten students per each teacher but could be less depending on the number of students enrolled. Additionally, the director will be onsite at the school and will be active in the classrooms, providing an additional adult presence. All Noanet Nursery School staff are certified in CPR annually and in Pediatric First Aid biannually. Continual involvement in early childhood education is required of each staff member through workshops, lectures, conferences and continuing education courses.

Noanet Nursery School is owned by The Dover Church. The school director is Gita Coutts. Gita is also the designated food program person and the center liaison for children with disabilities.

In addition to her responsibilities as school director, Gita Coutts may serve as the lead teacher of the Bears group, the four- and five-year-old students, while Lorraine Keith serves as the lead teacher of the Tigers group, the three-year-old students.

Gita Coutts School Director
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## **7. Enrollment – Registration Policy**

Children enrolling at Noanet Nursery School must be two years nine months by September 1<sup>st</sup> of the school year. Children may attend three, four, or five days a week based on the choice selected by the parents/guardians and space availability. Returning students and siblings of students who have attended Dover Nursery School will be given priority enrollment. Toilet training is not an eligibility requirement for enrollment.

Noanet Nursery School requires parents/guardians and children to visit the preschool prior to completing a registration application. At the time of the scheduled appointment, the visitor will be given the *Noanet Nursery School Parent and Visitor Handbook* that details the philosophies and policies of the school. We will do our best to answer any questions you may have regarding the school's operation. Upon enrollment, families and children will be invited for an orientation of the program.

To all those who have visited the program and signed the visitor's book, a registration form will be mailed to you or given in person. ***A non-refundable fee equal to 10% of the annual tuition must be included with the registration application. A registration is not complete until Noanet Nursery School has received a completed Face Sheet / Enrollment Form, the Morning Program Daily Schedule Preference Form, and the registration fee.*** Noanet requests families share their information regarding interests, needs, and all support services received by the child; such as therapeutic, educational, and/or social. A developmental history form is included in the summer packet enrollment forms and is required to be updated annually. If the number of registrations exceeds the spaces available, a wait list will be created based on the date the above highlighted registration materials and fee were received.

Confirmation of enrollment will be by emailed to parents/guardians by a specified date. Once enrolled, half of the tuition is due by March 1<sup>st</sup> for the upcoming school year. If payment has not been received by this time, Noanet Nursery School will not hold your space and may give it to another child without prior notice to you. The remaining tuition will be due November 1<sup>st</sup>. There are no refunds for absences or holidays.

***Enrollment at the Noanet Nursery School is a commitment for the entire school year. Tuition is non-refundable and non-transferable at any time.***

## **8. Tuition and Other Fees**

Tuition for the morning program is as follows:

<b>Noanet Nursery School Morning Program</b>			<b>Per week 5, 4, 3 days/week options</b>			<b>Per month 5, 4, 3 days/week options</b>			<b>Per year 5, 4, 3 days/week options</b>		
<b>Drop off</b>	<b>Pickup</b>	<b>Hrs/day</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>3</b>
8:00	11:30	3.5	\$253	\$206	\$157	\$1,038	\$845	\$647	\$9,344	\$7,606	\$5,827
8:00	12:30	4.5	\$325	\$264	\$202	\$1,335	\$1,087	\$832	\$12,013	\$9,779	\$7,492
9:00	11:30	2.5	\$180	\$147	\$112	\$742	\$604	\$462	\$6,674	\$5,433	\$4,162
9:00	12:30	3.5	\$253	\$206	\$157	\$1,038	\$845	\$647	\$9,344	\$7,606	\$5,827

A January start date would require a registration fee of 10% of tuition with 45% of tuition to be paid in March to hold child's spot.

Tuition for the two and a half hour Fun Bunch program depends on whether you register your child at the start of the school year or if you enroll your child on a changing "Drop In" basis. Fun Bunch is offered daily from 11:30am to 2:00pm. The per day cost of Fun Bunch is \$40 for children who register for the program at the beginning of the school year and \$50 for children who attend as "Fun Bunch Drop-Ins". Billing is monthly in advance; payments are due by the first of each month. There are no refunds for missed registered days. Drop-in cancellations must be submitted twenty-four hours in advance in order to qualify for a refund.

## **9. Payments**

Tuition installment payments are due March 1<sup>st</sup> and November 1<sup>st</sup>. If a parent/guardian is unable to pay on or before these dates, he/she is to contact the director to work out payment arrangements. Tuition is neither refundable nor transferable. A one-week grace period will be granted for late tuition payments; after one week, late fees of \$20 per day per child will be applied to the parent's/guardian's account.

Payment for Fun Bunch is due in advance by the first of each month. Fun Bunch is a commitment for the school year. Missed days are neither refundable nor transferable. A child will not be allowed to attend Fun Bunch if the month's Fun Bunch tuition is not paid. There is a 24-hour cancellation policy for Fun Bunch Drop In students.

Late fees will be assessed every time a parent/guardian is late in picking up a child. Fees will be assessed at a rate of \$20 per fifteen minute increment or any portion of the 15 minute increment. Payment will be due at the time of pick up.

## **10. School Year Calendar**

In general, Noanet Nursery School follows the Dover Public Schools' school calendar with exceptions around the start of school in September, an earlier dismissal for the December holidays, and an earlier end of school in June. The school calendar is included in the summer parents' packet, handed out to all parents/guardians at the start of school year, and is posted on the website ([noanetnurseryschool.org](http://noanetnurseryschool.org)).

***Snow and weather:*** In the event of inclement weather, the school director will determine by 6:30 a.m. whether school will be opened, closed, or on a delayed start and will notify parents/guardians of the status via email at that time. Our preference is to remain open and allow parents/guardians and staff to choose their personal level of safety/comfort in traveling to school.

## **11. Child Guidance Policy**

Noanet Nursery School believes that a thoughtful, detailed child guidance policy will set clear expectations for staff, students, and parents/guardians. Our primary purpose for this policy is to ensure that students and staff are physically and emotionally safe in our school so that we may maximize the potential for learning and growth.

Our experience has shown that children are responsive when valued and when they clearly understand what is expected of them. As a parent/guardian, it is important for you to understand what Noanet Nursery School will and will not do to manage behavior and safety in the classroom. Educators must provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by:

### **a) Be aware of what contributes to a positive school experience for children:**

- Encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting;
- Helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
- Using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
- Identifying precipitating factors: boredom, change, frustration, and hurriedness;
- Intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
- Explaining rules and procedures, and the reasons for them, to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
- Discussing behavior management techniques among staff to promote consistency; and
- Continually evaluating our: physical space, curriculum, staff, expectations, and input parents/guardians.

### **b) Use child guidance strategies to the goal of maximizing the growth and development of children and protecting the group and the individuals within it:**

**Methods of communicating directly with a child:**

- Ask the child if s/he understands the situation;
- Teach problem-solving;
- Ask the child to make the correction;
- Offer choices or distractions;
- Teach self-control, cooperation, and sharing;
- Remind the child of appropriate behaviors;
- Lead the child to a new activity;
- Give advance warnings of transitions;
- Remove the child from an activity;
- Cease the specific play or close the activity;
- Separate the child to sit in a quiet area; and
- Remove the child from the classroom and sit with the child outside.

**Methods for acting as a child's guide:**

- Model acceptable behavior and safety;
- Model self-forgiveness and new starts;
- Emphasize and nurture the child's integrity, decency, and empathy;
- Reinforce positive behavior;
- Support the child's strengths;
- Learn about each child and the family history;
- Anticipate problems before escalation;
- Move closer to a potential problem;
- Don't assume; listen to the child;
- Consider health and fatigue of child;
- Seek other staff members to assist;
- Respect difficulties and feelings; and
- Support parents/guardians with articles, techniques, resources, or referrals.

**c) Be aware of unacceptable techniques, actions, and strategies:**

Noanet Nursery School follows state regulations detailed by the Department of Early Education and Care, the licensing body of preschool programs in Massachusetts. The EEC prohibits child guidance techniques that use any form of punitive punishment or physical restraint.

In detail, the following practices are strictly prohibited:

- Spanking or other corporal punishment of children;
- Subjecting children to cruel or severe punishment such as: (a) humiliation, (b) verbal or physical abuse, (c) neglect, or (d) abusive treatment, including any type of physical hitting inflicted in any manner upon the body, shaking, threats or derogatory remarks;
- Depriving children of outdoor time;
- Depriving children of meals or snacks, force feeding children, or otherwise making them eat against their will, or in any way using food as a consequence;

- Disciplining a child for soiling, wetting, or not using the toilet, or forcing a child to remain in soiled clothing, or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting; and
- Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervising.

## **12. Toileting and Diapering Policy**

Noanet Nursery School adheres to the following toileting and diapering procedures:

- 1) A diapering mat is located in the bathroom next to the waiting bench.
- 2) A disposable covering will be used on the mat, large enough so that the child does not come in contact with the surface of the mat. It will be disposed of in a closed receptacle lined with a leak proof disposable lining along with the soiled diaper; the receptacle will be removed daily.
- 3) The diapering mat will be washed and disinfected after each child has been diapered and will be allowed to air dry before being put away.
- 4) Staff will wear disposable gloves. Staff will wash their hands with soap and running warm water, using friction, after changing a child's diaper. Hands will be dried with disposable paper towels.
- 5) Diapering:
  - Diapering will be done next to the bathroom sink.
  - A child's diaper will be changed regularly and when wet or soiled.
  - Parents/guardians will supply an adequate amount of clean, dry diapers and washing materials.
  - Each child will be washed and dried with individual washing materials during each diaper change.
  - Fecal matter from diaper/underwear will be put into the toilet.
  - Extra clean clothes will be stocked for children; however, parents/guardians are asked to leave a set of clean clothes for their child in their child's cubby.
  - Staff will assist children in washing their hands with soap and running warm water and dried with disposable paper towels after diapering.
  - Soiled clothes, linens, and blankets will be placed in a sealed plastic bag labeled with the child's name and returned to the parents/guardians at the end of the day.
  - Soiled non-disposable diapers will be placed in a sealed plastic bag labeled with the child's name and returned to the child's parents/guardians at the end of the day.
  - Children are toilet-trained in accordance with the requests of their parents/guardians and consistent with the child's physical, emotional, and developmental abilities.
- 6) All diapering changes will be recorded in the diapering log, and the diapering log will be placed in the bathroom.

Toilet training has never been a requirement for enrollment at NNS, and now the Department of Early Education and Care has mandated that this policy be required of all early education centers.

### **13. NNS Health Care Policy**

**Health Care Consultant: Dr. Alan K. Stern, Needham Pediatrics**  
**781-444-7186**  
**145 Rosemary Street, Entry K Needham, MA**  
**Police and Fire Department: 508-785-1130**  
**Nearest Emergency Health Care facility: 781-453-3000**  
**Beth Israel Deaconess Hospital, 148 Chestnut Street, Needham. MA**  
**Poison Control Center: 1-800-222-1222**  
**Boston Children's Hospital 300 Longwood Ave. Boston, MA**  
**Emergency Back-up Person: Nancy Simms 508-785-5835**  
**Noanet Nursery School**  
**17 Springdale**  
**Dover, MA 02030**  
**508-734-3466**

By law, students are not permitted to begin Noanet Nursery School until a current physical examination by a pediatrician is on file and reviewed by the school. This requires some diligence on the part of parents/guardians to make sure that Noanet Nursery School has received and reviewed the paperwork before the first day of school. During the school year, Noanet Nursery School will give parents/guardians a reminder that a child's physical will soon be expiring.

There are many components to the Noanet Nursery School Health Care Policy, and we ask parents and guardians to read through the policies carefully. Staff members are trained in CPR and First Aid and are able to administer first aid care.

#### **13a. Return of Child Following Illness**

Please keep your child home if you suspect illness of any kind. This is not only for the benefit of your child, but also for his/her classmates and the teachers at school. A child must be without symptoms for 24 hours prior to returning to school. Children may NOT attend school when:

- The child has a fever of 101 degrees Fahrenheit or higher; a high fever is a sign of infection.
- The child has a communicable disease. *(If a child has a communicable disease, the child's parent/guardian must notify the program so that the director can send a written notice and medical reference materials to the parents/guardians of the other children in the program)*
- The child has uncontrollable diarrhea.
- The child is in the first 24 hours of starting an antibiotic medicine, unless allowed by the director, or as a doctor's note may indicate.
- The child has head lice. This must be treated and all head lice and nits removed before the child can return. Chronic head lice may require a doctor's note.
- The child is unable to take solid and liquid food.
- The child shows little ability to play.
- The child appears in poor general appearance and behavior.

The school director will have the ultimate voice in determining whether it is safe for the child to return to school.

### **13b. Mildly Ill Child at Noanet Nursery School**

If a child has any of the symptoms detailed above, the parents/guardians will be contacted immediately and notified to pick up their child right away. If a parent/guardian is not available, an individual listed as an emergency contact will be called and asked to pick up the child. In the interim, the child will be separated from the group (often in the upper play space or on floor pillows) and made to feel as comfortable as possible. A staff member will attend to the child's food, drink, rest, play, and physical comfort needs. If the child is cared for in a separate room, the staff member will have teacher certification credentials and will be trained in the care of mildly ill children.

Children with mild symptoms of illness, including but not limited to, coughing, runny or stuffy nose, a slight fever less than 101 degrees Fahrenheit, may remain in at school.

### **13c. Administering Medications**

Staff members will not administer prescription, non-prescription, or topical medications without signed authorization by the parents/guardians and/or a physician's order. Teachers will apply diaper cream, insect repellent, and sunscreen only if permission to do so is in writing from the child's parent/guardian. Staff members are trained annually on the 5 Rights of Medication provided by EEC. This is for the protection of the children, and the policy pertains to all circumstances. Parents/guardians may come to the school to administer medicine to their child.

The written parental/guardian authorization (valid for one year) must state that the specific medication is for the specified child and must be accompanied by a written order from a physician. All medications administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent/guardian. No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parent/guardian consent. The order will not be valid for more than one year. The prescription medicine must include on the label: the specified child, the dosage, the name of medicine, and the number of times per day and number of days the medication is to be administered. Staff members will not administer medication contrary to directions on the original prescription container unless so authorized by a written order by the pediatrician. Topical ointments will not be applied to a child's open wound, nor will an over-the-counter allergy medication (e.g. Benadryl) be administered to a child without a physician's written order.

Medications shall be stored in their original containers in the center's First Aid box out of the reach of children or according to directions. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38 and 42 degrees Fahrenheit. Those medications found in the United States Drug Enforcement Administration (DEA) Schedules 11-V will be kept in a secured and locked place at all times when not being accessed by an authorized individual. Emergency medications such as epinephrine auto-injectors are immediately available for use if needed. When possible, all unused,

discontinued or outdated prescription medications shall be returned to the parent/guardian and such return shall be documented in the child's record. When return to the parent/guardian is not possible or practical, such prescription medications must be destroyed and the destruction recorded by the manager or supervisor in accordance with policies of the licensee and the Department of Public Health, Drug Control Program.

Noanet Nursery School will maintain a written record of the administration of any prescription or non-prescription medication for each child. It shall include the time and date of each administration, the dosage, the name of the staff member administering the medication and the name of the child. This shall be put in the child's file.

### **13d. Children with Allergies, Health Conditions, or Disabilities.**

**Noanet Nursery School is a peanut AND nut free school.** Neither nuts nor peanut butter are served at snack and parents/guardians are told not to send any food items that contain peanuts or nuts in lunch boxes. Nutrition and good food choices are topics included in the NNS curriculum. Parents/guardians can support these lessons by selecting healthy lunch foods for their children's lunch boxes. A list of some acceptable Nutritious Preschool Lunch Ideas is included at the end of this handbook as Appendix A.

Parents/guardians will be asked to list a child's food allergies, health conditions (e.g. asthma), or health requirements of children with disabilities on the Enrollment Form and the Developmental History and Background form. An Individual Health Care Plan Form, signed by the child's physician, will be completed for each child. The director will discuss the particular medical needs of the child, and/or training of staff in implementation of their child's individual health care plan, with the parents/guardians, and if need be, with the physician (with a signed release of information form by the parents/guardians). The staff will be alerted in detail of the individual child's specific health care needs and will adhere to the child's health care plan including protection from that which make them allergic and that all specific measures will be taken to ensure that the health requirements of children with disabilities are met.

### **13e. Illness and Health Emergencies**

If a child requires emergency health care, a staff member will remain with the child at all times, including transportation by ambulance. Another staff member will telephone 911. Parents/guardians or emergency contacts will be contacted as soon as it is safe to do so. In the event a parent/guardian is not immediately reached, a staff member will remain with the child and messages will be left for the parents/guardians using contact numbers on record.

### **13f. Injury Prevention Plan**

Our goal is to prevent injuries from occurring both indoors and outdoors at Noanet Nursery School. As such, the following will be followed:

- 1) The classroom, bathroom, hallway and playground areas are arranged to minimize the possibility of injury. Staff will monitor safety on a daily basis and immediately remove or repair any hazard that may cause injury.
- 2) Staff members will properly supervise children at all times.

- 3) During fieldtrip walks, staff will bring a first aid bag/backpack, including parent/guardian emergency contacts, all emergency medications for children, first aid items such as gauze, band aids and disposable gloves, and a cell phone.
- 4) All sharp objects, toxic substances and fire hazards will be stored in a secure place where they are out of reach of children.

Parents/guardians will be notified immediately of any injury that requires emergency care beyond minor first aid. If parent/guardian cannot be reached, Noanet Nursery School will contact listed emergency contacts from child's file. If any first aid is administered to your child, parents/guardians will be notified in writing within 24 hours of the incident and a copy will be kept in the child's file. Minor first aid may include cleaning and dressing a cut and/or applying ice.

Regular fire drills will be conducted at different times of the day once a month.

### **13g. Food and Food Preparation**

Each morning snack is offered to the children at approximately 10:00 a.m. It will consist of at least two food groups, such as fruit and crackers. The snack is written and posted each day. Children often assist in the preparation of the snack. If a child has a particular food allergy, we will accommodate the child's needs. Lunch will be scheduled at approximately 11:00a.m. A list of some Nutritious Preschool Lunch Ideas is included as Appendix A at the end of this handbook. Our policy is to wash our hands with soap and running warm water prior to food preparation and consumption. All educators receive training in USDA recognized requirements and in food choking hazards.

### **13h. Transportation of Children**

It is the responsibility of parents/guardians to provide and arrange for transportation of their child to and from Noanet Nursery School. There will be no transportation of children by automobile to or from Noanet Nursery School by a staff member unless directed to do so by a 911 operator or Town protective services officials. In the event of an emergency whereby the building must be vacated, the Noanet Nursery School staff will escort the children by foot to the Town House. Parents/guardians will be contacted by telephone as soon as possible.

If a child must be taken to the hospital because of a medical emergency, the child will be transported by ambulance and will be accompanied by a teacher. The child's parents/guardians will be contacted by telephone as soon as possible.

### **13i. Evacuation and Emergency Response**

In the event of a fire, or other emergency situation, the students and staff will vacate the building for the Dover Town House which is the designated safe shelter meeting place pre-arranged with Dover Protective Services. The Evacuation Backpack will be retrieved by the director or whoever is senior staff at the time of the emergency. The Evacuation Backpack will be stored in the administrative closet in the first classroom and will contain: all parent/guardian contact information, cups, water bottles, crackers, and some change of clothes.

In the event of a natural disaster, the director will contact the local authorities, via telephone, to determine whether to evacuate the building and proceed to the designated safe shelter meeting place or to shelter in place.

Staff will use a head count system and a name to face check system to determine that all children are accounted for and to assure that no child is left behind. Once the students and staff are safely relocated and attendance has been rechecked, the director will notify local authorities, via cell phone, and diligent efforts by all staff members will be made, by cell phone, to communicate with parents/guardians. In the event a child cannot be located on the premises at Noanet Nursery School, staff will first notify 911 and then immediately contact the parents/guardians.

Noanet Nursery School will conduct monthly evacuation drills during different times of the program day, and will practice using alternate exits. Noanet Nursery School will document the date, time, exit route used, number of children evacuated, and effectiveness of the drill. This plan will be reviewed yearly to keep current and to meet the needs of all children in care including but not limited to those with disabilities who may need additional assistance during evacuation.

Should Noanet Nursery School experience a loss of power, heat, hot water, or running water in general, the utility company will be notified. In the event there is not a clear plan of action for restoring power, heat to 65 degrees, hot water, or running water in general within a reasonable time, the director will call all families to pick up their children.

### **13j. Emergency Closure Policy**

Should health or safety conditions arise within the Dover community and/or the surrounding areas, Noanet Nursery School reserves the right to close the school in order to protect its students and their families, its teachers and their families, and those with whom these parties come into contact. This decision may or may not be the result of a local, state, or national order to close and may or may not be the result of a local, state, or national emergency declaration.

## **14. Communication with Parents/Guardians**

We value the parents and guardians of our students. Please provide us with feedback and ideas regularly, either in person or in writing. If a response is sought, the administrator will willingly provide one. If a parent's/guardian's primary language is not English, Noanet Nursery School will work to locate a translator if needed. Parents and guardians are welcome to visit the program at any time without prior announcement.

Parent/guardians will be informed regularly on the progress of their child. The staff at Noanet Nursery School is observing your child's progress on an ongoing basis during group time, creative free play, small group activities, snack time, and outdoor play. We see parents/guardians often and have the opportunity to talk with them on a regular basis before and after the school day. Any problems or concerns that arise will be discussed and worked out together. Noanet Nursery School posts daily classroom activities outside the classroom. Newsletters are provided

approximately once a month via email with impromptu email updates being communicated on a more frequent basis.

We are available to discuss your child with you at any time. Telephone calls are made to parents/guardians in October to communicate about your child, and parent/guardian - teacher conferences are offered in January/February. If a parent or guardian requests a formal conference, arrangements will be made for a mutually convenient time.

A written progress report of your child's experience at school will be given to parents/guardians at least every six months (at the time of the parent/guardian - teacher conference). A copy will be given to the parents/guardians and a copy will be kept in your child's file. If your child has disabilities, a written progress report will be provided at least every three months.

## **15. Referral Services**

Regular observations are made in the classroom and playground to assess the development of a child's physical, emotional, intellectual, and social development. As such, if parents/guardians or the director believe that a student might benefit from a consultation with an independent service, the director will provide referral services to the parents/guardians and assist in efforts to improve the child's success. We will document observations and referrals, and with a written release by a child's parent or guardian, Noanet Nursery School will be an active participant in providing necessary information to collaterals. We will work to accommodate the child's needs in classroom activities and procedures. Should a child's needs require that s/he leaves NNS, we will make every effort to make this experience as comfortable as possible.

### **Referral Process:**

- 1) The staff will make ongoing, written observations of children in the program.
- 2) Staff members will inform the director of their concerns regarding a child.
- 3) The director and staff will document additional observations and recordings of the child's behavior, and the child's record will be reviewed.
- 4) The director will communicate with the parents/guardians and make arrangements for a meeting to discuss the concerns.
- 5) The director will recommend and offer a referral(s) to the parents/guardians along with written documentation of: the reason for recommending a referral for additional services, a brief summary of the program's observations related to the referral and any efforts the program made to accommodate the child's needs.
- 6) The director will document the parent/guardian conference(s), the recommended referral(s), and the results.
- 7) The director will ask the parents/guardians to sign a release of information so that communication may occur between the director and the collateral(s).
- 8) The director and staff will work to develop accommodations for the child's specific needs in the classroom.

By law, the town in which you reside provides free observation and consultation services in the following areas: emotional, physical, intellectual, neurological, communication, health, developmental delay, autism, sensory (hearing, vision, deaf-blind), and specific learning.

The Federal IDEA (Individuals with Disabilities Education Act) Act requires school districts to provide services to children from age three through graduation or age twenty-three. Most often the initial referral will be to the Special Education administrator of the public schools in your town for evaluation and assessment.

Early Intervention Programs are services made available to children who are under the age of three. The director can inform parents/guardians of the child's rights regarding the availability of services, as well as the parents'/guardians' rights. This includes the parents'/guardians' right to appeal the decision made as part of the evaluation and consultation process. If it is determined that the child is not in need of services from the Early Intervention Programs, or is ineligible to receive services, the director shall review the child's progress at Noanet Nursery School every three months to determine if another referral is necessary.

- Debbie Dixon, Interim Special Education Director, Dover Public Schools: (508) 785-1730 x7130 [DixonD@doversherborn.org](mailto:DixonD@doversherborn.org)
- Jen Sellman, Speech Therapist, Chickering School: (508)785-0480 x1072
- Dover and Sherborn Early Childhood Website: <http://www.doversherborn.org/page.cfm?p=854>
- Special Education contacts in:
  - Medfield – Mary Bruhl, Director of Student Services (508) 359-7135
  - Needham – Matthew Ganas, Executive Director of SPED: (781)455-0400 x11215
  - Sherborn – Debbie Dixon, Interim Special Education Director, Dover Public Schools: 508-655-0630 [DixonD@doversherborn.org](mailto:DixonD@doversherborn.org)
  - Wellesley – Kristen Spacey, Dept. Head Elementary Special Education: 781-446-6200 x5629
  - Westwood – Abigail Hanscom, Director of Student Services: (781) 326-7500 x1345
- Department of Children and Families <http://www.mass.gov/eohhs/gov/departments/dcf/>
- Dentist: Dr. Ken Brede in Needham: (781) 444-1505
- Pediatrician: Dr. Alan K. Stern, Needham Pediatrics: (781) 444-7186

## **16. Serving Children with Disabilities at Noanet Nursery School**

If a child registers at Noanet Nursery School with a disability, the director will meet with the parents/guardians to discuss the specific needs and issues of the child and the application will be accepted. If a child is enrolled at Noanet Nursery School, the director and staff will assess the child through observations and meetings with parents/guardians. With written parental/guardian consent, the director will request information from Local Education Authorities (LEA), Early Intervention Programs (EIP), and health/service providers or make a referral for services. With information received and parental/guardian input, the director will identify any specific accommodations in writing, such as modifications in child's participation, group size/ratio, special equipment, and any other accommodations.

After these steps, it is the director's responsibility to review the accommodations and determine whether or not they would place a reasonable or undue burden on the existing program. Considerations will include: the nature and cost of accommodations, the program's financial resources, the effect on expenses and resources, funding or services available elsewhere, the number of employees, and any other impacts on the program. It is noted that accommodating toileting for a child with a disability is not an undue burden.

If the director discerns that accommodations do not present undue burden on the program, the child will be accepted/served and a program plan for the child will be developed/reviewed. Follow-up communication will be made with LEA, EIP, and health/service providers with parental/guardian permission. This will include a written notice with parental/guardian permission to the Special Education administrator that Noanet Nursery School is serving the child.

If the director discerns that accommodations present an undue burden for the program, the director will provide the parents/guardians with a written notice as to the reasons why the child cannot be accommodated. A copy of the notice will also be kept on file at Noanet Nursery School. The director will inform parents/guardians of other available services and prepare the child for termination.

## **17. Prevention of Abuse and Neglect Policy**

Noanet Nursery School takes precautions to protect children from abuse and neglect while in the program's care and custody. The physical and emotional safety of our students is our number one concern. In the Commonwealth of Massachusetts, teachers and staff members in childcare centers are required to report suspected child abuse or neglect to the Department of Children and Families (DCF). It is not the role of the teachers/staff to determine what is or is not abuse and neglect, only to report information or observations that suggest to a mandated reporter that abuse and neglect may be occurring. If a Noanet Nursery School staff member suspects abuse or neglect of a child, s/he will provide the information to the director verbally and in writing. The staff of Noanet Nursery School will cooperate in all state investigations and interventions of child abuse and neglect. Steps taken to ensure the safety of all children:

1. A background record check will be processed upon hire and repeated every three years, including a criminal record check, a DCF background check, a sex offender registry background check and a national fingerprinting background check.
2. Staff will follow monitoring policies regarding safety checks and supervision of children and equipment both indoors and outdoors.
3. Noanet Nursery School will cooperate in all investigations of abuse and neglect, including identifying parents/guardians of children currently and previously enrolled in the program; providing consent for disclosure to EEC of information from, and allowing EEC to disclose information to, any person and/or agency EEC may specify as necessary to the prompt investigation of allegations and protection of children.

Noanet Nursery School has prided itself on the quality teachers that have been hired, not only because of their teaching credentials, but also for their commitment to safeguarding the children in our program. In the event that the director receives communication that a Noanet Nursery School staff member has been suspected of child abuse and neglect the following steps will occur:

1. The staff member will be removed from the classroom immediately and will be suspended from Noanet Nursery School, with pay, until DCF and EEC have completed their investigations and gives permission for the staff member to return.
2. The director will file a 51A report with DCF immediately.
3. The director will contact EEC immediately after filing a 51A report.
4. The staff of Noanet Nursery School will cooperate in all State investigations of abuse and neglect.
5. In the event a 51A investigation is substantiated by the DCF, the staff member will be terminated immediately.
6. The staff of Noanet Nursery School will cooperate with the family of the child and DCF to maximize effectiveness of the State intervention.
7. In the event a 51A is not substantiated by DCF, the staff member may return to his/her teaching position at Noanet Nursery School after EEC has completed its investigation and gives permission for the staff member to return. The staff member and the director will meet to discuss terms of employment.

Parents/Guardians will be notified of any allegations of abuse and neglect involving their child while their child was in care at Noanet Nursery School.

### **18. Termination and Suspension Policy**

Noanet Nursery School reserves the right to terminate or suspend a child from the program immediately; however, we have procedures in place to avoid the suspension or termination of a child from the program due to challenging behavior. These procedures include:

- 1) Provide an opportunity to meet with parents/guardians to discuss options other than suspension or termination;
- 2) Offer referrals to parents/guardians for evaluation, diagnostic or therapeutic services;
- 3) Pursue options for supportive services to the program, including consultation and educator training; and
- 4) Develop a plan for behavioral intervention at home and in the program.

If we believe that the needs of your child might be best met from another program, we will refer the parents/guardians to appropriate resources and help to make the transition as smooth as possible for the child and the family.

If a parent/guardian cannot abide by the policies of the Noanet Nursery School as outlined in this Parent/Guardian and Visitor Handbook, including being consistently late with payment and/or pick-up of their child, the student may be suspended or terminated from the program. Any family enrolled at Noanet Nursery School known to use information that unjustly criticizes a staff member, other child/family and/or school philosophy may result in the child's immediate

termination from Noanet Nursery School. Non-payment of tuition is a reason for termination. Noanet Nursery School will provide written documentation to the parents/guardians of the proposed suspension or termination of the child and the circumstances under which the child may return, if any.

## **19. Unauthorized Activities**

Noanet Nursery School and its staff shall not allow children to participate in any activities unrelated to the direct care of children without the written, informed consent of the parent(s)/guardian(s). Activities include, but are not limited to, fund raising and publicity (including photographs and participation in the mass media). Noanet Nursery School will not conduct research, experimentation, or unusual treatment involving children without the written, informed consent of the affected child's parent(s)/guardian(s) for each occurrence.

## **20. Children's Records**

Any written information regarding your child is privileged and confidential. Noanet Nursery School will not distribute or release information in a child's record to anyone without the written consent of the child's parents/guardians. Noanet Nursery School will notify the parents/guardians if a child's record is subpoenaed.

Upon request, Noanet Nursery School will give the parent/guardian access to the child's complete record at reasonable times within two business days of the request.

A permanent log will be kept in the child's record recording each time a child's record has been released. Such log is available only to the child's parents/guardians and program personnel responsible for record maintenance.

A child's parent(s)/guardians have the right to add information, comments, data or any other relevant materials to the child's record. The director will consider any parents'/guardians' wish to amend or delete information in the child's record and will discuss this amicably with the parents/guardians. The director, within one week after the conference, will provide the parents/guardians with a written decision and reasoning behind her decision. If the decision is in the parents'/guardians' favor, steps shall be taken immediately to put the decision into effect.

Any information that needs to be copied will be done so at the school's expense.

## **21. Student Transitions**

Students who will be leaving Noanet Nursery School to attend kindergarten/other schools: Parents/guardians may provide the director with written permission to complete forms from the new school. Parents/guardians may request an additional copy of their child's most recent evaluation. Students and parents/guardians are encouraged to attend orientation meetings at

their new schools. With parental/guardian permission, communication and collaboration between the child's current teacher/director and future teacher/director may be arranged.

For all students: teachers will speak about endings and next steps. Graduation ceremony will occur on the last day of school and preparations will be made in advance to afford students to talk about leaving Noanet Nursery School or changing their group/teachers at Noanet Nursery School. Each student will receive a portfolio at graduation which is a culmination of their school year through photos, art, etc.

If you have any questions or concerns about the Noanet Nursery School, please do not hesitate to call us at 508-734-3466.

**ALL POLICIES ARE FLUID. CHANGES WILL BE MADE IF DEEMED NECESSARY DURING THE YEAR.**

## Appendix A

### Nutritious Preschool Lunch Ideas

Chicken	Snap Peas	Red, green grapes
Ham	Carrots	Strawberries
Turkey	Cucumbers	Raspberries
Tofu	Cherry tomatoes	Blueberries
Meatballs	Red, orange, yellow peppers	Black berries
Tuna Fish	Green peppers	Cherries
Cheese	Avocado	Watermelon
String cheese	Pasta or soba noodles	Bananas
Hard boiled eggs	Mac-n-cheese	Mandarin oranges
Yogurt	Frozen waffles	Orange sections
Protein bars	Frittatas	Applesauce
Hummus	Dry cereal	Kiwi
Broccoli	Graham crackers	Pears
Cauliflower	Crackers	Peaches
Green beans	Pretzels	Mango
Edamame beans	Bagel crisps	Pineapple
Frozen peas	Whole wheat bread	Cantaloupe
Frozen corn	Apples	Melon

