

**CHRIST CHURCH PARISH DAY SCHOOL  
PARENT HANDBOOK  
2018-19**

**PHILOSOPHY**

The proverb “I hear and forget, I see and I remember, I do and I understand” describes the educational philosophy of the Day School. Through each child actively and creatively participating in his/her day, the foundation is being laid for the creative and critical thinking process so essential in today’s world. With acceptance for individuality and mutual trust, our teachers help each child develop the necessary self-confidence so that he/she may explore and expand his/her world. Our carefully planned program affords a flexible and intellectually stimulating environment where the children can develop the ability to choose from a wide variety of activities and progress at their own pace. Learning requires active thinking and experimenting to find out how things work and to learn firsthand about the world in which we live. Our program provides a nurturing environment for each child to approach the learning experience in his/her own style and pace.

**GOVERNANCE**

Christ Church Parish Day School was established over 60 years ago as an outreach mission of Christ Church. As such, the Day School promotes a harmonious and cooperative relationship between the two institutions. The Day School embraces the value of fostering Christian principles, and we attempt to model these behaviors on a daily basis.

A Board of Directors composed of parents and the school’s Director directs the Day School. The Board oversees all policy, planning and financial matters, and assists with maintenance, admission and fundraising activities.

**FACULTY**

Christ Church Parish Day School selects teachers based upon education, practical experience, individual talents and the ability to become a supportive member of the school community. Teachers are certified by the Department of Early Education and Care or the Department of Education and are trained and certified in First Aid and CPR as mandated by the state licensing agency. Continuing education and professional development are encouraged and supported by the administration and Board of Directors. All faculty members are trained in the Responsive Classroom.

**PROGRAM**

Our program is guided by the knowledge and understanding of how children grow and their capabilities – socially, emotionally, cognitively and physically – at each stage of their development. Our program is based on not only what is appropriate for a given age group, but what is appropriate for each individual child.

We strive to help children develop independence and to view themselves as competent learners. Giving children choices helps them learn to make decisions and ensures that they can participate in activities that interest them. Children learn best when they can explore concrete materials and can share their ideas and questions with peers and caring teachers.

Our classrooms are designed to promote independence, foster decision-making and encourage initiative and participation. The classroom is divided into attractive and inviting interest areas that offer children a range of activity choices. Areas set aside for dramatic play, block building, or gross motor activities provide opportunities for active play. Library, art, or table-top toys provide opportunities for quieter play. When the environment is structured so that children can work successfully with each other, it supports the development of social competence, which is an underlying goal of our early childhood program.

Our program is enhanced by:

- a) Four spacious classrooms
- b) Two outdoor playgrounds
- c) A large common room for rainy day play
- d) A beautiful campus

The common room is used for indoor activities such as creative movement sessions, music, and rainy day activities.

Creative movement and music are part of the daily curriculum. In addition, there is both a music teacher and a movement teacher who expose the children to additional enriching experiences on a regular basis throughout the school year. The children also share a brief weekly service conducted by a minister of Christ Church.

## **WEEKLY SERVICE**

The Service is designed to be a warm and supportive event for the children. We focus on the general and positive principles of Christianity, such as loving one's neighbor as oneself, acting as a Good Samaritan and forgiving others, as we would like to be forgiven. At this weekly service these and other basic Christian principles are presented to the children through Bible stories created on a giant felt board. The Service is held in Parish Hall each week on Wednesdays at 10:15 a.m. and lasts approximately 20 minutes. Parents are invited to attend the week of their child's birthday when children receive a Holy Spirit pin.

## **CURRICULUM**

Individual expression and personal accomplishment are encouraged through a creative and supportive environment. Creativity, risk-taking, and the ability to make considered choices are developed. A hands-on, explorative curriculum enables children to share in the excitement of the learning process. Through a thematic approach, our program introduces and integrates mathematical concepts, scientific concepts, and language arts. Storytelling (both ours and the children's), listening, reading, conversation, dictation are all an integral part of our program.

Outdoor play is an important part of each day. (We love our tricycles!) Our curriculum is enriched with nature programs and field trips.

Information specific to your child's classroom experience is available at the Fall Parents Night. You will learn more about your child's particular class, curriculum, and daily schedule.

Classroom teachers provide a monthly update, and our monthly newsletter keeps parents up-to-date with additional school activities.

## **ADMISSIONS PROCESS**

Open Houses are held in November and January. After a brief presentation and question and answer period, tours of the school are conducted. Parents have the opportunity to visit the classroom and meet with the Director, as well as other parents. Application forms and scholarship requests are available at this time. Telephone inquiries are taken throughout the school year. A brochure and an application form are sent in response to an inquiry and individual tours may be arranged at this time. We strongly encourage all prospective parents to tour the school before submitting an application.

Children seeking admission to the school must be 3 years old by September 1<sup>st</sup> for their admission to the program.

In the event that there are more new applicants than places available, a number of factors are considered in determining admission.

- Children of parishioners of Christ Church
- Children with siblings who have, or who are expected to attend school
- Children of alumni of the school

Applications and scholarship requests must be received by the stated date in February.

In the spring, parents will receive enrollment and medical forms. These must be completed in a timely manner by the prescribed date.

**The medical forms must be completed by your physician and returned to the school office no later than the stated date. All children must have a current (within 1 year) medical form on file. All medical forms must be updated yearly once your child is enrolled. As part of your required medical examination, your child must be tested for lead paint poisoning. This medical policy is mandated by the Massachusetts Department of Health.**

Parents are requested to submit a deposit of \$500 within two weeks of their acceptance letter. This ensures their child's admission. **This deposit is non-refundable. In the event of withdrawal, parents are responsible for full tuition payment, unless that slot is filled.**

## ORIENTATION

On the first day of school, parents and students will visit for one hour with the teachers in the classroom for orientation. During this time, teachers will provide parents with details about the individual classroom.

Non-Discrimination Statement: Christ Church Parish Day School does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, disability, sexual orientation or national origin.

Toilet training is not an eligibility requirement for enrollment. Children can come in a disposable diaper or pull up and will be changed by staff.

## FINANCIAL ARRANGEMENTS

Tuition may be paid in full by September, in four quarterly installments or in ten monthly installments over the school year. If the installment plan is chosen, payment is due as indicated in the schedule noted below. We expect and appreciate your full cooperation.

ROOM	Deposit	Aug 15	Oct 15	Jan 15	April 15	Total
Orange	\$500	\$602.50	\$602.50	\$602.50	\$602.50	\$2910
Green	\$500	\$966.00	\$966.00	\$966.00	\$966.00	\$4364
Yellow	\$500	\$1438.25	\$1438.25	\$1438.25	\$1438.25	\$6253
Blue/Red	\$500	\$1609.25	\$1609.25	\$1609.25	\$1609.25	\$6937

**A late fee of \$100 will be assessed if the payment is more than 10 days past due. After 10 days, if no payment or arrangement for financing has been communicated to the Director, the child will not be allowed to attend classes until payment has been made.**

**Each child is enrolled for the entire school year or the balance of the school year. In the event that the child is withdrawn from the school before the completion of the year, the parents are responsible for the remaining tuition payments. If the child is withdrawn from the school after June 15<sup>th</sup>, the parent will be responsible for the remaining tuition payments unless the vacated spot can be filled.**

Scholarships are available on a limited basis. Please inquire with the Director for more information.

## ENROLLMENT

There are up to 72 students divided between five classes for ages 3-5. There is a maximum student-teacher ratio of between 6-1 and 9-1.

## SCHOOL SCHEDULE

<b>ORANGE ROOM</b>	<b>Mondays and Tuesdays</b>	<b>9:00 am-11:45 am</b>
<b>GREEN ROOM</b>	<b>Wednesday, Thursday and Friday</b>	<b>9:00 am-11:45 am</b>
<b>YELLOW ROOM</b>	<b>Monday through Thursday</b>	<b>9:00am –11:45 am January-June 9:00am-1:00pm</b>
<b>RED/BLUE ROOM</b>	<b>Monday through Thursday</b>	<b>9:00am – 1:00 pm</b>

Please see the **Transportation plan for daily drop off and pick up schedules.**

CCPDS will be closed on Labor Day, Columbus Day, Veteran’s Day, Thanksgiving break, Christmas break, Martin Luther King Day, February and April vacation weeks, Good Friday, Memorial Day.

In general CCPDS follows the Hamilton-Wenham Regional School District school calendar.

### **ADVENTURE FRIDAY**

Adventure Friday is a very relaxed, “go at your own pace” kind of day. There are no timelines and no deadlines, just an easy-going day. The activities revolve around art, movement and science - all themes that the children love. It is a comfortable setting where the child can grow, stretch, and develop.

We meet every Friday, excluding vacations and holidays, beginning at 9:00 a.m. and ending at 1:00 p.m. The Day School will provide snack and drinks; families will provide lunch. A change of clothes is advisable, as are shoes for “hiking”, and weather appropriate clothing. *We love to go outside.* Adventure Friday is open to all of The Day School students.

### **AFTERNOON ENRICHMENT**

Afternoon Enrichment is our extended day program which was inaugurated in response to parent requests. It will be offered four afternoons per week until 3:00 each day. This program can be used for regular or drop-in use depending on availability.

### **SCHOOL CANCELLATION/EMERGENCY EVACUATION**

**General rule: If the Hamilton-Wenham Public Schools are closed because of weather conditions, Christ Church Parish Day School will be closed. If the public school has a delay, Christ Church Parish Day School will have a delay and open at 10:30. In the event of a declared “state of emergency” school will be closed.** Watch local television stations for a cancellation announcement. If the public schools do not cancel school, but we feel that the safety of the children is at risk, we will send out an email to cancel school.

In the event of a potential emergency, including but not limited to missing children, evacuation of the school in the event of fire, natural disaster, loss of power, heat and hot water, etc. CCPDS children will be led by foot to either the primary location at the Hamilton-Wenham Community House or the secondary relocation at Cutler Elementary School. CCPDS staff will initiate emergency phone tree to inform parents of the children's location. A comprehensive emergency evacuation plan is available in the office.

CCPDS practices a monthly safety drill to familiarize the children with the various escape routes and designated outside meeting places. Teachers are responsible for assuring that no child is left in the facility after a safety drill.

If you would like any information on our compliance history, please call EEC for more information.

### **DEPARTMENT OF EARLY EDUCATION AND CARE**

360 Merrimack Street, Bldg. 9, 3<sup>rd</sup> Floor, Lawrence, MA 01843

Phone: 978-681-9684

### **PARENT INFORMATION**

Your support and cooperation are an integral part of our program and are greatly appreciated. The following information is provided for the benefit of your children.

- a) Please be **prompt** both at drop-off and dismissal. Arriving late in the morning or being consistently last at pick-up can be very disconcerting for the child. We appreciate your cooperation. Parents will be charged a \$10.00 late fee for every 10 minutes past pick up time.
- b) Do not leave younger siblings in the car when escorting your child into the school.
- c) Newsletters and notices will be sent home with your child. Please check you child's folder on a daily basis. Take the time to read the announcements. These will help keep you informed of your child's school activities.
- d) Check your child's cubby and mailbox every day.
- e) Please volunteer to help as needed in special classroom projects. Parents are encouraged to visit the program and/or to their child's room at any time while their child is present.
- f) In order to stay informed and up to date, please attend Parent Night and the Parent Conferences that are held throughout the year.
- g) Personal toys may NOT be brought from home. We cannot be responsible for lost or broken articles.
- h) Guns, war toys, or other toys of destructions and cartoon inspired toys are not encouraged in the school. Please leave these at home.
- i) Teachers appreciate feedback about your child's experience at school and any changes at home that might affect their performance.
- j) Keep your tuition payments up-to-date and mark on the check or envelope the date and the child's name for which payment is being made. Please be reminded that there is a \$25.00 fee for checks returned by the bank.

- k) Parents are responsible for transporting their child to and from CCPDS or arranging transportation with another parent or adult. **No child will be allowed to leave with someone other than the parent unless such instructions have been left in writing.**
- l) Refer to Appendix (page 20) for a description of parental rights, according to Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts in which rules and regulations for licensing are outlined.
- m) We cannot allow parents to take photographs in the classroom or school sanctioned events with personal cameras or phones. CCPDS will provide a school camera for teachers and parents who are taking pictures for documentation.
- n) We do not encourage social media relationships between parents and staff. Thank you for your cooperation.

## **VOLUNTEER/INTERN PLAN**

We encourage parents to volunteer in the classroom. Parents must arrange with the teachers a visit and no volunteer will be left unattended with children.

Throughout the year CCPDS will have student interns from the Hamilton-Wenham Regional High School and Gordon College. Parents will be notified when students will be in the classroom and no intern will be left unattended with the children.

## **CLOTHING**

Be sure that your child's clothing and shoes are:

- Comfortable, washable and allows for self dressing
  - **Marked with child's name**
  - Appropriate for arts and crafts (paint smocks are provided)
  - Appropriate for the playground as well as creative movement each Monday, sneakers are preferred.
- Flip flops are not permitted at school.**

When the weather is cold, always:

- Send in mittens, hat and a sweater to layer over clothes (classrooms are warm, often an undershirt and shirt are enough for indoors). We do go out most days.
- Have your child bring in snow pants and boots. Shoe boots become too warm if worn all day. Please bring alternative shoes for indoors, but not slippers.

When it rains, always:

- Send in a raincoat with a lightweight sweater to protect from the chill.
- Please leave umbrellas **AT HOME**. Umbrellas are unsafe in a group of children.

## **SNACKS:**

We provide healthy snacks such as fruit, crackers, cheese, muffins, vegetables (in appropriate sized pieces), dip, mini-bagels, etc., orange juice, milk and water also are available.

If your child requires a special diet, has food restrictions and/or food allergies, let us know in writing. We will try to accommodate such requirements, but may ask parents to assist in providing food as needed.

A weekly snack menu will be posted in each classroom for your information. Ingredient labels from each of the items offered are available in each classroom if you would like to review them. You may choose to send an alternative snack with your child if you prefer. In this case, please give the snack to the teacher along with a note.

A simple prayer is said before snack in each classroom.

### **PEANUT-FREE ENVIRONMENT:**

**CCPDS is a peanut free school and will continue to adhere to this policy. We adhere to a strict no food sharing, no utensil trading policy at snack and at lunch. Each year the nut policy will be determined based on the severity of the allergies in individual classrooms and whether food processed in a plant with nuts will be permitted. Please consult the director with any questions regarding the Day School peanut policy.**

**LUNCH:** (Pre-K classes, Afternoon Enrichment & Adventure Friday)

Please pack a nutritious lunch and drink that is ready to eat. We cannot refrigerate or heat up your child's lunch.

**BIRTHDAYS:** Children love to celebrate their birthdays with friends at school. Birthdays are celebrated during snack time with a crown and song. Party invitations at school may be distributed only if all classmates are included.

### **FIELD TRIPS:**

The children will be going on occasional field trips in the local area. We are dependent on parents to provide transportation. We must have a signed permission slip for your child to accompany us on any field trip. Teachers bring First Aid kits and the children's emergency medical forms. Teachers are NOT allowed to transport children due to insurance and liability. The Teachers and Director will be in contact via cell phone in case of an emergency.

### **VOLUNTEER OPPORTUNITIES**

#### **▪ COMMUNITY OUTREACH COMMITTEE**

The committee's primary objective is to reach out to the community, primarily young children and their families, and in doing so make aware our own CCPDS children of the needs of others in our community. We sponsor numerous projects over the year to meet this objective, including food drives for Acord and clothing for Beverly Bootstaps. Look for information during the year on ways to help with these causes.



- **FUNDRAISING COMMITTEE**

This committee works throughout the year to raise funds for specific enrichment programs, our scholarship fund, and items that directly impact the children's experience at school. Our largest fundraising event occurs in the spring; there are numerous ways parents can pitch in to ensure its success.

- **PARENT REPRESENTATIVES**

Each classroom has two volunteer parent representatives. They provide assistance to the teachers in coordinating field trips or special events and may be asked to help schedule parent volunteers for specific projects in the classroom. Parent representatives facilitate class-wide participation in our fundraising, social and community outreach programs which are carried out throughout the school year.

If a parent volunteers in a classroom on a weekly basis, CCPDS will require an EEC Background Record Check. Volunteers will be under direct supervision of an EEC qualified teacher at all times. The dates, hours of service and responsibilities of each volunteer will be documented. Volunteers will receive appropriate orientation, supervision and training.

## **PARENT TEACHER COMMUNICATION**

Placing your child in our program requires a partnership between parents, teachers and the Director. We encourage open communication and will give parental concerns serious consideration at all times. Parents are encouraged to raise any issues concerning their child with the teachers or the Director.

Please keep the teachers informed of any events at home that might help them better understand your child. Our teachers will in turn keep you up-to-date on your child's activities. Conferences regarding your child's progress will be arranged mid-year and at the end of the school year. Teachers or parents may request additional conferences throughout the school year. We need your cooperation and input to ensure the most positive experience for your child.

You will be referred to professionals who provide additional services if we feel that it is so indicated.

## **CHILD GUIDANCE POLICY**

Teachers use behavior management techniques such as setting reasonable, positive, and responsive expectations. Choices are offered as well as the opportunity to express feelings. It is our policy to discipline "with love" and in a positive manner. Teachers are sensitive and understanding in meeting the individual child's needs.

Should any behavioral concerns arise, teachers will first communicate with parents to resolve the situation, and, if they feel it necessary to discuss the situation again, include the Director to work out the issue. A referral to a professional will be made if it is in the best interest of the child to do so.

Christ Church Parish Day School PROHIBITS the following disciplinary methods:

- Excessive timeout – timeout will not exceed one minute for child’s age and will take place within an educator’s view.
- Any use of corporal punishment
- Any cruel or severe punishment
- Verbal abuse of children, including severely yelling at a child
- Withholding of food as a form of punishment
- Humiliation
- Punishment for soiling, wetting or not using the toilet
- Restraint while sleeping or resting

The teachers at CCPDS are mandated by State of Massachusetts to report any incidents of suspected child abuse and/or neglect to both the Department of Social Services and the Early Education and Care department. The Director shall notify immediately after filing a 51A report or learning that a 51A report has been filed alleging abuse or neglect of a child while in the program. We reserve the right to discontinue school privileges and services to any family that does not abide by the school policies determined by the EEC bylaws.

## **HEALTH CARE POLICY**

*PLEASE SEE HEALTH CARE POLICY PROCEDURES AND POLICIES LOCATED IN THE APPENDIX SECTION OF THIS HANDBOOK.*

Our teachers have been trained in first aid and CPR and have taken the EEC e-training: 5 Rights of Medication Administration. This medication training will be renewed each year either individually online or at a staff meeting.

Administration of prescription or nonprescription medication to your child is dictated by a very specific policy (see appendix). It is the parent’s responsibility to keep us informed of any allergies your child may have. Each classroom will keep an updated confidential allergy list with a picture of each child on prescription medications.

**No child will be allowed in school without a current, signed medical form.**

No child who has a diagnosed, communicable disease or illness will be admitted to school. A notice is sent home with your child when any communicable disease or illness has been introduced into the school will notify all parents. Notification will also be posted on the parent board.

If a child contracts head lice, he/she is not permitted to attend the school until a shampoo treatment has been administered at home and her hair combed with a fine tooth comb for removal of all nits. Re-admittance to school will require a meeting with either the Director or Lead Teacher for a head check.

If your child is not feeling well, please keep him/her at home to protect your child’s health as well as the health of the other children. Any child with a fever should be kept at home until the

fever is gone for **at least 24 hours**. If your child is placed on antibiotics, they should not return to school for **24-48 hours**.

We recognize the difficulty faced by parents when children become sick. We do not have the facilities or staff to care for sick children. To help prevent illnesses from spreading to others, we ask that you keep your child home if he/she has:

- a) a fever over 100° F or has had such a fever within the last 24 hours;
- b) signs of possible severe illness including unusual lethargy, irritability, persistent crying, difficulty breathing, or a stiff neck;
- c) **diarrhea or vomiting within the last 24 hours** of coming to school.
- d) a significant runny nose and cough;
- e) mouth sores with drooling unless a physician has determined that the sores are not contagious;
- f) a rash unless a physician has determined that it is not a sign of a communicable disease (diaper rashes excluded);
- g) any of the following diseases until **24 hours after treatment** has begun: conjunctivitis, lice, impetigo, strep throat, pin worm, ring worm;
- h) scabies or tuberculosis, until a physician's statement has been obtained stating that the child is not contagious;
- i) chicken pox or shingles, until all lesions have dried and crusted over (at least 6 days);
- j) Hepatitis A, until the school's health care consultant approved appropriate methods to protect all children and staff.

If any of the above conditions develop while a child is in our care, a parent will be contacted. If a parent cannot be reached, we will call those listed on the Emergency Contact form. For the protection of the other children and staff in our school, we ask that children be picked up as soon as possible.

If your child cannot fully participate in our program due to a current medical condition (including outdoor time), he/she should remain at home.

**Please notify the school when your child is going to be absent, especially if the child has a communicable illness. Please also notify the school if your child will be coming to school late.**

## **EMERGENCY FIRST AID POLICIES & PROCEDURES**

All of our teachers are required to maintain a First Aid certification. We also have at least two teachers on the premises during school time who are certified in CPR. Teachers administer simple first aid to children who experience minor injury. Parents are informed of an injury with a written accident form when they pick up their child.

Parents are called immediately in cases of more serious injury after calling for emergency service (911). The emergency contact person named in the child's medical release form is called if neither parent can be reached. **IT IS IMPERATIVE THAT PARENTS KEEP ALL**

**TELEPHONE NUMBERS IN THEIR CHILD'S RECORD UP TO DATE.** A teacher will continue to call the child's parent until they are reached.

If medical attention remains imperative, we will call your child's pediatrician and one of the teachers or Director will accompany your child by ambulance to the nearest hospital.

### **PICK-UP POLICY**

As part of the enrollment process, we asked you to indicate who has your permission to pick up your child from school. It is very important for your child's safety and welfare that both your child and the teachers are aware of any changes that might occur. The school must be informed of any changes to the regular pick-up person. When signing in your child any change in the pick-up should be indicated. For last minute changes a telephone call to the school is acceptable if made prior to pick-up. The person picking up should be prepared with photo ID for verification, in some cases.

### **LATE PICK-UP POLICY**

Children are to be picked up promptly at their appropriate dismissal times:

- |                                       |                              |
|---------------------------------------|------------------------------|
| a) Orange/Green Room                  | 11:45 a.m.                   |
| b) Yellow Room                        | 11:45 a.m. & 1:00 in January |
| c) Blue / Red Rooms, Adventure Friday | 1:00 p.m.                    |
| d) Afternoon Enrichment               | 3:00 p.m.                    |

To facilitate smooth transitions to the afternoon programs, pickups must be **prompt**. Upon the second late pick-up, the parent will be informed of the fee schedule. Further late pick-ups will require a late fee paid at that time. The fee is \$10 for each commenced 10 minutes that the parent is late.

If school is notified beforehand regarding a situation that may cause a brief delay, we will, of course, take this into consideration.

### **PLAN FOR TRANSITIONS**

The Director and classroom teachers will meet after receiving parent requests to discuss placement for the following year. Decisions are based on age and developmental appropriateness. CCPDS provides opportunities for children to visit the classroom that they will be in for the next school year.

Children who are leaving CCPDS for public or private Kindergarten will have the opportunity to discuss the transition process in the classroom as well as meeting with Kindergarten teachers. With parents' permission, information between CCPDS and the public/private school will be shared and final progress reports will be copied and forwarded to schools. CCPDS director will

meet with public school principals and kindergarten teachers to discuss transition plans and information will be presented at CCPDS staff meetings.

Please see attached Daily Transition Plan for Early Morning Drop Off and Afternoon Enrichment.

## **REFERRAL PROCESS**

When there are concerns regarding a child, a meeting is set up with the parents to fully discuss the child's needs. If it is determined that support services and/or a more extensive outside evaluation is necessary, the parents are given appropriate resources and referrals for their child. We always suggest that parents discuss their concerns with their family physician. After observing a child for a period, no longer than one month with documented observations, the parent will be contacted for a conference to discuss the observations and concerns. A plan will be formulated with the parents' approval.

If it is determined that the school's teacher can meet the child's needs, the administrator who will be acting as liaison, will develop a written educational plan with input from the child's teacher. The child's parent will review the plan, and upon approval, will sign it.

If an outside referral is deemed necessary, the teacher will share our referral resources with the parent regarding which of the agencies is appropriate, including the local school system for special needs service under Chapter 766. Parents will be notified of their local community's obligation to evaluate children (starting at the age of three) when requested in writing by the parents.

A written record of any referral and the consequent results is kept. These are shared with the child's teachers. The school's Director and/or Administrator have overall responsibility for the implementations of any written plan (i.e. IEP). The school's Director/Administrator has the responsibility for documenting in the child's file, concerns and actions taken on behalf of the child.

A conference follow-up, including the child's parents, Administrator, and classroom teacher shall take place one month to no longer than 90 days after the educational plan has been in place. Every conference shall be documented, signed and dated by the parents.

If, for any reason, a child leaves our school, we prepare information about the child and provide this information to parents upon their request.

If a child with disabilities is accepted into the school, the school will do the following with the parents' consent:

- a) Request information from service provider
- b) An educational plan stating special accommodations for the child will be formulated and a written copy will be provided to the parents
- c) If accommodations cannot be made, the termination process as stated below will be enacted

- d) The school's staff will notify the child's local Special Ed. Administrator in writing that the school is serving a child with disability

If necessary, parents may be requested to provide a dental, vision or hearing exam for their child.

## **TERMINATION AND SUSPENSION POLICY**

Christ Church Parish Day School does not promote termination or suspension of its children from its program and makes every effort to keep children in the program including providing extra teachers or supportive services and/or developing a plan for behavioral intervention at home and in the program. Staff will meet with parents to discuss options other than suspension or termination offering referrals to parents for evaluation, diagnostic or therapeutic services. However, in extreme circumstances the school will terminate a child's enrollment. Extreme circumstances are defined as:

- a) Non-payment of tuition
- b) Program not meeting child's needs. The school has the right to terminate the child's placement if, after several documented intervention attempts and conferences with parents, there is no progress noted or an undue burden is placed upon the school. The school will work closely with the family to find an appropriate placement and will help make the child's transition comfortable.
- c) Safety Concerns. If any situation occurs that undermines the safety of the children and staff of the school, termination will occur.
- d) Uncooperative Parents. If the parent(s) of the child do not respond to suggestions, continually arrive late, and do not follow school policies and procedures, termination will occur.
- e) Failure to follow CCPDS health care policy.

In all cases above noted the school's Director will notify the parents in writing explaining reasons for and date of suspension or termination. Ten days' notice will be given before the child leaves the school. The school's director will prepare the child for suspension or termination in a manner consistent with the child's ability to understand

## APPENDIX

### TOILETING POLICY

1. All children will be supervised in the bathroom.
2. All children and staff will wash their hands and face using running water, liquid soap and will dry themselves with a disposable towel.
3. If a child should soil him/herself, they will be changed and their soiled clothes put in a plastic bag labeled with their name and given to their parent at the end of the day.
4. Any child requiring a change of clothes due to being soiled will use a disposable washcloth for cleaning.

### DIAPERING POLICY

The staff will toilet train children in accordance with the requests of the parents and consistent with the child's physical and emotional abilities. The staff will change a child when his/her diaper is soiled/wet. The opportunity to use the toilet will always be offered.

1. All families will furnish their own supply of disposable diapers. The school will have an extra supply of clean dry disposable diapers for emergencies.
2. Any medications used in relation to toileting skills are to be discussed confidentially with the Administrator.
3. Diapers and necessary equipment needed for diapering will be kept in the classroom.
4. A disposable cover is used on the changing surface for each child and shall be disposed of in a closed container after each individual use.
  - The changing surface will be washed and disinfected after each use.
  - The changing area will not be used for any other purpose.
5. All staff will wear latex gloves when diapering.
6. Diapers will be thrown away in a closed container that is lined with a leak: proof disposable liner. The diaper container will be cleaned as needed.
7. Both the child and the staff member will wash their hands with running water, liquid soap and use disposable towels after each diapering.
8. We will not accept cloth diapers.

### CLASSROOM HEALTH CARE PROCEDURES

#### Health Care Consultant

Christ Church Parish Day School has a designated Massachusetts licensed health care professional who acts as the program's health care consultant.

1. The consultant shall assist in the development of the program's health care policy, shall review and approve the policy initially and at least upon renewal of the regular license, and shall be available for consultation as needed.
2. The consultant shall approve any changes in the policy.
3. The consultant shall approve the first aid training for staff.

#### Administration of Medication

The staff of Christ Church Parish Day School will not administer medication unless the following procedures are strictly adhered to:

1. Prescription Medication
  - a) Written permission from parent or guardian stating time, dosage and name of medication must be brought in original prescription container, with pharmacy's label and doctor's name on the label.
  - b) If the medication cannot be brought in original container, a doctor's note must accompany the prescribed medication, stating name of medication, dosage and time to be administered.
  - c) Parent must sign and complete school's medication permission form.
  - d) Medication will be administered by the classroom teacher and noted in child's medication log and kept in child's folder. **The first dose of medication cannot be administered at the program.**
  - e) Each time a new medication is required, authorization as described above must occur.
  - f) For medications requiring a daily, long-term administration, authorization from both the doctor and parent are valid only for the current school term.
  - g) Each time a medication must be administered the parent will be called PRIOR to the medication being administered. Both the child's doctor and parent must order new authorization.
  - h) Expired or empty medication containers will be given back to parents for proper disposal.

## 2. Nonprescription Medication

The school does not store any nonprescription children's medication. Nonprescription medication is any medication that can be bought over the counter without a doctor's prescription, such as Tylenol, Benadryl, Triaminic syrup, and cough suppressants. It is the responsibility of the parent/legal guardian to deliver the medication to a teacher in charge. No child should handle any medication.

- a) All nonprescription medication must be accompanied by both a doctor's and parental permission form stating name of medication, prescribed dosage, and time to be administered.
- b) Each time a medication must be administered the parent will be called PRIOR to the medication being administered. Both the child's doctor and parent must order new authorization.

### Procedures For Treating Minor Classroom Accidents

- a) Wash wound with soap and water.
- b) Bandage.
- c) Following primary care, an accident report will be completed in duplicate, one copy goes home to the parent and the other is filed in child's folder.
- d) Accident will be logged in school's central injury log.

### Procedures For Providing Emergency Health Care

- a) Staff will assess the child.
- b) If injury is minor, first aid will be administered by a trained staff member, an accident report will be filled out and given to the parent for signature. A copy of the report will be made. The original will be given to the parent and the copy will be put in the child's file.
- c) If professional health care is needed, a parent or person designated on child's emergency form will be called and asked to take the child to his or her own doctor or the hospital.
- d) If parent or designated person cannot be reached, the school's health care consultant will be called.
- e) If the situation is an extreme emergency, 911 will be called while appropriate first aid or CPR procedures are performed. Then a parent or designated person will be called.
- f) A staff member will accompany the child in the ambulance (if unable to reach parent or designated person) and will bring all pertinent health information and authorization and consent form.
- g) If poison or suspected harmful chemical has been ingested, the Poison Control Center will be called. Then calls to parent or designated person, and ambulance will be called as above.

### Procedures For Infection Control\*

- a) The Staff and children shall wash their hands with liquid soap and running water using friction. Hands shall be dried with individual or disposable towels. Staff and children shall wash their hands at least at the following times:
  - Before eating or handling food;
  - After toileting or diapering;
  - After coming into contact with body fluids and discharges;
  - After handling center animals or their equipment; and
  - After cleaning.
- b) Facilities used for hand washing after diapering or toileting shall be separate from facilities and areas used for food preparation and food service.
- c) All items and surfaces will be disinfected daily using DEEC approved bleach solution or commercially prepared disinfectant as registered by EPA.
- d) Staff will use disposable gloves for any clean-ups involving body fluids and discharges. The affected area will be disinfected and used gloves will be disposed of in a covered container.

\*The administrator will be responsible for weekly monitoring of the Infection Control procedures.

### Field Trip Emergency Procedures

- a) First aid kit will be taken on all field trips.
- b) Field trip information cards containing all pertinent emergency information for each child will be taken on every field trip.
- c) If injury occurs while on a field trip: Staff will assess injury, treat minor ones and call for an ambulance for more serious injuries.
- d) If an ambulance is not available, staff will transport injured child to the nearest medical facility (two staff members will be present if the child is staff transported).



### Caring For Mildly Ill Children In School

Christ Church Parish Day School does not have facilities for caring for and maintaining mildly ill children in school. If a child becomes ill during the course of the school day, the following procedures will be followed:

- a) Parent will be called and asked to take child home. If parent cannot be reached, then an adult previously designated by the parent will be called.
- b) Parents and/or designated adult are expected to respond promptly and take child home.
- c) Child will be isolated with staff supervision and kept comfortable (books and quiet play materials will be offered in director's office or under teacher's supervision).
- d) Rest mat and blanket will be used if necessary.
- e) Food and drink will be offered to child as needed.

### **PARENTAL RIGHTS**

Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including nursery schools). In accordance with this law, the DEEC published the requirements now in effect on May 1, 1997. The licensee must comply with these regulations in order to ensure a minimum level of care for the children serviced by the day care center and/or nursery school. The Licensee (nursery school owner) is required to inform all parents of "the rights of parents" as stated in the regulations at the time of admission of their child to the school.

These rights are as follows:

7.04(4) Parent Visits: The licensee shall permit unannounced visits by the parents to the school and their child's room while their child is present.

7.04 (5) Parent Input: The licensee shall have a procedure for allowing parental input in the development of center policy and programs. The licensee shall provide an explanation to the parent(s) when a parent makes suggestions as to the program or policy of a center and the licensee does not adopt the suggestions. If the parent requests a written response, the licensee shall respond in writing to the parent.

7.04(6) Reports to Parents: The licensee shall, periodically but at least every six (6) months, prepare a written progress report of the participation of each child in the school's records. The licensee shall provide a copy of each report to the parent(s) or meet with them at least every six (6) months to discuss their child's activities and participation in the school. In addition:

1. For infants and children with disabilities, the licensee shall complete a written progress report of the child's development every three (3) months, and provide it to the parents:
2. The licensee shall bring special problems or significant developments particularly as they regard infants, to the parents' attention as soon as they arise.

7.04 (3) Parent Conferences: The licensee shall make the staff available for individual conferences with parents at parental request.

7.04(8) Confidentiality and Distribution of records: Information contained in a child's record shall be privileged and confidential. The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed. The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two consecutive business days after the initial request without the consent of the child's parent(s). Upon such a request for access the child's entire record, regardless of the physical location in its parts shall be made available. The licensee shall establish procedures governing access to, duplication of, and dissemination of such information and shall maintain a permanent, written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or part, shall, upon each instance of dissemination or release, enter into the log the following: his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of the portions of the record which were disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parent(s) and school personnel responsible for record maintenance.

7.04(11) Charge for Copies: The licensee shall not charge an unreasonable fee for copies of any information contained in the child's records.

7.04(9) Amending the Child's Record:

1. A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record,
2. A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedure described below:
  - If such parent(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, he shall have the right to have conference with the licensee to make his objection known:
  - The licensee shall, within one week after the conference, render to such parent(s) a decision in writing stating the reason or reasons for the decision. If his decision is in favor of the parent(s), he shall immediately take steps as may be necessary to put the decision into effect.

7.04(10) Transfer of Records: Upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies, when the child is no longer in care.

**Notification to Parents:** The licensee shall notify the parent(s) in writing of these provisions at the time of the child's admission to the school and thereafter, at least once a year.

## **CONTINGENCY PLANS FOR EMERGENCY SITUATIONS**

IN THE CASE OF A FIRE OR SITUATION (chemical spills, bomb threat) NECESSITATING EVACUATION OF THE BUILDING: The posted evacuation procedure in each classroom will be followed and the children will be brought to the nearest shelter: The Community House of Hamilton-Wenham.

IN THE CASE OF A NATURAL DISASTER: If there is short warning, the children will all be moved to the basement area under the chapel known as the Undercroft. **In the event of a declared state of emergency there is no school.**

IN THE CASE OF A POWER OUTAGE, LOSS OF HEAT, LOSS OF WATER: Christ Church Parish Day School will be closed in the event of a power outage, loss of heat or loss of water. Parents will be notified by use of a class Emergency Phone Tree that is set up each year.

**TRANSITION PLAN FOR  
EARLY MORNING DROP OFF AND  
AFTERNOON ENRICHMENT**

Monday thru Friday 8:30-9:00am

TIME TABLE

- |      |  |
|------|--|
| 8:30 | Children arrive through Parish Hall with parents and go to Early Morning Drop room down next to the Yellow Room.                       |
| 8:55 | Mrs. Chmura takes children to Red/Blue classrooms and Mrs. Buckler takes O/G/Y children to Yellow/Green/Orange classrooms for sign in. |

Monday, Tuesday, Wednesday and Thursday... 11:45-3:00

TIME TABLE

- |            |   |
|------------|---|
| 11:45      | O/G/Y teachers help with dismissal and settle child staying for Lunch Bunch and Enrichment.                                   |
| 11:50-1:00 | Teachers stay with all Orange, Green and Yellow room children for lunch bunch until they are dismissed home or to Enrichment. |
| 1:00       | R/B teacher or Mrs. Chmura brings Red/Blue Afternoon Enrichment children to the Green or Yellow Rooms and signs them in.      |

**IN THE AM WHEN CHILDREN ARE SIGNING IN, PLEASE HAVE PARENT INDICATE ON SIGN-IN FORM IF CHILD IS STAYING FOR AFTERNOON ENRICHMENT AND WHO IS PICKING UP.**

Drop in must be 24 hr ahead, with completed form and fee.

**08/29/2018**

## **Christ Church Parish Day School**

### **TRANSPORTATION PLAN**

CCPDS transportation plan has been written with the children's safety first and parent convenience second. We appreciate your cooperation. Parents/Guardians are responsible for arranging transportation for their child to and from school. All children must be transported in legal restraints.

#### **Red/Blue Rooms**

8:55am – 1:00pm

1. Use the main entrance to the Church lot. Drive around back, park within designated parking spaces and turn off your car. Please do not park in the spaces between the two buildings.
2. Holding your child's hand, walk him/her into the classroom.
3. After you have spoken to your child's teacher and **documented your arrival time** on the attendance sheet, say a quick goodbye to your child. Please make notes regarding Afternoon Enrichment, pick up changes, etc. on the attendance sheet.
4. Exit the parking lot using the road adjacent to the Red/Blue playground.
5. Children are dismissed from their respective playgrounds unless notified.
6. Form a single line of cars, starting at the Red/Blue playground entrance.
7. Remain in your vehicle and a teacher will bring your child to you.
8. Buckle your child in, then exit using the road adjacent to the Red/Blue room playground.
9. Walkers/Bike Riders – Please walk to the playground to have your child dismissed. Hold your child's hand as you leave.
10. In case of inclement weather, the children will remain indoors and will be brought to your vehicle in the pick up line.
11. For Afternoon Enrichment pick up, park and walk to the small playground to pick up your child or the Parish Hall if there is inclement weather.

#### **Orange/Green**

8:55am – 11:45am

1. Use the main entrance to the Church lot. Drive around back, park within designated parking spaces and turn off your car. Please do not park in the spaces between the two buildings.
2. Enter Parish Hall using double doors by small playground. Holding your child's hand, walk him/her into the classroom.
3. After you have spoken to your child's teacher and **documented your arrival time** on the attendance sheet, say a quick goodbye to your child. Please make notes regarding Lunch Bunch and Afternoon Enrichment, pick up changes, etc. on the attendance sheet.
4. Exit parking lot using the road adjacent to the Red/Blue playground.
5. Children are dismissed from the small playground unless notified.
6. Please park your car and walk to pick up your child.

7. Buckle your child in, then exit via the circle or the road adjacent to the Red/Blue room playground.
  8. In case of inclement weather, the children will remain indoors and will be brought to the Parish Hall for pick up.
  9. For Afternoon Enrichment pick up, park and walk to the small playground to pick up your child or the Parish Hall if there is inclement weather.
- At pick up and drop off, no child is to be left unattended in a car.
  - Once children are dismissed to a parent/child care provider, the school is no longer responsible.

### **Yellow Room**

8:55am – 11:45am September-December  
8:55am- 1:00pm January- June

1. Use the main entrance to the Church lot. Drive around back, park within designated parking spaces and turn off your car. Please do not park in the spaces between the two buildings.
  2. Enter Parish Hall using double doors by small playground. Holding your child's hand, walk him/her into the classroom.
  3. After you have spoken to your child's teacher and **documented your arrival time** on the attendance sheet, say a quick goodbye to your child. Please make notes regarding Lunch Bunch and Afternoon Enrichment, pick up changes, etc. on the attendance sheet.
  4. Children are dismissed from the small playground.
  5. Please park your car along the circular driveway at the front of the church and walk to pick up your child.
  6. In case of inclement weather, the children will remain indoors and will be dismissed from the front porch.
  7. For Afternoon Enrichment pick up, park and walk to the small playground to pick up your child or the Parish Hall if there is inclement weather.
- At pick up and drop off, no child is to be left unattended in a car.
  - Once children are dismissed to a parent/child care provider, the school is no longer responsible.

#### Field Trips:

The transportation plan for field trips can be found in your handbook.