

The New Nursery School Parent Handbook



The New Nursery School

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About Us

The New Nursery School (NNS) of the United Church of Christ, Norwell, was founded in 1977 as a mission of the church. The school is owned by the Church and is operated by a Board of Directors, made up of parents of current students and Church member(s). The school is nondenominational and licensed by the Department of Early Education and Care (EEC) of the Commonwealth of Massachusetts. The role of the New Nursery School is to teach and guide children to discover what it means to be a unique person with individual talents and gifts.

The New Nursery School does not discriminate on the basis of religion, national origin, cultural heritage, race, gender, age, political beliefs, sexual orientation, marital status, toilet training status or disability in its admissions or hiring practices. It is our goal to recognize and respect each person's individuality.

Mission

"The mission of The New Nursery School of the United Church of Christ, is to provide a safe, developmentally appropriate, and nurturing learning environment in which children are encouraged to discover and explore who they are as well as the world around them. The New Nursery School strives to provide a sense of community for children and parents in which love, support, and respect for self and others will maximize all of the child's social, emotional, physical and cognitive growth."

Our Philosophy

Each child is a person of worth deserving of our love and respect. Each child is unique with his/her own needs, interests, abilities and individual development. Each child is a creative person who needs opportunities to experiment with a variety of materials and to develop social skills in an age-appropriate setting.

Self-awareness is a developmental process, which occurs best in an atmosphere of acceptance and understanding. To facilitate maximal learning and development, children need a stimulating environment, which will lead them to construct their own knowledge of the world around them.

No behavior is meaningless; freedom to express feelings in positive ways is important. Children need to learn to recognize, accept and understand their own feelings and those of others. This is done in an appropriate environment with the love, respect, and support necessary to maximize all areas of growth.

Enrollment Policy

Every family is encouraged to tour before enrollment time to meet with the Director and teachers; view our facility and observe a classroom in action. Beginning in January, applications are accepted on a first come-first served basis from the following:

1. Children who are presently enrolled
2. Siblings of currently enrolled students
3. Members of the United Church of Christ, Norwell
4. Alumni of former students
5. New families

If there are insufficient spaces available to accommodate all applicants, spaces are filled by a first-come, first- served format. The remaining names are placed on a waiting list and families are notified, as space becomes available. The school retains the right to balance classes in the best interest of the children and teachers.

* Any families with tuition payments in arrears are not eligible for enrollment until the outstanding balance has been paid. If financial assistance is required, please contact the Director.

A non-refundable registration fee of \$75.00 (\$125 family max) is due at the time of registration.

Payment Options and Fees:

1. A non-refundable security deposit equal to the first month's tuition will be due after registration. If this deposit is not paid, your spot will be released should there be a waiting list for the class.
2. Families may choose to pay tuition in one up-front yearly payment; two payments, each semester; or monthly payments. If paying monthly, the next payment will be due Sept. 15th. Tuition is payable by check or credit card. A processing fee will be added to every credit card and ACH transaction. At this time NNS only accepts Master Card and Visa. No phone payments can be accepted.
3. If a parent is chronically late (more than 15 minutes) picking up their child, a fee of \$1.00 per minute will be owed. Tuition fees are not refundable except in special circumstances. Please see WITHDRAWAL POLICY.
4. Tuition must be up to date in order for a student to enroll in lunch bunch.
5. A child will not be permitted to enroll for a new school year if they are not up to date with tuition for the prior school year.

The following forms must be completed prior to the commencement of the school year, and if the proper forms are not completed and submitted prior to the start of the school year, the student will not be permitted to attend school until such forms are submitted:

1. Up to date Immunization Record, signed by a physician only. If a family for religious or medical reasons chooses not to vaccinate, a letter from the parent and physician is necessary
2. A recent Physical, within the last year, signed by a physician only
3. Evidence of a Lead Screening
4. Registration Form
5. Developmental History Form
6. Pick-Up Authorization
7. First Aid and Medical Consent
8. Child Care Enrollment Form
9. Authorizations and Consent Form
10. Signed Enrollment Agreement

Financial aid is available for Prekindergarten children by submitting an application to The New Nursery School Board of Directors by March 1st of the enrollment year. All applications are confidential. Please contact the Director for more information.

Entrance Requirements

Children enrolled in the Toddler program must be 2 years old before September 1st.

Children enrolled in the Preschool program must be 3 years old before December 1st.

Children enrolled in the Prekindergarten program must be 4 years old before December 1st.

Class Schedules

The New Nursery School is in session five days a week with morning and afternoon class options. Fees are outlined in the registration brochure and online.

PROGRAM	DAYS/TIME
Toddler	Monday/Wednesday 9:00 - 11:30 a.m. Tuesday/ Thursday 9:00 - 11:30 a.m. Tuesday/Thursday 12:30-3:00 p.m.
Preschool	Monday/Wednesday 9:00 - 11:30 a.m. Tuesday/Thursday 9:00 - 11:30 a.m. Tuesday/Thursday 12:30 - 3:00 p.m.
Prekindergarten	Monday/Wednesday/Friday 9:00 - 11:30 a.m. Tuesday/Thursday/Friday 9:00 - 11:30 a.m. Monday/Tuesday/Wednesday/Thursday 12:30 - 3:00 p.m. Monday/Wednesday/Friday 9:00 a.m. - 2:00 p.m.
Wednesday Enrichment Day <i>(Can be added to a T/Th PS class)</i>	12:30 - 3:00 p.m.
Friday Enrichment Day <i>(Can be added to any PS class)</i>	9:00 - 11:30 a.m.

Extended Day, Early Drop-Off And Lunch Bunch

With Early Drop-Off, all enrolled children, are able to arrive at school earlier than the usual 9:00 a.m. start time. Early drop-off is available between 8:30 and 9:00 a.m. The cost is \$5/day.

Lunch Bunch begins in mid-September. Lunch Bunch is an option for enrolled children, age 3 and over, to stay at school, on an enrolled day, for an extended period of time to eat lunch and play. Students in the morning classes stay later until 12:30, 1:00, or 2:00 p.m. (Fridays only) and students in the afternoon classes arrive at 11:30 a.m. The child needs to bring his/her own lunch, including a drink. Refrigeration of lunches is not possible, so please pack a small cold pack with your child's lunch if required.

No soda or candy please (for more information on our Healthy Food Policy, please see your Parent Handbook). This lunch must be **tree nut-free and peanut-free**, which includes “made in a facility” or “shared equipment” with peanuts and/or tree nuts. If your child has food allergies and you have any questions or concerns, please feel free to speak to the Director or to any staff member and/or consult our Allergy Policy.

Please pack a toothbrush for your child to brush his/her teeth (with water, not toothpaste) after having eaten his/her lunch. Children are not forced to brush their teeth. Parents can opt out by signing an Oral Health Non-Participation Form, which is available in the office. Please speak with your child’s teacher or the Director if you have questions or concerns regarding your child’s potential readiness for our extended day program.

How to Sign Up for Lunch Bunch and/or Early Drop-Off

Lunch Bunch may be signed up for on a monthly basis. These forms include date and time options to choose from each month. Lunch Bunch spaces are filled on a first-come, first-served basis. The total number of spaces offered is guided by state regulations regarding staff/student ratios. For any last minute requests, please do not hesitate to ask our Director or Administrative Assistant. We know life can be unexpected and we can try to accommodate last minute needs, but switching days and times is strongly discouraged. No make-ups and no refunds will be issued for Lunch Bunch. It is our goal to accommodate your family’s needs to the best of our ability. The Lunch Bunch/Early Drop-off Form due dates are listed on the online calendar, usually the middle of the month for the next month. Lunch Bunch sign ups will be completed using the parent portal.

The following is a list of our Lunch Bunch offerings:

Monday - Friday:	11:30 a.m. - 12:30 p.m.	\$12/day
Monday - Friday:	11:30 a.m. - 1:00 p.m.	\$16/day
Fridays Only:	11:30 a.m. - 2:00 p.m.	\$22/day

Unlike Monday through Thursday, any enrolled child over the age of 3 can attend lunch bunch on Friday; regardless of whether that child attends school on Fridays.

Lunch Bunch Payment

Lunch Bunch will be billed at the end of each month. Payments can be made in via check, made out to The New Nursery School, or through online payments using the parent portal. Credit card and ACH payments are subject to a processing fee. We can only accept Master Card or Visa. The amount paid must reflect the cost for all of one's Lunch Bunch choices. Once the payment is made and the child(ren) has secured the space(s) which has been requested, there are no refunds, no make ups and no switching. Staffing decisions are made based upon the amount of children that have signed up. If you have signed up and know that your child will not be able to attend, please alert us so we can give the space to another child if needed.

*If you are more than 1 month behind in tuition payments, your child will not be permitted to sign up for or participate in lunch bunch.

Tooth Brushing

Any child who attends Lunch Bunch will be encouraged to brush their teeth. Please provide a toothbrush, labeled, to leave at school. Children will not be forced to brush their teeth and a parent can opt out by signing an Oral Health Non Participation Form, which is available in the office.

Transition Plan

Our young children will stay with their class grouping from September through June for the school year. In September, we hold orientation days for children and parents. Children come for a shortened class session and parents meet separately for an orientation to talk with the Director, meet member(s) of the Board of Directors, share a conversation about policies and procedures, and receive necessary forms. This is also a time to meet classmates' parents and to arrange car pools.

We will work with the parents to make any accommodations necessary to help a child transition to school. In May, NNS holds a visiting day for our new families to come and visit the school to explore the classroom and meet NNS teachers. The New Nursery School holds an Open House in the Fall and Spring. Children will have the opportunity to visit with their parents and siblings in order to feel more comfortable at school.

In the Fall, The New Nursery School holds Teacher Coffees for parents to learn more about curriculum specific to their child's class, ask teachers questions and connect with other NNS families. In the Spring, The New Nursery School has a coffee for parents to learn about transitioning their child to Kindergarten. There is a bus safety talk and the Prekindergarten children are given the opportunity to experience a school bus ride with their teachers and classmates; which we hope helps both children and parents to get acquainted with the bus and subsequent transition to Kindergarten.

Leaving a Reluctant Child

If your child finds it difficult to be separated from you in a new environment, be patient and understanding. Reassure him or her that you will return soon. If you and the teacher decide you should stay in the room, sit in an inconspicuous spot and wait for your child to engage in an activity. When he/she seems ready, say that you are going and will return soon. When you leave please know that we will contact you if your child needs you.

Do not hesitate to ask the teachers for suggestions. They are immensely experienced in guiding and facilitating a child's separation from his/her parent at drop-off. Routines are very predictable and repetitive in the beginning of the year to aid

in the familiarization of a new environment. In almost every case, the child soon realizes that the New Nursery School is a safe, interesting and fun place to attend. Every child is different in his/her adjustment time and behavior and after a short time most children feel very comfortable at school. Please remember we are here for you and your child and will do all that we can to ease difficult transitions.

Daily Routine and Curriculum

Small class size and low teacher/child ratios allow for individualization of learning. Emphasis is placed on warm interactions between the child and the teachers. We believe children learn best in a caring and predictable environment. This is a place where children can discover who they are and what their world is like, within limits appropriate to their developmental level. Creativity is encouraged through art, music, movement and dramatic play. The emphasis is on problem solving rather than answer-giving, so children can develop a positive self-image and sense of security.

The New Nursery School strives to provide a strong curriculum. Teachers emphasize the importance of play as an integral and developmentally appropriate learning and growing process for children. Teachers create a range of activities and opportunities to touch upon all domains and needs of children's growth and development. Teachers plan curriculum based on weekly, or monthly themes. Themes are school wide and then individualized based on the age and group constitution in each class. Teachers plan together to share ideas and coordinate learning.

The daily routine includes a balance of child and teacher directed activities, as well as group and individual experiences. Children are given choices of a rich, varied assortment of activities in areas such as science, nature, art, math, literature, language, dramatic play, music, sensory, large and small motor and creative movement. Each classroom follows a daily schedule, posted outside each door, which is flexible depending on the needs of the children. Some examples of activities include: free choice time, cleaning up, meeting time, teacher directed activity, outdoor play, snack time, toileting/diapering and hand washing.

Guidelines for Preschool Learning Experiences

The New Nursery School has aligned Preschool and Prekindergarten curriculum with the Massachusetts Guidelines for Preschool Learning Experiences. The Early Childhood Program Standards and Guidelines for Preschool Learning Experiences reflect the Massachusetts Department of Education's commitment to quality, in order to ensure a solid foundation for learning and school success. The role of the early years in a child's development has received a great deal of attention in recent years. Research on brain development supports the value of high quality early childhood education programs for young children, while studies of early childhood education also provide evidence of their benefits. The following principles serve as a guide in understanding and implementing the Guidelines for Preschool Learning Experiences:

- **All young children are capable of learning.** All children are capable of positive developmental outcomes. Teachers at NNS hold high expectations for all young children.
- **Children show individual differences in development.** Although children develop skills and competencies through a generally predictable sequence of milestones, they do not develop them in exactly the same way or at exactly the same time.
- **Knowledge of child growth and development is essential for program development and implementation.** Decisions about appropriate curriculum for groups of children and for individual children are based on knowledge of child development and on careful observation of children at play.
- **Children's language skills are the best predictors of academic success.** Development of children's English language skills are a major goal of our preschool curriculum. Early childhood is a critical time in the development of vocabulary and other language skills. These skills provide the foundation for learning to read and write and for later academic achievement.
- **Developmental domains are highly interrelated.** Development in one domain influences the development of other domains. The interrelationship is considered in planning our preschool programs. For example, mathematical learning may occur on the playground, in dramatic play and while using sensory materials.
- **Young children learn by doing.** Teachers provide opportunities for children to explore materials; to engage in physical activities; and to interact with peers and adults. A balance of child-initiated and teacher-selected activities maximizes the children's learning.

- **Families are the primary caregivers and educators of their young children.** Teachers provide families with the information they need to support their children’s learning and development. Teachers and families also work together to ensure that children are provided with the best learning experiences possible at home and at school.

The Guidelines for Preschool Learning Experiences structure learning through play and meaningful activities in a developmental sequence. The mark of a superior teacher is the ability to select materials and interact with children in ways that help them learn through their own play and these planned activities. Young children are provided with many and varied opportunities to:

- **Plan:** Children consider what they are going to do with materials and how they are going to do it.
- **Play:** Children use materials and equipment in ways that best suit their personal curiosity and understanding.
- **Reflect:** Children recall things that happened to them, reinforcing and questioning their understanding.
- **Revisit:** Children practice skills and replay experiences in many different ways, with each activity refining or modifying previous learning.
- **Connect:** Children, with the help of teachers, connect new knowledge with past experiences, creating links among subject areas and areas of skill development.

Assessment Plan

The purpose of assessing our young children is to design goals for individual children and the class in order to help them grow in all areas of development. Assessment is essential for an accurate picture of the child and all assessments involve parental contributions. It is also necessary for the child to be assessed in the context of his/her family values and culture. Assessments of young children at New Nursery are based on observation and documentation of a child’s behavior in our classrooms and in all areas of the school.

The New Nursery School’s curriculum is based on The Massachusetts Department of Education Guidelines for Preschool Learning Experiences, and therefore our assessments are also based on these guidelines. The assessment allows our teachers to develop curriculum that enhances all areas: social, emotional, physical, and cognitive, as well as speech and language development. The New Nursery School teachers use their knowledge and experience of child development and their careful observations to report and document accurate assessments of each child’s progress.

Twice a year, teachers prepare in-depth reports focusing on each child’s emotional, social, cognitive, language and physical development. NNS teachers use a research based assessment tool, using either the Ages & Stages Questionnaire (ASQ) and/or Pearson Work Sampling System. In the fall, NNS teachers share their assessments via telephone conferences. In the spring, The New Nursery School holds parent-teacher conferences at the school when children are not in attendance. At this time parents may come for a conference with their child’s teacher/s and receive a written progress report. Toddler parents have a choice of an in-school conference or a telephone conference. Parents may request a conference at any time. All observations, documentations and discussions are always confidential. Children with special needs will have a progress report every three months.

At times the teachers and /or the Director may have a concern about a child’s behavior or development in which case we will follow our Social Service and Referral policy.

Ages and Stages Questionnaires

Professionals rely on ASQ for the best developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, the ASQ looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents’ expert knowledge about their children. The ASQ: Gives reliable and accurate results; and makes effective ongoing monitoring of development possible.

Pearson Work Sampling System

The New Nursery Preschool and Prekindergarten teachers use the Pearson Work Sampling System to assess children’s development and plan activities based on the needs of individuals and classes. The Work Sampling System is a

comprehensive approach to evaluate and keep track of your child's learning and progress in school. Work Sampling replaces traditional report cards and standardized tests with a system that helps teachers observe each child, assess his/her work and document his/her achievements.

Work Sampling provides information for parents about what their child knows and can do. Used from Preschool through grade 6, it charts each child's performance in the following areas:

- Personal and Social Development
- Language and Literacy
- Mathematical Thinking
- Social Studies
- The Arts
- Physical Development

The Work Sampling System has 3 interrelated parts:

- **Developmental Guidelines and Checklists:** Lists of age expectations that are used for guiding teacher's observations about each child's achievements in school.
- **Portfolios:** Individual collection of a child's work that shows progress and demonstrates special interests and talents as well as areas in need of development.
- **Summary Reports:** Each child is provided with a profile of his/her school performance based on the checklist observations and Portfolio collection. It includes brief comments from the teacher about the child's progress, strengths and areas of concern and is used for parent/teacher conferences.

Child Guidance

The New Nursery School recognizes that a responsive, warm interaction between young children and their teacher(s) supports a child's growth and development in all areas. Positive discipline teaches and encourages the healthy development of a child's self-esteem. Our teachers praise and call attention to appropriate behavior thereby reinforcing it. Teachers are role models in order to influence, encourage and reinforce children's positive behavior.

Limits, of course, are necessary. We set limits that are developmentally appropriate. When a child behaves outside the limits, teachers stop the action, describe the behavior they see and state their expectations. This helps the whole group understand the guidelines necessary for group living. Our goal is to help the child gain self-control and develop the ability to verbalize feelings and ideas so that problem solving can be done by talking with others rather than by physical means. At times, when appropriate, teachers may encourage children to negotiate rules for a play situation or for the entire class to follow. This negotiation procedure models problem-solving abilities.

Our staff continually assesses the effectiveness of their limit setting strategies. They will also consider cultural differences as they can impact behavioral issues. Corporal punishment, humiliation, verbal abuse or cruel or severe punishment are NEVER acceptable discipline techniques at The New Nursery School. No child shall ever be denied food or drink nor will they be force fed as a punishment. No child shall be punished for soiling, wetting or not using the toilet.

If a child needs a few minutes of quiet time to regain control, he or she will sit with a teacher in a quiet area of the room. On occasion, the child may sit with the Director in the room or Office until calm and ready to return to the group. We stress that this is a time to relax and feel better before returning to an activity. If a child is truly distraught and cannot regain control or be calmed, the parent may be asked to pick up the child early. A meeting with parents explaining the child's difficulties and seeking parent input will follow.

Parents are informed of all behavior and discipline issues as soon as possible so parents and teachers can work together to help the child.

If you have specific concerns regarding behavior management techniques, we urge you to discuss them with your child's teacher and/or the Director.

Withdrawal Policy

If the Director of the New Nursery School and the parents agree that it is in the child's best interest to no longer attend the school, the contract will be terminated with no penalty. Tuition will be refunded on a pro-rated basis.

If the child is withdrawn for other reasons, the parents are liable for the semester's tuition. No refund will be made.

A child may be asked to leave New Nursery School if the school determines it cannot meet the child's developmental needs or if the child's health and safety, or those of other children, cannot be assured at the school. Every effort will be made, however, to keep the child at school. This will include meeting with parents to state concerns and suggest referrals and/or other appropriate resources for parents and child. A plan and timeline will be developed by the parents, teachers, and Director to improve the problematic behavior and thereby retain the child and family. Please refer to Social Service and Referral Policy. If parents refuse or fail to follow through with the school's planned suggestions and requests, the child may have to be withdrawn. This will be a last step only after all other communication with and assistance to parents has failed. A written record will be kept by the Director of all actions taken to help parents and child and will be kept in the child's record. Children may also be asked to leave the school if tuition is more than three months in arrears and an agreed upon payment plan is not being followed.

It is always our goal to keep the child at school, and we will work in good faith with parents to achieve this. Any expulsions will be reported to EEC in a timely manner as per state regulations.

Suspension Policy

The New Nursery School may need to terminate a child from one of our programs in accordance with our Withdrawal Policy. We will only do this when it is in the best interest of the child or the other children in the class. We do not suspend children from our programs. We will try to meet everyone's needs. Whenever a child leaves our program for any reason, we will prepare the child for departure. We will discuss going to a new school and/or what it is like to have changes in routines. The teachers will make every effort to make departures as easy as possible for the child. Parents, teachers and the Director may meet to discuss and plan the best way to handle the transition.

Health Care Policy

We hope that our parents will be considerate of all children and teachers and will not send a child to school if he or she might be contagious. Please follow the 24-hour Symptom free rule. If your child has been ill with a fever, diarrhea or other contagious disease, such as, but not limited to head lice, conjunctivitis, strep throat, he/she should not return to school until he or she is no longer contagious (at least 24 hours). Please keep in mind that your child should be ready for the full school program, which includes active outdoor play. All teachers are on the playground with the children and it may be difficult to make arrangements to supervise one child indoors.

If your child becomes ill during the school session, the parent or emergency contact designated on the intake form will be notified. We will comfort the child and provide one-on-one supervision if possible, usually in the Office. The child needs to be picked up within one-half hour of the phone call.

In the case of an incident resulting in serious injury, a member of the NNS staff will call appropriate first responders, including 911. In the case an ambulance trip is necessary, the child will be taken to South Shore Hospital, accompanied by his or her teacher. The parent will be notified immediately. The Department of Early Education and Care will be notified by the school if any serious injury occurs while a child is attending school. If the accident is not life-threatening, we will comfort the child as best we can until we can reach a parent.

First Aid for minor injuries is given at school by the NNS staff. All teachers are certified in First Aid. In addition, there is at least one staff member on site at all times who is certified in Infant/Child CPR. All staff members are required to have current CPR training.

To ensure the health of all children and to comply with state law, a standard medical form no more than 1 year old must be completed by your doctor and returned to the New Nursery School by the first day of school. Failure to do so will delay your child's entrance.

Attendance at school increase's one's risk of exposure to many communicable diseases. Immunizations and boosters must be up to date and included on the required medical form. Isolation requirements from the State Department of Public Health are as follows:

- Chicken Pox: 1 week from appearance of rash
- Mumps: 1 week from onset
- Measles: 1 week from appearance of rash

In the unusual event that your child must receive medication during the school session, you must complete a "Medication Authorization" form to be kept on file in the Office.

All NNS staff using the EEC regulations will follow proper hand washing procedures. Teachers will also use hand washing time as a learning opportunity for young children, teaching them the proper way to wash hands and stay healthy.

Allergies

Parents are responsible for notifying the staff and Director of any allergies (to foods, medication or other materials) their child does have. All staff members will be notified of children's allergies and instructed to avoid these products. A list of allergies will be posted in each classroom and in the kitchen. Children with allergies must complete all necessary paperwork before entering school. These forms are required by the Department of Early Education & Care and must be signed by a parent/guardian and physician. If the child has a severe allergy, which requires an Epi-Pen, parents MUST provide the school with a current, not expired Epi-pen, to leave at school in the NNS office.

Administration of Medication Policy

It is the policy of the New Nursery School of the United Church of Christ, Norwell to have all educators trained in our emergency procedures, our evacuation procedures, First Aid, CPR, and medication administration procedures. All educators will be trained through the EEC in Medication Administration. This training requires educators to verify and document the following: 1) the right child receives the proper dosage; 2) the correct medication has been dispensed by the proper method; 3) the medication has been dispensed at the correct time.

All educators will be trained to recognize common side effects and adverse interactions among medications, as well as potential side effects of specific medications being administered in our program.

The New Nursery School will administer only prescription medications or those non-prescription medications ordered by the child's health care practitioner.

All medications must be provided by the child's parent. All medications must be in their original dispensed containers with original labels affixed, including the pharmacy's original prescription. Prescription and non-prescription medications must have proper documentation per EEC State regulations. All medications will be administered in accordance with the physician's written orders or the pharmacy's prescription label.

Medications will be stored out of reach of children in the New Nursery School office. They will be kept in accordance with the proper conditions for each medication. A standard measuring device will be used to administer medications. No educator will administer an original dose of any medication with the exception of a prescribed EPI PEN. Unused, discontinued, or out of date medications will be returned to parents for disposal. All medication administrations will be recorded in compliance with EEC Regulations (606 CMR 7.00). Parents will be notified of any medication administrations. Medication logs will be available to parents.

A copy of the School's complete Health Care Policy is posted in the Office and is available to parents upon request.

If your child will not be in school, for any reason, please call the Office to notify the school. If we do not hear from you, we may call you to verify your child's absence.

The Director will examine the accident/incident log kept at school on a regular basis to ascertain any problem areas that need correction and to take action on those areas if any. The Director can also be used as a resource for information on mental health, nutrition, dental hygiene, and other health care concerns or referrals.

Diapering

Diapers and wipes are sent from home and we ask parents to keep them in a labeled zip lock bag that lives in your child's backpack. Diapers for Toddlers are changed every 3 hours or when wet or soiled. A full diapering policy is available in the office; please see the Director for more information.

Mandated Reporting

In order to protect children and staff, the school has a procedure for identifying and reporting suspected child abuse and/or neglect to the EEC and to the Department of Children and Families. All staff are mandated reporters and are educated about the indicators of potential abuse and neglect and will evaluate these behaviors and injuries in the light of other information. These observations will be discussed with parents if the child's safety can be assured. The staff member reporting concerns to the Director must maintain a written log of observations, including dates and observed symptoms. A meeting will be held with all staff involved with the child to determine if cause exists to file a 51a. If cause exists, the Director will call DCF and file a report within 24 hours. EEC must also be notified, according to EEC licensing regulations. If the situation is an emergency, the Director will also call the Child at Risk Hotline. If possible, the family will be notified a file was reported, stressing our legal responsibility to do so. The New Nursery School will cooperate fully with EEC and DCF in any investigation. This may include identifying parents of children or a staff member currently or previously enrolled or employee at the school. Allegations of abuse involving a staff member will result in immediate paid leave until the investigation is complete. A finding of abuse or neglect will result in immediate dismissal of the employee. Parents are urged to immediately discuss any concerns with the Director.

Social Service and Referral Policy

The New Nursery School will use the following procedures for referring parents to appropriate educational, medical, social and mental health services should the staff feel that a child would benefit from additional services not provided by the school.

When a teacher is concerned about a child's development she will discuss it with her teaching partner and then both teachers will discuss their concerns with the Director. The child's record will be reviewed and the Director will ask both teachers to complete a written observation documenting specific examples of their concerns. The Director will also observe the child and write her own observations. The Director and teachers will meet again to prepare a written statement for the parents, including a summary of the school's observations, the reasons for suggesting a referral and the efforts the school has made to accommodate the child's needs within the school setting.

The Director and/or teacher will schedule a meeting with the parents to discuss the school's observations and to provide them with a current list of possible referral sources beginning with the child's pediatrician. We will offer all possible support to parents and encourage visits and phone calls at any time. If the parents give written permission, the Director will contact the referral agency for the parents. If the child is under the age of three, parents will be informed of local Early Intervention programs. If the child is at least 2 and a half, the Director will inform parents of their rights under CH. 766.

The Lead Teacher will be responsible for keeping a record of all referrals, including parent conferences and results. As follow-up to a referral, the Director will, with written permission, contact the service provider for consultation and assistance in meeting the child's needs at school. At a parent's request a child's teacher will participate in the IEP team meeting. If the child is not in need of services or is not eligible for services, the school will continue to monitor the child's

progress and the Director and teachers will confer every three months to decide if another referral is necessary. Our goal at all times is to help parents and children receive the support they need and to follow through with specific intervention techniques and Individual Education Plans formulated by parents and specialists together. Referrals and conversations with parents are strictly confidential. Children's records are confidential and will not be released, in part or whole, to anyone without written parental consent.

Vacations and Holidays

The New Nursery School follows the Norwell Public School calendar for most holidays and vacations. Please refer to the NNS calendar on our website for specific dates. If the Norwell Public Schools are closed due to inclement weather, the New Nursery School will also be closed. The New Nursery School does not make up "Snow Days". You will be notified by telephone if school is cancelled for any other reason.

Snack - Nut and Peanut Free

A daily snack is served to all children. Menus are posted at the kitchen door. We stick to the menu as closely as possible. All snacks are Peanut and Tree Nut free, which includes "made in a facility" and "shared equipment" with peanuts and/or tree nuts to the best of our knowledge. NNS reads nutrition labels and trust company's label food items properly. If there is another allergy in a class, all snacks provided in that class will be one ALL children can enjoy. We do not want children to be excluded. NNS classes cook occasionally. Pasta, fruit salad, pretzels, pizza and breads are some favorites. These special dishes replace the usual snack.

NNS has implemented the "snack bowl" which travels through the class over the course of the year. We ask families to fill the bowl with fresh fruit or veggies and send it back in for the class to share and enjoy. Please send in fruit or vegetables that are unwashed and uncut. We find children love sharing the bowl and even trying some new foods.

Healthy Food Policy

At New Nursery School we recognize the relationship between healthy eating and the ability to learn. We promote good health as part of our program. Sharing food is a fundamental experience for all people, it is a time to respect diversity and build relationships. Mealtimes are a social time for children and adults to share conversations and learn about healthy eating. Eating habits develop at an early age. A healthy, balanced diet supports normal growth in young children while preventing obesity and diabetes later in life. In order to build a healthy foundation, we need to help our young children make healthy food choices.

The New Nursery School promotes healthy eating habits for our young children being mindful of allergies and keeping children in our program safe. We require teachers to show sensitivity in providing for children's diets and allergies. Teachers will not use children's diet or allergy as a label for the child or to make the child feel singled out because of his/her diet or allergy.

The New Nursery School will build partnerships with parents to foster healthy eating. We will only serve nutritious foods at all meals and avoid large quantities of fat, sugar, & salt. In short no cookies, ice cream or candy. We ask parents to join us by providing healthy lunches. At New Nursery School we believe in parent involvement and celebrating children. Parents who would like to celebrate a child's birthday at school may come in to share a favorite book. We encourage families to share traditions and we ask that you follow the Healthy Food Policy.

Due to the high number of allergies and the need to keep all our NNS children safe at school NO outside food will be allowed. The snack bowl is the exception to this policy as fresh fruit and vegetables follow the healthy food policy. We will have special snack options for birthdays. Children will have the opportunity to select the special snack on their birthday for the class to share. We will also have a book basket available, so each child can pick a book as a gift from NNS on their birthday.

Following the Mission of The New Nursery School, we believe in providing a safe environment where children can explore and learn.

Clothing

Play clothes are most suitable for Nursery School. We do get messy! Children learn by doing. They should not have to worry about getting “dirty” while experimenting with mud, paint, clay etc. Please dress your child in clothes that he/she will feel free to experiment in.

Clothes, which children can manage independently at bathroom time, are a great help. Please no flip flops, we find they are unsafe for climbing and running outdoors. Sneakers, or other rubber-soled shoes that prevent slipping, are best for the playground.

Please be sure that your child is dressed warmly enough to go outside. We go out every day, except in the rain or excessive cold. Boots, snow pants, hats and mittens are necessary during the snow season. We ask that each child bring a change of clothes to school in a labeled zip lock bag in their school bag. Label, Label, Label all your children’s belongings.

Toys From Home

Toys from home should not be brought to school. A toy waiting in the car is always an easy way for a smooth exit from school. A favorite book, which can be shared, may be brought in occasionally if desired, BUT, there is no guarantee that it will not get lost or broken. Please do not let your child bring gum, candy, guns or other violent action-type toys to school. Transitional items that help a child to feel more secure at school are welcome. Please make teachers aware that these items have come to school in order to ensure they are returned each day.

Field Trips

Due to the stringent EEC state licensing regulations, NNS does not participate in off-site field trips. We do, however, offer many enrichment opportunities in the forms of Mama Steph (music), art classes, My Gym, and children’s yoga to name a few.

Transportation

Families must provide transportation. A class list will be available in October to help parents with carpool arrangements. Parents must also fill out a Pick-up Release Authorization form indicating those people who may pick up their child. Children will not be allowed to go home with anyone whose name does not appear on that list. Other adults authorized to pick-up MUST be in writing. Anyone picking up a child, not an immediate family member, who is unknown to the School staff, will be asked to see a driver’s license to confirm identity.

Parent Communication and Involvement

We believe communication with parents is the key to success at school. Teachers give their email address to all parents in their classes in September in order to facilitate good communication. Teachers and parents communicate informally at drop-off and pick-up times. Teachers prepare a weekly email to families to share curriculum information, volunteer opportunities in the classroom and photos. Each month, the Director emails a school-wide Newsletter highlighting educational and social information and all current events at NNS. Open communication between parents, teachers and administration fosters a sense of trust and respect for one another, which serves as a role model for children and promotes the importance of community.

Part of what makes The New Nursery School a special place, is the strong sense of community. Parents are key in creating this sense of community within and without the school. Parents are asked to volunteer for at least two events per year. Events include, but are not limited to, volunteering at one of three fundraising events: Breakfast with Santa, Auction Party, and/or Spring Fair; being a room parent, committee chairperson or committee member for any event; volunteering for a class activity; teaching an enrichment class; or hosting Mom’s Night Out.

The New Nursery School has an open door policy. We are pleased to have parents visit the school. Parents often make special arrangements with their child’s teachers to visit the classroom to observe part of the day, to help with a special activity or to read a book to their child’s class. Parents are welcome to watch their child’s class through the one-way mirrors at any time as well.

Parents, or other family members, are encouraged to volunteer to share a hobby, collection, musical or artistic talent, or a family or cultural tradition. We also welcome parents to help with special classroom projects, such as art or cooking.

Parent concerns and suggestions, written or verbal, about the school are welcome at any time. Each Spring, parents have the opportunity to complete a written evaluation of the program that is reviewed by the Director, the teachers, and the Board of Directors.

The New Nursery School holds 2 Open Houses, one in the Fall and one in the Spring. These evenings give families the opportunity to come meet the teachers and connect with other NNS families. Teachers are available to talk with parents informally. Children are encouraged to show their pride and their work to their family members. This open house could also involve an event planned by the Board of Directors.

The school will inform parents of workshops focusing on parenting skills, health, nutrition and child development scheduled at NNS and in the community. A staff member or other professional may lead a class or workshop if interest is shown. A small fee could cover a book and /or leader. Baby-sitting may be available. We welcome parent's suggestions for discussion topics.

Regular volunteers (family members or members from the community) and student interns may, on occasion, be present at New Nursery School. They will have had an EEC Background Records Check and they will be supervised by an EEC qualified Teacher at all times.

Contingency Plans for Emergency Situations

Classroom and Playground Emergencies

Teacher(s) will notify the Director of an emergency situation. The teacher(s) and Director will assess the situation. If necessary, a teacher(s) will begin to administer First Aid and/or CPR immediately, if necessary. The Director will make necessary emergency phone calls, 911. If the child can be moved he/she will be moved to the office. If the child cannot be moved, the other children will be moved indoors or to another room with another teacher to reassure and care for the class. A teacher from another class will assist if necessary. The Director will assist after making emergency arrangements. In any situation, parents, or an emergency contact, will be notified and a course of action determined. The teacher, or the Director, will stay with the child until a parent or emergency contact arrives. If the child is being transported via ambulance to the local hospital, a teacher or the Director will go with the child and stay at the hospital until the parent or emergency contact arrives. An Injury/Incident Report will be filed and EEC will be notified if required by regulations.

In Case of a Situation Requiring Evacuation of the Building

Teachers and children will walk to Friendship Home located at the rear of our parking lot (458 Main St.) if the building that houses the school must be evacuated. Teachers and children will walk to the Norwell Middle School at 334 Main Street (Route 123), Norwell, if the Town of Norwell's Police and/or Fire Departments deem a larger evacuation area necessary. The Middle School building is approximately ½ mile from New Nursery School. Attendance lists and class emergency contact cards will be taken. Parents will be notified by phone upon reaching Friendship Home or The Middle School. If an emergency occurs during the morning sessions, the afternoon sessions will be cancelled and parents will be notified.

In the Case of a Power Outage

In most situations, the large classroom windows will provide ample light to continue normal classroom activities. If the situation requires us to cancel school, we will reach parents via staff's cell phones and parents will pick up their child as soon as possible. Flashlights will be available and used by teachers to assist children in the bathrooms or any other area that may be needed. Water will be available. Bottled water, not requiring refrigeration, will be available for the children. If an outage occurs in the morning that cannot be resolved, the afternoon session may be canceled.

In the Case of Loss of Heat

If the loss of heat occurs early in the session and it seems reasonable that the temperature will drop below 65 degrees before the end of the 2 ½ hour session, parents will be notified and asked to pick up their child as soon as possible. If this occurs in the morning, the afternoon session will be canceled. If it does not seem likely that the temperature will drop below 64 degrees, children will remain at school until the end of the session and the afternoon session will be canceled as the temperature drops below 64 degrees.

In the Case of Loss of Water

In the case that water service will be not be available for an extended period of time, parents will be called and asked to pick up their child. Hand washing will be available by using bottled water after using the bathroom and before snack time. Hand Sanitizer will also be available if necessary. Bottled water is also on hand for flushing toilets and for drinking. Disposable diapers and baby wipes will be used for diapering. Disposable paper products are used for snack time, thus dish washing is not necessary. If loss of water occurs in the morning and is not resolved in a timely manner, the afternoon session will be canceled.

In the Case of a Missing Child

If a teacher(s) becomes aware a child is missing from her/their care, teacher(s) will immediately alert the Director. The Director will take all available staff to search the building, parking lot, and playground. Other parents or church staff may also be asked to search, if available. If the child is not found in a brief period of time, the Norwell Police Department will be called for assistance. The Director will call the child's parent immediately following the call to the police. The Director and school staff will fully cooperate with the Police Department. The Director will report this incident to EEC and DCF immediately.

If the Director is absent, Lead Teacher, Joan Aigen will be in charge of the program and emergency procedures.

In the Case of a Potential Threat of an Intruder Inside or Outside of the Program

The Administrator is responsible for calling a lock down and will alert the staff that a lock down is in effect with a previously determined code word decided upon by the Administrator. The Administrator will use a landline or personal cell phone to call 911 and notify the authorities. If the threat is inside the building and it is safe to do so, children and teachers will exit the building and move to a secure off site location, either The Friendship Home or Norwell Middle School. Teachers will take attendance books and account for all children whether locked in the classroom or the hallway. If an intruder enters the building and children and teachers cannot exit, teachers and children will stay in their locked classroom. The teacher is responsible for locking children inside the classroom, gathering them together and keeping everyone calm. If the threat involves something or someone outside the building, the teachers will guide children into the hallway, away from windows. Classroom doors will remain locked during the school day so that the teacher may close doors quickly and be locked into their classroom space if the intruder enters the building. When the situation has ended, the Administrator will notify each teacher. Parents will be notified as soon as possible based on safety of all.

Parent's Rights

You will be aware of your child's program and activities at all times. Newsletters and notices outside the classroom provide opportunities for parents to become informed. Parents may contact EEC, our licensing agency for regulatory compliance history at The Department of Early Education and Care, 1 Washington St. Ste.20, Taunton, MA. A complete list of parental rights is available through the EEC. As a Parent you have the right to know:

- The philosophy, goals, and curriculum of the program
- The daily schedule for your child
- Where your child is if not at the program's address
- How children are disciplined and give you an opportunity to offer input on discipline
- What children are fed and in what atmosphere

- Program policy on fees
- Health and safety policy and procedures

The information in your child's record, which reasonably relates to the requirements for licensing, shall be made available to the Department of Early Education and Care. Authorized employees of EEC shall not remove identifying case materials from the premises and shall maintain confidentiality of individual records.

Information contained in a child's record shall be privileged and confidential. The school 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 the written consent of the child's parent(s). The school shall notify the parent(s) if a child's file is subpoenaed.

You have the right to add relevant information to your child's file and you have the right to request deletion or amendments of information contained in your child's file. If you are of the opinion that adding information will not clarify the file information, you may request a conference with the Director to make your objections known. The Director must inform you of his/her decision in writing within one week.

Grievance Policy

If there is a policy, procedure, or any problem that is upsetting, parents should discuss this with the Director. Parents are encouraged to speak to the Director on any topic and most especially if they have a problem or an idea to improve our service. If there is a problem and the Director's resolution is not satisfactory, the parents may bring the issue to The New Nursery Board of Directors. Their decision is final. There is a list of Board members at the back of this book as well as posted in the front hall. Parents are encouraged to make suggestions on the running of the school, the policies, and the routines. We are always looking for ways to respond to parent's needs. There is a suggestion box in the front hall and outside the office door.

Updated: September 2017