



# St. Paul's Nursery School

76 Church Street  
Dedham, MA 02026

781-326-4193

A non-profit preschool & pre-K for children starting at age 2.9

## Parent Handbook

2023-2024

**Teaching Staff**

Director, Lead Teacher: Stars & Rockets	Gabrielle Spinale Director II EEC Certified, Preschool Lead Teacher EEC Certified Bachelor's Degree in Early Childhood Education, Eastern Nazarene College
Co-Lead Teacher: Stars	Annmarie Landry Preschool Teacher EEC Certified Bachelor's Degree, Framingham State College
Co-Lead Teacher: Rockets	Carolyn Howard Preschool Lead Teacher EEC Certified Master of Education, Boston College Graduate School
Assistant Teacher: Stars	Laura Gagne Bachelor's Degree in Early Childhood Education, Salve Regina University

The school's licensing authority is The Department of Early Education and Care (EEC), 1 Washington Street, Suite 20, Taunton, MA 02780 (508-828-5025) You may contact EEC for information regarding this program's regulatory compliance history.

**Lines of Authority & Supervision**

St. Paul's Nursery School Operating Board → Director (Administrative Supervisor) → Teaching Staff

**Operating Board**

St. Paul's Nursery School is overseen by an Operating Board that is currently made up of 5 individuals who volunteer their time to provide oversight and guidance.

**Returning Members of the 2022-2023 Parent Committee**

Niamh Carroll: [ncarroll1979@gmail.com](mailto:ncarroll1979@gmail.com)

Avele Conlogue: [avele.conlogue@gmail.com](mailto:avele.conlogue@gmail.com)

## **I. Purpose**

St. Paul's Nursery School (**SPNS**) is a 501c3 non-profit school, which was established to provide an opportunity for children to be with others their own age and to help them adjust to life outside of the home in a school environment. Our school serves children who are age 2.9, up until they are ready to enter kindergarten. We enroll and provide services to all children and St. Paul's Nursery School does not discriminate in providing services to children or families or in employment practices, based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. Our school provides for each child's physical, social, cognitive, and emotional development under professional and caring guidance. Children are not required to be toilet trained to attend.

## **Philosophy**

We believe that children at this age thrive in an environment where they can play, be creative, explore and understand the world in their own unique way, as well as at their own developmental level. When children are given the opportunity to play, it provides them with the chance to learn how to interact and problem solve. These tools are so important for our littlest learners and will serve them well as they grow. Our play-based approach is balanced with a well-rounded educational curriculum. One where children can learn through books, art, science, cooking, music, sensory play, yoga, etc. There are so many different ways that we can learn! Our thoughtfully planned curriculum provides numerous creative learning experiences with flexibility in mind—a necessity when dealing with children at this stage of development. We strive to provide children with the tools they need to be successful and foster a love of learning early on.

## **Our School Mission & Objectives**

Our mission is to provide a school experience that will help your child grow:

- in physical health and independence;
- in curiosity and appreciation of the world around them;
- in eagerness to problem solve with their peers;
- in friendly, cooperative relationships with their peers and the adults that work with them;
- in interest, attention and readiness for new skills and knowledge in language, arts, science, music, and literature;
- in acceptance of individual and group rules of behavior that contribute to personal happiness as well as the happiness of others;
- in introducing the fundamental skills that will be needed when entering kindergarten

## **II. Our Daily Schedule, Arrival & Departure, Transitions, Open House & Extended Day**

**Daily Schedule *\*\*A more concrete schedule including times will be sent out to families prior to the start of the school year\*\****

**A typical school day schedule consists of:**

### **Arrival and Departure**

1. Arrival and Greeting Time
2. Free Play (open choices: blocks & building manipulatives, art, dramatic play, puzzles, books, etc.)
3. Clean-up
4. Handwashing
5. Snack Time
6. Circle Time
7. Activity Time (Families will receive an email each month with our curriculum. This will let you know what is planned for each day. Activity examples include books, art, science, cooking, music, sensory play, yoga, etc.).
8. Bathrooms/Diapers
9. Outdoor Play (weather permitting) or Indoor Gross Motor Choices (games, dancing, etc.). **Half Day students are picked up by 12:00 p.m.**

### **EXTENDED DAY OPTION**

**12:00-2:30**

The extended day option will include lunch bunch, quiet rest time or quiet choices, and depending on the day and the weather could also include, enrichment activities, free play and/or outdoor play. **Extended Day students are picked up by 2:30 p.m.**

## Arrival & Departure

It is your responsibility to escort your child into the building and drop them off with their teacher(s). In the event that your child is sick/will not be attending school or will be late, please call or email us prior to the start of the day. In order to maintain a structured and non-disruptive learning environment, children cannot be dropped off after 9:45 a.m. unless authorized by the Director.

There is limited drop-off space directly in front of the gate. **Please reserve these spaces for families with a second child in the car and vacate these spaces as quickly as possible as a courtesy to incoming parents.** There is ample free parking on the side streets around the school as well. Please be aware that parking on/close to High St. is sometimes metered.

These rules are for your child's protection and must be strictly enforced:

- The teachers cannot allow a child to get in a car not equipped with an appropriate car seat.
- If your child is going home with someone other than their regular pick-up person, the teacher must be informed in writing prior to dismissal (a note at the beginning of the day or by email). **No child will ever be released without proper authorization.** Whenever someone new is picking up we are required to ask for identification. Please be sure to remind them of this before sending them to pick up.
- Given the hazardous traffic conditions around the school, it is essential that parents park their cars in appropriate parking areas and **hold their child's hand to and from your car.** Our children's safety always comes first!

## Morning Transitions

When parents are dropping off in the morning, we try and make the transition as easy and quick as possible to avoid separation problems for the child. If necessary, we wave out the "waving window" to the parent and children are allowed to take their time as they ease into their day at school.

## Daily Transitions

Our daily schedule is posted in each classroom, so children are provided with consistency and know what to expect. Transition time can be hard for some children, so we give them ample notice ahead of time to prepare. To ensure smooth transitions, children are also never expected to wait for their teachers to be ready.

## Open House

All enrolled children and families are invited to visit the school the week before school begins. You will be able to visit the school and ask any questions you may have. This is a great opportunity to help ease your child's mind prior to their first day in a new place! The date and time for the event can be found on our school calendar.

## Extended Day

The extended day option will include lunch bunch, quiet rest time or quiet choices, gross motor activities and enrichment activities that will vary from day-to-day (i.e., art, science, music, etc.). If you are not already signed up for full-time enrollment, the extended day option can be added for an additional fee of \$20.00/day pending availability.

**Lunch Bunch:** All children who are enrolled in the extended day option should arrive at school each day with a **NUT FREE LUNCH** – please also be sure to label your child's lunchbox. Due to limited space in our school refrigerator, we ask that you pack your child's lunch with icepacks to keep anything from spoiling. We are unable to store lunch boxes in the school refrigerator. After the other children are dismissed, these children will use the bathroom and wash their hands before they sit down for lunch. Please send in nutritious food. Some examples include sandwiches, cheese and crackers, bagels, fruit and vegetables, yogurt, applesauce, pretzels, and a drink (juice box, milk). Water will always be provided as an option during the school day and 1% milk will be served at snack and lunch time.

**Rest Time & Activities:** After lunch, children will have about 30-40 minutes of quiet rest time or quiet choices. Each child will have their own mat each day where they will rest or make a quiet choice. Mats will be cleaned and disinfected each day before being used by another child. Those children who do not wish to lay down and rest will be asked to make quiet choices while on their mat until rest time is over.

### **III. Enrollment Procedures & Required Forms**

**Enrollment:** Enrollment at SPNS is ongoing throughout the year. All interested families must complete and submit a registration form and a non-refundable deposit of \$500.00. Deposits received will be credited in full towards the first month's invoice. SPNS cannot guarantee a spot for any child until the deposit has been received.

Children must be age 2.9 in order to attend our preschool classroom, and age 4 (by September 1<sup>st</sup>) to attend our pre-K classroom. Families will also need to complete an enrollment form for each child and submit a current picture.

In January of each year, we will reach out to our current families to reserve their spots for the following year. Current families and siblings will have priority in registering and will be given about a month to reserve their spot. On February 1<sup>st</sup>, our enrollment will then open up to the public. SPNS maintains a waiting list and will contact families as soon as spots become available.

**Health Forms:** Upon enrollment, it is required that you submit:

- Up to date physical examination of your child;
- Completed medical form with immunization records;
- Lead screening results.

All health forms must be updated annually.

**Developmental History Form:** Upon enrollment, it is also required for parents to fill out a developmental history form. This form helps us to understand your child, their needs and how they have developed over the past few years. This form must be updated annually.

### **IV. Transportation**

St. Paul's Nursery School does not provide transportation. It is the parent's responsibility to escort their child to and from our school each day.

## **V. General Information**

**Newsletter:** A monthly newsletter will be sent via email to each family enrolled. This will let you know what has been going on in your child's classroom, and any exciting events coming up as well. Since it may also include schedule changes and other information of special importance to parents, please be sure to read it carefully.

**Snacks/Food:** The school provides a daily snack for each child. Items like crackers, Goldfish, or fruit may be provided on any given day. There are plenty of opportunities for specialty snacks to be brought in to celebrate your child's birthday or to go along with a particular curriculum the class is involved in. In order to maintain a safe environment, please include ingredients or labels with anything you bring in. Allergies and/or dietary restrictions should be brought to the Directors attention prior to enrollment. St. Paul's Nursery School is a **NUT FREE** environment.

**Toys:** Since we have so many fun toys and manipulatives to play with, please do not send your child to school with any toys from home. Good books from home or the library are always welcome, as well as stuffed animals or lovies that will bring comfort to your child during drop-off and free play. All items from home will be put back in your child's cubby once free play is over. Please do not bring in anything that cannot fit into your child's backpack.

**Show & Tell:** SPNS will provide opportunities for show & tell at certain points in the year. You will be given ample notice when it is your child's turn!

**Walking Field Trips:** The Walking Field Trip Permission Form, which was signed off on your child's enrollment form is required for short distance walking trips (i.e., walks in the neighborhood, library, etc.).

**Extra Clothing:** All clothing, including boots, hats, and outerwear, must be plainly marked with the child's name to avoid things being lost. At all times, your child must have an extra set of seasonal clothes at school, including socks and underwear. We will be sure to let you know if anything needs replacing! During the winter months, we suggest that you leave an extra pair of shoes at school so that your child can wear boots in the morning but change into comfortable footwear while at school. Children may not walk around barefoot/in socks only. Hard-bottomed shoes are required by law in case of emergency.

When dressing your child each morning, please be mindful that on any given day we are likely to participate in at least one activity where things could get messy. Please also make sure to dress your child appropriately for the weather outside, we go outside to play throughout the year.

**Vacations:** St. Paul's Nursery School's vacation and holiday schedule generally follows the Dedham public schools. However, please make a point to review the SPNS Calendar, as some professional days and aspects of the schedule may vary from Dedham's.

**Unscheduled Closures:** St. Paul's Nursery School will be canceled when the Dedham Public School system cancels school or delays opening. If Dedham Public Schools have early dismissal, the extended day program will be cancelled. These days are considered billable service days.

**Birthdays:** On your child's birthday, please check with their teacher about providing a birthday treat for the class. No gifts or goodie bags please. Children whose birthdays fall during the summer will be celebrated together at the end of year.

**Please do not hand out invitations to birthday parties at school unless everyone in a particular class is invited.**

**Teacher Gifts:** The Parent Committee will coordinate a group gift for the teachers during the holidays, Teacher Appreciation Week, and at the end of the year. Participation in the class group gift is entirely voluntary.

## **VI. Parent Activities & Information**

**Parents' Night:** A Parents' Night will be scheduled in the fall. The Parent Committee and Operating Board will be introduced, and the teachers will explain the particulars of the daily schedule and curriculum and answer any questions you may have.

**Progress Reports:** You will receive a written progress report on your child between March and May (depending on your child's start date) that will summarize how they have been doing throughout the school year. The original will be kept here and placed in the child's file. If your child has disabilities, you will receive a written progress report at least every three months. It is the responsibility of SPNS to bring any problems or significant development issues to your attention as soon as they arise.

**Conferences:** Conferences can be scheduled after the distribution of your child's progress report upon request. Please reach out to the Director to schedule a time to meet. You have a right to request an individual conference with your child's teacher(s) at any time throughout the year. It is the Directors responsibility to make the teacher(s) available. If parents would like to discuss any school specific issues, please schedule an appointment with the Director.

**Fundraising:** SPNS is a private, non-profit institution, and for that reason, we rely on fundraising to ameliorate expenses not covered by tuition. There are many ways to contribute to school, and monetary contributions are just one aspect of this. We do our best to provide community-focused fundraising opportunities that benefit families, our community, and the school alike, and your support and attendance of these events is appreciated and valued by our school. Please be on the lookout for ways to contribute and talk to a Parent Committee or Operating Board member if you have a fundraising idea to share. Information about specific fundraising goals will be provided at Parents' Night and ongoing throughout the school year.

**Snow Removal:** When snow piles up, we ask parents who are willing and able to shovel us out. These "shovel parties" are on a volunteer basis. Feel free to bring your children along to play while you clear snow; we usually have an excess of manpower, so the work goes quickly, and the kids have a great time. Talk to a member of the Parent Committee if you'd like to join the Snow Removal Volunteer list.

**Parent Visits:** Please feel free to visit your child at any time during the year, we have an open-door policy! **No need to make an appointment - just drop in!** Any type of parent participation is welcome (i.e., hobbies, projects, or professional demonstrations that you could share with the school). Any suggestion to enhance our program is welcome.

**Parent Committee:** The Parent Committee is comprised of parent volunteers. If you have any interest in participating or learning more information, feel free to speak to any member of the Committee.

**Parental Input:** Parental input is always welcome here! Suggestions or ideas can be made at any time and will be discussed (depending on the situation) with the teachers at SPNS. If we conclude that the suggestion/idea is appropriate and reasonable, we will notify you in writing. The health, safety and development of your children is what is most considered when changing a program policy or procedure.

**Daily Communication:** Parents are always welcome to check in with teachers at drop off and pick up times regarding anything that comes up. Our teachers do have a busy and fast-paced



day, so if you feel like you didn't have enough time to chat, please see the Director to set up a conference.

A weekly email will go out to all families on Fridays where you will get a brief synopsis of what we did that week, reminders about important things coming up, and any other news worth mentioning. We will also take lots of pictures and will include a Drobox link with you so you can see how much fun we are having!

## **VII. Tuition & Billing**

Tuition rates are set annually by the School's Operating Board and published as soon as available for the following school year. We offer flexible schedule options Monday – Friday, with your choice of a full day (8:30 a.m. – 2:30 p.m.), half day (8:30 a.m. – Noon), or a combination of the two by adding “extended days” when needed for an additional cost.

A deposit in the amount of \$500.00 per child is required to secure your spot for the following school year. Deposits received will be credited in full towards your first months balance. SPNS cannot guarantee a spot for any child until the deposit has been received.

### **Full Day Rates (8:30 a.m. – 2:30 p.m.)**

5 Days/Week: \$1,310.00/month

4 Days/Week: \$1,100.00/month

3 Days/Week: \$870.00/month

2 Days/Week: \$600.00/month

### **Half Day Rates (8:30 a.m. – Noon)**

5 Days/Week: \$945.00/month

4 Days/Week: \$815.00/month

3 Days/Week: \$655.00/month

2 Days/Week: \$475.00/month

### **Extended Days can be added to any scheduled day as needed for \$20.00/day, pending availability.**

Tuition is broken down into 10 equal monthly payments (September – June). Our monthly pricing takes into consideration all holidays and vacation weeks that SPNS observes.

Our billing is done on a monthly basis. Invoices will be sent to all families before the months end and are due by the 10<sup>th</sup> of each month.

Failure to make a payment and/or falling behind on payments may result in removal from the school. SPNS will not refund or credit for any missed days due to sickness, inclement weather/unscheduled emergency closings, weekly and extended vacations, teacher professional days, and holidays that SPNS is closed for.

Tuition rates are available and posted on the parent information board located in our front hallway. Tuition rates are subject to change annually depending on fiscal needs. You will be informed of a change in tuition rates prior to enrollment for the next school year.

It is our policy NOT to accept cash payments.

**We require a 60-day notice in writing if you are withdrawing from the school or dropping any of your scheduled days. You are responsible for payment during this period.**

Checks should be made payable to "St. Paul's Nursery School" and dropped in our mail slot or mailed to the following address:

St. Paul's Nursery School  
76 Church St  
Dedham, MA 02026

### **Fees**

Late Payments: Our tuition is due on the 10<sup>th</sup> of each month. Any payment made after the 10th will incur a late fee of \$30.00.

Late Pick-Up: Depending on your chosen schedule, you are responsible for pick-up at either 12:00 p.m. or 2:30 p.m. Our teachers are scheduled based off of your children's schedules, therefore any child picked up 5 minutes after their designated pick –up time will incur a late fee of \$1.00 per minute, per child.

\*A 5% discount will be applied to siblings.

### **VIII. Child Guidance Policy**

At SPNS our behavior management is based on the individual child relating to their development and needs. Redirection is our main practice, and we always reinforce positive behavior by recognizing positive actions. Children are asked to participate in the establishment of rules where appropriate. This helps them to take ownership over them. We work toward a respect for class rules, a respect for others, a respect for oneself, and a respect for differences in other people. The teachers feel very strongly that positive reinforcement and modeling appropriate behavior is very effective in behavior control and overall classroom harmony and participation.

When dealing with behavior issues, we will use techniques such as:

- Redirection: When acting unsafe, inappropriate, etc., children will be asked to make a different choice. This will remove them from the current situation and into a new and better one.
- Providing children with expectations that are clear, age-appropriate, and consistent.
- Asking children how they feel when they are upset, frustrated, sad, etc. or if something is wrong or bothering them. Children are encouraged to talk about and express their feelings and should feel validated by teachers when doing so. This helps to facilitate the development of self-control and good coping skills.
- Offering a variety of choices in an environment that is consistent in routine, prevents boredom and waiting, and provides children with ample time before transitioning.
- Encouraging and guiding children to find solutions to problems and conflicts when they arise. By modeling this for them, we create an example that they can learn from.
- Speaking in a calm and private manner and getting down to their eye level.
- Using positive directions rather than those that start with "no". I.e. "walking feet" instead of "no running".
- In certain situations (i.e., unsafe actions with peers or teachers, not listening to adults, etc.), a child may need to be removed from the group, and in some instances, the

classroom until they are able to regain self-control and rejoin the group. In these cases, the child will always be supervised and offered a calm and quiet choice to work on.

- Creating a close partnership with families to address behavior issues and difficulties at home and within our school. Maintaining a consistent environment between home and school is very important to us and will be beneficial to the child.

As mandated by the Department of Early Education and Care, the following practices are strictly prohibited: spanking or other corporal punishment of children, subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks, depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence; disciplining a child for soiling, wetting or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any unusual or excessive practices for toileting; confining a child to a swing, high chair, crib playpen or any other piece of equipment for an extended period of time in lieu of supervision; and excessive breaks when absolutely necessary (child is being unsafe with their body or someone else's).

### **IX. Children's Records**

Information contained in a child's record is privileged and confidential. Teachers may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

**Access to Your Child's Record:** You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within 2 business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent written log in each child's record which identifies anyone who has had access to the record or has received any information from the record. This log is available only to the parents and the teachers responsible for maintaining the center's records.

**Amending Your Child's Record:** You have the right to add information, comments, data, or any other relevant materials to your child's record. You also have the right to request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify, or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

**Transfer of Records:** When your child is no longer in the center's care, the licensee can give your child's record to you, or any other person you identify, upon your written request. The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

## **X. Referral Services Policy**

When a teacher at St. Paul's Nursery School determines that a child may benefit from special services provided by the Dedham Early Childhood Center (DECC) including social, mental health, behavioral, education, and medical services, the teacher shall document this concern by beginning observation notes regarding the child's behaviors and developmental characteristics. These observations will be placed in the child's file and shared with the Director.

After the concerns are shared and it is determined that a child may benefit from a special service, the Director and/or teacher will set up a conference with the parents to discuss the concerns and actions which could benefit the child such as a referral to special services provided by DEEC. The parents will be provided with a written evaluation summarizing the observations and reasons for referral. This will also be placed in the child's file.

Parents will be referred to the following services when a teacher determines there may be a need and a child may benefit from the service: Speech/Language, Social/Emotional, Cognitive, Motor/Coordination, Mental Health, Dental and Medical Services.

The contact person for these services is Rebecca McCabe. She may be reached at the Early Childhood Education Center (ECEC) at 781-310-8000. The staff at the Dedham Special Services includes free evaluation by specialists including speech therapists, occupational therapists, and physical therapists. Rebecca McCabe is available to discuss developmental preschool problems and to schedule evaluations which may take a month to schedule. These services are cost-free and offered to all preschoolers in the town of Dedham.

Teachers making a referral will document the date of the parent-teacher conference in the child's file and in the referral services file at the school. Furthermore, teachers will follow-up verbally with the parents after the screening process. Conversation will include suggestions as to how teachers can implement the child's Ed Plan in the classroom. The teachers all have training in behavior management and can work in conjunction with the parents to help their child be successful at school.

These follow-up conversations and (if shared) evaluations and suggested Ed Plans should also be placed in the child's file.

## **XI. Termination and Suspension**

All behavioral measures should be reasonable and appropriate to a child's understanding/needs. These measures should allow a child's growth and development to grow to their maximum potential while protecting the group, but also protecting the individual within. If a child exhibits challenging behavior on a consistent basis, the behavior will be documented by the child's teacher. Next, a meeting will be set up by the Director and/or teacher to discuss this behavior with the parents. SPNS will inform parents of available information and referral for services and shall provide this information on the request of the parents. The program will work in conjunction with parents and educators to develop a plan for behavioral intervention at home and in school. Continuous challenging behaviors may result in suspension from the program. All behavior infractions shall be documented and put in the child's file, and a copy given to parents at the time of pick up.

### **TERMINATION**

The following may be reasons for termination from the program (determined by the Director):

1. In the case that all avenues of inclusion (parent conference, referral services, behavioral plans, etc.) are unsuccessful.

2. If referral services have met with the child and parent and have recommended that it is in the best interest of the child to leave the school.
3. If the child is unable to follow the daily routine of the classroom and/or needs one on one care.
4. Failure to make payments/serious delinquency of payments.

Should a problem arise with another child or a teacher in the school, all concerns should be addressed to the Director. Confidentiality will be maintained at all times towards children and their families enrolled in our program.

## **XII. Diapering & Changing Policy**

Children are changed as needed throughout the day. The teacher will gather supplies and bring them to the changing area/bathroom. Gloves are worn at all times, and a wax sheet will always remain between the child and the changing surface. The child will be wiped clean from front to back, always using a fresh wipe each time. The child will be put into a new diaper and back into their clothes (or into clean & dry clothes if they have an accident). The diaper or pull-up will be disposed of in a readily accessible and covered receptacle bin that is emptied and disinfected daily.

After diapering/changing is done, the teacher will help the child wash their hands before they return to the group.

Teachers will then clean and sanitize the diaper area and then wash their hands.

Soiled clothing will be placed in a closed plastic bag to be taken home by parents at the end of the day.

## **XIII. Toileting**

Toilet training will vary differently between children, so we encourage you to share what is working best for you at home to maintain consistency. Children will be offered the bathroom at numerous times during the day (i.e., before outside time, before rest time, etc.). Hands are always washed after a child has used the toilet. If a child is to have an accident, a teacher will assist the child in cleaning up and changing into extra clothes. Soiled clothing will be placed in a closed plastic bag to be taken home by parents at the end of the day.

If you are beginning to potty train at home and you have transitioned your child to underwear, please share that with us. We will make sure to check in more frequently and suggest bathroom visits.

## **XIV. Background Record Checks**

All employees and interns at SPNS who engage in permanent or temporary capacity in group and school age childcare programs must complete an EEC BRC, regardless of whether such individuals have unsupervised access to the children served. Additionally, EEC requires a BRC for those who volunteer in an unsupervised capacity within EEC licensed, approved, or funded programs.

Some key components of the EEC BRC regulations applicable to GSA Programs include:

- The EEC BRC requirements are for CORI, DCF, SORI, and fingerprint-based checks, as well as NSOR and all out-of-state checks mandated by CCDBG when implemented.
- GSA candidates are subject to mandatory disqualifications.
- EEC must review all BRC information and cannot delegate the review to the programs.
- Licensees must have an overall decision of “suitable” before a license can be issued or renewed.
- Employees, interns, BRC Program Administrators, and volunteers (when applicable) may be utilized in a supervised provisional status, but it requires fingerprinting and constant supervision.
- Conditional employment does not apply.
- All third parties (non-staff) within group and school age childcare programs with unsupervised access to children must be run, even if they are only present on a temporary basis.

# St. Paul's Nursery School Emergency Info

## EMERGENCY NUMBERS/INFO

### HEALTH CARE CONSULTANT

Name: Robyn Riseberg

Telephone: 1 (617) 934-6009

Address: 527 Albany St # 200, Boston, MA 02118

Registration Number: 223769

### EMERGENCY TELEPHONE NUMBERS

Fire Department: 911 OR (781) 326-1313

DCF Hotline: 800-769-4615

Police Department: 911 OR 781-326-1212

DCF-Local Arlington: (781) 641-8500.

Poison Prevention Center: 1-800-222-1222

Child-at-Risk Hotline: 800-792-5200

Ambulance: 911 OR 781-326-1212

Board of Health Dept: (781) 751-9220

### NEAREST EMERGENCY HEALTH CARE FACILITIES

#### Newton Wellesley Hospital

2014 Washington Street

Newton, MA 02462

617-243-6000

#### 2. Beth Israel Deaconess – Needham

148 Chestnut Street

Needham, MA 02492

781-453-3000

### PROGRAM INFORMATION

**Information to Give in an Emergency:** Your Name & The Nature of the Emergency.

**Address:** 76 Church St, Dedham, MA 02026

**Location in Facility:** We are located on Church St. directly across the street from St. Paul's Church.

**Telephone:** 781-326-4193

## EMERGENCY EVACUATION PLAN

In the event of an emergency that requires the evacuation of St. Paul's Nursery School (SPNS), one of the outlined plans below will be implemented. In **ALL** emergency evacuations:

1. Teacher #1 is responsible for counting the children before we evacuate the building.
2. Teacher #1 is responsible for taking the attendance information and leading the children out of the building. Teacher #2 will be responsible for taking the emergency backpack and assisting with the evacuation process (checking for stragglers).
3. Teacher #2 will make visual inspection of their classroom and bathrooms to ensure they are empty before exiting the building.
4. Teacher #1 is to take attendance as soon as they have reached the designated meeting space. Teacher #1 is to take attendance prior to ANY transport (if needed). Teacher #1 is to take attendance once we arrive at our destination.

All classrooms, once evacuated, will meet on the sidewalk of Church Street in front of the school. In the event that we cannot safely be there, our secondary meeting spot will be the parking lot of St. Paul's Church. You may reenter the building once given the go ahead by the Director or emergency personnel.

Attendance lists will always be kept current and reflect the child's daily schedule. All teachers are responsible for recording the arrival and departure of each child in their classroom. Attendance lists will be kept on the teacher counter and will be readily accessible in the event of an emergency evacuation. Emergency backpacks will be kept hanging on the wall of the classroom, clearly marked, and will be readily accessible in the event of an emergency evacuation.

### **DRILLS:**

Emergency evacuation drills are conducted once a month at different times of the day as determined by the Director. Children and teachers practice using different evacuation routes so that they are comfortable and familiar with all of them. The Director will maintain documentation of the date, time, route used, number of children and effectiveness of each drill in the Fire Drill Log. Current records are kept in the Directors office area, and past records will be maintained for five years.

### **EMERGENCY SITUATIONS:**

In the event of a Natural Disaster, Loss of Power, Heat, Water, Fire: Children will be evacuated to our nearest emergency shelter: St. Paul's Episcopal Church (across the street). Children will remain in the care of the teacher and Director until parents can be notified. The Director and teachers will have their cell phones on them to communicate with anyone necessary during that time. Parents will be notified via cell phone or email by the Director using the emergency information binder that is in each classroom's emergency backpack.

***\*In any emergency situation, the Director will immediately call emergency personnel to see what their instructions are. I.e., shelter in place or evacuate. \****

### **EMERGENCY SHELTER:**

**St. Paul's Episcopal Church: 59 Court Street, Dedham, MA  
OR ANY OTHER SAFE LOCATION THAT IS DIRECTED BY FIRST RESPONDERS**



SPNS will walk to St. Paul's Episcopal Church in the event that we need to leave the premises.

EEC will be notified immediately if we need to relocate due to emergency circumstances.

**SHELTER IN PLACE - SEVERE WEATHER:**

Winter Weather Advisories are the most common in this area. They will typically result in the closure or early dismissal from school & the cancellation of all afternoon/evening activities as determined by and communicated by the Superintendent of Dedham Public Schools. In the event that school is closed, SPNS will close as well. In the event of an early dismissal, SPNS will not offer an extended day.

In some emergency situations, it may be safer to remain on site until an emergency has ended. In the event of severe weather or other emergencies creating a power outage, loss of heat or water, if we are stuck in a position where we need to continue to operate on site, SPNS will:

- a. In the event of an unforeseen severe weather emergency, we will relocate all children to the lower classroom and the emergency backpacks will accompany us.
- b. Take children's attendance & account for all teaching staff.
- c. Supervise all children & prevent them from leaving the area while maintaining a positive and calm environment.
- d. Ensuring an ample supply of food and water are in the area. Children will have extra clothes, diapers, wipes, and blankets stored in their classrooms that will be used if needed.
- e. Ensuring an ample supply of activities accompany us to the area to keep the children engaged and happy.

**INTRUDER INSIDE/OUTSIDE:**

In the event of a potential threat from an intruder inside or outside of the school, our response will depend on a number of factors. This includes current numbers, ages, and locations of the children in the school, the proximity of children to exterior exits, and the degree to which the intruder is armed. Anyone who is to see an intruder is instructed to immediately inform the rest of the building in a clear method, with the exact nature and location of the threat. The Director will call the lock down or evacuation whenever possible, but any teacher who determines a direct and immediate threat may be authorized to make that call for the children in his/her care. The lockdown remains in effect until we hear official instructions from the police.

**Secure & Hold:** Protective action utilized when there is a threat outside the facility.

Police will instruct the facility when to follow this protocol. All children & teachers should be directed to immediately reenter the facility. Exterior doors are closed and locked by the Director or teacher, and the teachers will relocate all children to the lower classroom until told otherwise. Activities will be conducted during this time.

**Lockdown Procedures:** The Director and teachers of each classroom are responsible for gathering the children together in whichever room they are in at that time, closing and locking all doors, barricading all doors, covering interior windows (when possible), and turning off lights. In all situations, the Director/teachers will determine if it is possible to make a quick exit & instruct the children to flee or follow the stated lockdown procedures. In all situations, all children will be accounted for before, during and after by counting and taking attendance. In all situations, the Director will be responsible for notifying emergency personnel, parents/guardians and all others that need to be notified.

### **PROCEDURES FOR EMERGENCIES AND ILLNESS**

In the event of illness, parents will be contacted immediately by the teacher or Director. If parents cannot be reached, those listed as emergency contacts will be called. All efforts will be made to contact the parents.

These procedures will also be followed in the event that we are on a walking field trip. An emergency backpack will always be with us when traveling which will include a binder with all student's emergency contact information, first aid kit, and any student's emergency medication. The Director and teachers will always have their cell phones on them in case of emergency.

In the event of an emergency, we will assess the situation and call 911 if needed. In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the other teacher takes any other children to another area or room. All teachers should respond and remain calm and reasonable.

The Director will contact the parent to come and pick up the child or, if response time is a factor, have the parent meet the child and accompanying staff member (Director or Lead Teacher) at the emergency room of the hospital.

When parents cannot be reached, those listed as emergency contacts will be called. Continued efforts will be made to contact the parent. If a child must be transported by ambulance, a teacher, with emergency release and medical forms, will accompany the child. The child will be taken to the nearest hospital or the hospital that was designated by the emergency responders.

**\*\* Any injury to, or illness of, any child that occurs during the hours while the child is enrolled in care, and which requires hospitalization or emergency medical treatment will be immediately reported to the Department of Early Education and Care. \*\***

### **PLAN FOR INJURY PREVENTION**

- (1) The Director or teacher will open each classroom and is responsible for ensuring the environment is safe and free of any hazards. They will sign off on our daily checklist if they believe the area is safe. Any area that seems unsafe or needs repair should be reported to the Director immediately.
- (2) Smoking is prohibited in areas used by children during hours that children are in attendance.
- (3) The Director and all teachers are responsible for monitoring the outdoor play space and will remove any hazards prior to the children using the space.
- (4) An emergency backpack is designated for each classroom. Each backpack contains a fully stocked first aid kit, student's emergency medication, and emergency information binders. It travels whenever a group leaves their primary classroom (i.e., outside, pool, gym, etc.) They do not travel anywhere without it.
- (5) Any injury that requires first aid will be documented with the following information in an Accident Report: the child's name, date, time and location of the accident or injury, description of injury, how it occurred, who witnessed it, who administered first aid, and if any equipment was involved in the injury. The form will be filled out in full and given to the Director for review. After the Director has reviewed and signed the form it should be

given to the parents within 24 hours of the incident. The parents will review, sign, and be given a copy of the form for their records.

- (6) Procedures for monitoring and maintaining an injury log: The injury log is kept in the Directors office. Completed and signed forms will be given to the Director who will enter the accident in the injury log and then place the form in the child's file.
- (7) The injury log will be reviewed periodically to make note of any patterns and to help make changes to the program to minimize future problems.
- (8) Only teachers who are trained and current in their first aid certification will be allowed to administer first aid, no matter how minor the injury.
- (9) Toxic, hazardous, and sharp objects will be stored out of reach of children.
- (10) Any/all student emergency medication will be stored in the emergency backpack which will be out of reach of children.

#### **PLAN FOR MANAGING INFECTIOUS DISEASE**

- (1) It is the parent's responsibility to notify us whenever your child is ill and will be absent from school. **Please call the school by 9:00 a.m. to notify us that your child will be absent or late: 781-326-4193.** It is crucial that we are notified immediately if your child has contracted any contagious illness.
- (2) If your child's classroom has been exposed to an infectious disease, the Director will notify you in writing and by email. We will also post information on our parent board regarding any infectious diseases your child may have been exposed to.
- (3) In the case that an infectious disease has been exposed to the school, the Department of Public Health will be notified immediately.
- (4) Parents should keep their child at home if they exhibit symptoms of a fever, nausea, vomiting, cough, difficulty breathing, diarrhea, or any other signs of serious illness. If a child has experienced any vomiting, diarrhea, or fever within the last 24 hours, they should be kept at home until they are symptom free for 24 hours.
- (5) Depending on the severity or duration of the illness, a letter from the child's Physician may be required for them to return to school.
- (6) If a child has any open or draining lesions, i.e., impetigo, the child may not return until 24 hours after treatment has started.
- (7) If a child has head lice, the child may not return until there is no lice or nits present after treatment.
- (8) If a child has symptoms of conjunctivitis, the child may not return until they have been seen by a Physician and been on treatment for 24 hours.

If a child exhibits a fever of anything over 100.4 degrees Fahrenheit or symptoms of discomfort or illness while at school, the child will be placed with a teacher or the Director in a quiet area where they can rest away from the other children. The parents will then be called to come and pick the child up. At the time of pick up, the parent will receive an illness report documenting the symptoms and a follow-up plan (i.e., when the child can return to school).

**Below are common illnesses and symptoms in preschool and childcare settings. Please follow the “return to school” guidelines if your child is diagnosed or sent home with the following:**

Illness	Symptoms	Return to School
Common Cold & Cough	Cough, congestion, runny nose, sore throat, low grade fever, lethargy, etc.	Please use your best judgement.
Fever	Any child with a temperature over 100.4°F.	Fever free for 24 hours.
Diarrhea	3 or more loose stools in one day.	Symptom free for 24 hours.
Vomiting	If this has occurred the evening/morning prior to school, they must remain at home.	Symptom free for 24 hours.
Strep Throat	Sore throat accompanied by fever, swollen neck glands, stomachache, or headache.	On medication for 24 hours.
Conjunctivitis: Eye Infection	Redness, itching, and tearing of the eyes. It can also lead to discharge or crusting around the eyes.	On medication for 24 hours.
Impetigo: Skin Infection	Red sores that form around the nose and mouth. The sores rupture, ooze for a few days, then form a yellow-brown crust.	Until 24 hours after treatment has started.
Fifth Disease	Distinctive red rash on the cheeks, arms, and legs. Can be accompanied by fever, headache, sore throat, and joint pain.	Most children are no longer contagious by the time they are diagnosed.
Hand-Foot-Mouth Disease (Coxsackievirus)	Fever, sore throat, feeling unwell, irritability, and loss of appetite.	Fever free for 24 hours. * Children with widespread blisters may need to stay home until the blisters dry up.
Influenza	Fever of up to 103°F, body aches and chills, headache, sore throat, cough, and sometimes accompanied by vomiting and diarrhea.	Fever and symptom free for 24 hours.
Head Lice	Can have no symptoms, but people may experience itching, redness, or skin bumps on the scalp.	Once treatment has occurred and there is no sign of lice or nits present.

### **PLAN FOR INFECTION CONTROL**

The Director shall ensure that teachers and children wash their hands with liquid soap and running water using friction. Hands shall be dried with disposable towels. Signs are posted to remind children and teachers to wash their hands. These signs are posted in the toilet rooms and at the sinks in each classroom. Teachers shall wash their hands upon entering their classroom at the start of the day. Teachers and children shall wash their hands minimally at the following times:

- A. Before eating or handling food;
- B. After toileting or diapering;
- C. After coming into contact with bodily fluids and discharges;
- D. After cleaning.

Sinks used for handwashing after diapering and toileting shall be separate from facilities and areas used for food preparation and food storage.

**The Director or teacher shall ensure that the specific equipment, items, or surfaces are washed with soap and water and disinfected with a fresh, standard bleach solution (1/4 teaspoon per 1 qt.) using the following schedule:**

- 1. After each use:
  - A. Sinks and faucets used for hand washing after the sink is used for rinsing a toilet training chair;
  - B. Toys mouthed by children;
  - C. Mops used for cleaning bodily fluids; and
  - D. Thermometers
  
- 2. At least daily:
  - A. Toilets and toilet seats;
  - B. Sinks and sink faucets;
  - C. Drinking fountains;
  - D. Water table and water play equipment;
  - E. Play tables;
  - F. Smooth surfaced non-porous floors;
  - G. Mop used for cleaning;
  - H. Cloth washcloths and towels; and
  - I. Rest time mats

3. At least weekly or more frequently as needed to maintain cleanliness, when wet or soiled, or used in a classroom that was exposed to a communicable disease.
  - A. Machine washable fabric toys
  - B. Dress-up items
  - C. Toys

All teachers will wear disposable gloves when they come into contact with blood or bodily fluids. Specifically, gloves should be worn during diapering, toileting, when administering first aid for a cut, bleeding wound, or a bloody nose. All gloves and trash bags containing blood or bodily fluids will be thrown away in a lined, covered container. All areas that come into contact with blood or bodily fluids will be disinfected immediately.

All cleaning supplies and disinfectants will be stored in a secure place and out of the reach of children.

Gloves should never be reused and should be changed between children being handled. Cloth items that come into contact with blood or bodily fluids will be double bagged, marked with the child's name and sent home to the parent.

Each teacher will be trained in the above Infection Control Procedures upon employment and before working with the children and then annually.

#### **PROCEDURES FOR USING AND MAINTAINING FIRST AID EQUIPMENT**

The location of First Aid Kits-All are clearly marked in each classroom.

First aid kits are maintained by the Director and teachers. First aid kits will be inspected monthly, but supplies will be filled as needed. The teachers are responsible for sharing with the Director if anything is missing from their first aid kit.

First aid is administered by the teachers and Director. All teachers must be first aid certified within six (6) months of employment. One (1) teacher certified in CPR must be on the premises during all hours of operation.

All first aid kits contain: band aids, gauze pads, adhesive tape, tweezers, compress, scissors, disposable gloves, gauze roller bandage, first aid water bottle, instant cold pack, and thermometer.

#### **PLAN FOR ADMINISTRATION OF MEDICATION**

1. Parents must fill out and sign the Medication Authorization Form before any medication (prescription or non-prescription) can be administered.
2. Prescription medication must be brought in its original container with the written order from the physician. The order should include; the child's name, the name of the medication, the dosage, the number of times per day, and the number of days the medication is to be administered. The prescription label can also be accepted as a written order.
3. We will not administer any medication contrary to the directions on the original container unless so authorized by a written order of the child's physician.

FOR ALL MEDICATIONS:

1. Other than a student's emergency medication, the first dose must be administered at home in case of an allergic reaction.
2. All medications must be given to the Director or teacher directly.
3. All medications will be stored out of reach of the children, and under proper conditions for sanitation, preservation, security, and safety.
4. All teachers are trained annually to administer medication.
5. All teachers are trained by EEC "Medication Administration" online course.
6. The teacher of the classroom or Director will be responsible for administering any medication.
7. Any unanticipated administration of medication requires that the teacher or Director must make an attempt to contact the parents prior to administering. If the parents cannot be reached prior to administering, they should be contacted as soon as possible after medication or treatment is given.
8. Non-prescription medication cannot be administered without a written order from a physician. The physician may give a standing order listing the medication(s), dosage, and criteria for administration. The order will only be valid one year from when it was signed.
9. For non-prescription medications, we may accept as the written parental authorization, a signed statement authorizing us to administer nonprescription medication in accordance with the written order of the physician. This statement shall be valid for no more than one year from the date it was signed. When accepting this statement, an attempt will be made to contact the parent before the medication is administered, unless a child needs medication urgently or when contacting the parent will delay appropriate care unreasonably. The parents shall be notified in writing each time a non-prescription medication is administered to a child. This does not apply to topical non-prescription medication which are not applied to open wounds, rashes, or broken skin.
10. We may accept a written parent authorization for specific non-prescription topical medications to be administered and the criteria for administration. This statement will be valid for no more than a year from the date it was signed.
  - a. Topical medications such as petroleum jelly, diaper rash ointments, and anti-bacterial ointments which are applied to wounds, rashes, or broken skin must be stored in the original container, labeled with the child's name, and used only for an individual child.
  - b. Topical medications such as sunscreen, bug spray, and other ointments which are not applied to open wounds, rashes, or broken skin may be generally administered to children with written parental authorization.
11. A written record of the administration of any medication will be kept in the medication log immediately after a medication is given including; the child's name, the time and date of

each administration, the dosage, as well as the name of the teacher administering the medication. The completed record will be placed in the child's file. The teacher who administered the medication will be responsible for logging it at that time.

12. If the child refuses the medication, only takes a partial dose, or if it gets spilled, a note about what happened is written in the medication log. Medication that is not given because the child is absent will be marked in the medication log as well.
13. In the event of a medication error, we will do the following:
  - A. Document the error in the child's medication log.
  - B. Monitor and observe the child, never leaving them alone.
  - C. Complete an incident report.
  - D. Notify the parents immediately.
  - E. Notify EEC, if hospitalization results or the wrong medication is given.
14. All unused medication will be returned to the parent (either when it has expired, or when the child is leaving the program).

#### **PLAN FOR MILDLY ILL CHILD**

A mildly ill child is one that has noticeable changes in behavior, lethargy, and/or has voiced discomfort or illness. If a child is mildly ill the parents will be called and notified immediately, however the child may remain at school.

If the symptoms of the child worsen (i.e., fever, vomiting, etc.), the Director will contact the parent/guardian to pick up the child. If they cannot be reached, we will contact one of their listed emergency contacts for pick up. Until the child can be picked up, they will remain in a quiet area of the classroom where they will be able to rest.

Any mats, toys, books, etc. used by an ill child will be cleaned and disinfected before being used by any other child.

#### **PLAN FOR MEETING CHILDRENS SPECIFIC HEALTH NEEDS OR DISABILITIES**

Upon enrollment, parents will document any known allergies on the child's enrollment form. This form will be updated by parents annually.

In each classroom, an allergy chart is posted. The allergy chart lists any allergy or medical concern a child may have. Allergy charts will be updated regularly (i.e., when a new child has enrolled or if an unknown allergy becomes known).

Teachers are required to review their list daily.

Any child with a chronic medical condition that has been diagnosed by a licensed health care practitioner will have an Individual Health Care Plan (IHCP), which describes the condition. The IHCP will include; symptoms, any medical treatment that is necessary while in our care, potential side effects of treatment, and potential consequences if medical treatment is not provided.



Parents, with written permission from the child's health care practitioner, may train teachers on how to implement their child's IHCP. IHCP's are updated annually.

If your child has a disability that will require the need for specific health and safety measures to be taken, please speak with the Director prior to enrollment so we can ensure they are met. We will make every effort to accommodate any child with a disability; however, our school cannot provide one-on-one care.

### **PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

Our school is committed to protecting all children in our care from abuse and neglect. All SPNS teachers are mandated reporters of suspected child abuse or neglect. If a teacher has a reasonable suspicion of abuse or neglect, they are required by Massachusetts General Law C119, Section 51A to file a report with the Department of Children and Families (DCF).

Our procedure is as follows:

Any teacher who suspects abuse or neglect must document all observations including but not limited to: child's name, date, time, child's injuries, child's behavior, and any/all other important information. The teacher will then bring this information to the Director.

**How to recognize signs of abuse and neglect?** Be aware of any changes: physical, emotional, behavioral. Be aware of any unusual/excessive markings: bruises, burns, lacerations.

All teachers are required to take the online training "51A Online Mandated Reporter Training: Recognizing & Reporting Child Abuse, Neglect, and Exploitation". This training will also assist all teachers in ways to recognize signs of abuse and neglect.

The Director will make a verbal report to DCF, which will be followed up by a written report 51A within 48 hours.

**DCF-Local Arlington: (781) 641-8500.**

The Department of Early Education and Care (EEC) will be notified immediately after 51A is filed.

**EEC: (617) 988-6600**

If the Director does not feel that an incident should be reported, and the teacher disagrees, the teacher may report to DCF directly.

If an allegation is made against a teacher, the suspected abuse or neglect will be reported immediately to DCF and EEC. The teacher will attend a meeting to inform him/her of the filed report. The teacher will be suspended without pay until DCF and EEC has completed their investigations.

The Director and teachers will cooperate fully with all investigations. This includes identifying parents of children currently or previously enrolled in the school, providing consent to disclose information to any person or agency that EEC may specify as necessary for the prompt investigation of allegations and the protection of children.

DCF has 24 hours to screen the case after receiving the oral report. DCF is mandated by Chapter 288 to notify the District Attorney's office in cases of serious injury. DCF is required to

notify the reporter (teacher/Director/President of the Board) of its findings in the case within 60 days of the filing of the report.

### **MISSING CHILD**

In the event of a missing child; the teacher will take attendance and do a head count. That teacher will continue to conduct class with the other children, while the Director is notified. The Director will then notify all teachers in the building of the situation. All indoor and outdoor areas of the building will be checked thoroughly. All teachers should respond and remain calm and reasonable to ensure a safe and secure atmosphere for the other children.

After no more than 7-10 minutes of checking the building and outside areas, the Dedham Police Department and the parents will be notified. The Director will provide the police with the missing child's; name, home address, phone number, parent/guardian and emergency contact names and phone numbers, date of birth, age, race, gender, nationality, physical description, photograph, and any other required information. The Director will also provide the police with the last known whereabouts of the child; date, time and location last seen and last seen by whom.