

FAMILY COOPERATIVE PRESCHOOL

Parents' Handbook

Revised June 2018

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1. OVERVIEW

STAFF

Director:	Jennifer Rogers	508-633-3322
Teachers:	Nancy Laorenza	508-633-9900
	Barbara Bessette	978-886-9525
	Liane Sheehy	978-660-3595

LICENSE AUTHORITY

Family Cooperative Preschool is approved and licensed by the Massachusetts Department of Early Education and Care as Facility #200816.

HOURS

Morning program: 8:45 AM – 11:30 AM, Monday through Thursday (2, 3, or 4 mornings)

Afternoon program: 12:30 PM – 3:15(30) PM, Monday through Thursday (2, 3, or 4 afternoons)

The program runs from the second week in September through the first week in June. Holidays and “no school” days follow the North Andover public school calendar (with the exception of the December vacation and curriculum days).

ADMINISTRATION

Family Cooperative Preschool is a non-profit corporation whose members include the parents of the children attending the school and the Board of Directors.

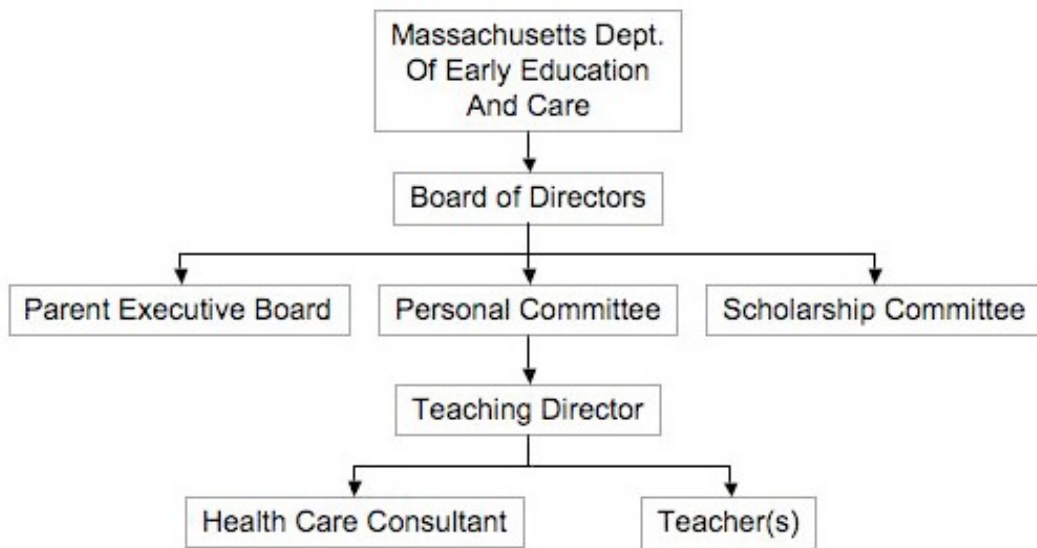
The President, Vice-President, and Treasurer of the Parent Executive Board (see below) are members of the Board of Directors. The six members-at-large serve three-year terms (they are currently not parents of children in the school). Each year, two members-at-large are elected by the co-op members at the year-end annual meeting.

The Board of Directors has the following responsibilities:

- Determine policies of the school
- Determine the tuition and teachers’ salaries
- Approve annual budget items
- Approve the appointment of Teaching Personnel
- Appoint a Personnel Committee
- Appoint a Financial Aid Committee

The Financial Aid Committee and the Personnel Committee consist of parents who do not have children in the school currently. The role of the Financial Aid Committee is to review applications for financial aid and to award scholarships on the basis of need. The role of the Personnel Committee is to review the performance of the teachers at the school.

The Parent Executive Board is a multi-member board made up of parents of children currently in the school. The members are responsible for carrying out the policies of the school on a day-to-day basis. There are four officers of the Executive Board: President, Vice-President, Treasurer, and Secretary. There are nine standing committees: Enrollment; Cooperative Scheduling; Maintenance; Website Maintenance; Hospitality; Fundraising; Publicity; Photography and Supply. The chair



THE FINANCIAL AID COMMITTEE

One of the charges of our founder, Mrs. Charles, was that Family Preschool be open and available to the entire community. One of the ways in which we try to honor that mission is to offer tuition aid.

Committee Make-up

The Financial Aid Committee is made up of three members who are not currently parents of children enrolled in the school or serving on any other school committee. Each term lasts for three years and rotate so that each year, one person will have the option of leaving the Committee. If that occurs, that member is replaced by a new member.

One person serves as Chair of the Committee. The duties of Chair are to call the Committee members together, make decisions regarding financial aid applications, and to report their recommendations to the Treasurer in a timely fashion.

Timeline

Acceptance for general enrollment will be mailed shortly after the enrollment lottery on January 15. In the acceptance packet is a financial aid application. If financial aid is desired, the financial aid application must be filled out and mailed to the Chair of the Financial Aid Committee by February 1. As soon as possible, the Financial Aid Committee will meet to discuss and award financial aid on the basis of need. The Financial Aid Committee will notify recipients by February 15 by phone and/or mail. The Financial Aid Committee Chair will forward the list of recipients to the Assistant Treasurer of the School.

Purpose

The purpose of the Financial Aid Committee is to award money to help defray the cost of tuition to families who otherwise would not be able to attend Family Co-op. It is hoped that, when possible, families will contribute something towards tuition on a monthly basis, if even a token amount. The amount available to be distributed is the equivalent of two four-day tuitions. The Board sets tuition in January of each year.

Emergency financial aid money may be awarded at any time during the school year. If a parent expresses the need for financial aid during the school year, the parent informs the Assistant Treasurer who will give the parent a Financial Aid Application. Upon filling it out, the parent sends it to the address on the form. The Assistant Treasurer informs the Treasurer of possible changes in tuition income. The Financial Aid Committee informs the parent and the Assistant Treasurer of the outcome of the application process. The Assistant Treasurer adjusts the tuition and financial aid budget line items. When the full amount of allocated financial aid money is distributed within a school year, the Committee may choose to award money from the Financial Aid Account, which is held at TD Bank. The Treasurer can inform the Committee of the balance of that account upon request.

Dates to Remember

- February 1 to February 15: Financial Aid Committee meets to award money.
- By March 1: Committee members notify recipients by phone, mail or email.
- By March 15: Committee Chair notifies Assistant Treasurer of recipients.

PARENT COMMITTEE DESCRIPTIONS

Below are descriptions of each of the Parent Committees.

Enrollment: The Enrollment Assistant works closely with the Director to maintain the enrollment timeline detailed in Section 3 of this Handbook. This includes coordinating three major mailings a year in the months of August, January and April, and then compiling all the necessary information for the school. After enrollment is completed for the following year, the Enrollment Assistant makes sure all class lists, contact information and student information is kept up to date and accurate.

Cooperative Scheduling: The Cooperative Scheduler works to ensure adequate parental coverage for the school year with an on-line sign-up program for parents to choose their co-oping days. There are 10 co-oping slots to fill for the year (approximately once a month). The Scheduler prints the schedule for each week on the Thursday before the following/current week and forwards it to the Director to forward to the all families. Changes can be made to the schedule on-line unless it is after Thursday and the following/current week has been printed and posted. If you need to make a change during a current week, please contact the Director to make the change on the hard copy posted at school.

Indoor Maintenance: Indoor Maintenance is responsible for working with the Director to plan the 3 Clean-Up parties of the year. This includes being present as needed for these days and helping to direct available people. The Committee Chair will work with the Director beforehand to outline goals and priorities for these specific days. Committee Members also help with any indoor maintenance issues that arise as the year progresses. Committee Members will also help with the set up and clean up for the Annual Auction.

Outdoor Maintenance: Outdoor Maintenance helps with any outdoor maintenance issues that arise as the year progresses. Committee Members will also help with the set up and clean up for the Annual Auction.

Hospitality: The Hospitality Committee sets up and arranges for food and beverages for various school events such as: 4 Parent Meetings and our Annual Meeting/Potluck Dinner. Committee Members sign up for specific events and will be provided a list of what is needed for each event. Committee Members will also help with the food and drinks available at the Annual Auction.

Fundraising: The Fundraising Committee is vital to Family Cooperative's future success and requires a wide range of talents and abilities. Committee Members work with the Chairs to plan out the major fundraising events of the year. Responsibilities are delegated based upon members' interests and desired level of involvement. Planning for more community building activities is also a task within Fundraising.

Publicity: The Publicity Committee is responsible for promoting Family Cooperative Preschool throughout the school year. Members will hang FCP Flyers in different town libraries, create Application Packets for Prospective Families and use social media to spread the word for FCP Open Houses. Committee Members will also be in charge of the invitations and responses for the Annual Auction.

Supply: The Supply Committee is responsible for supplying fruit each week for snack. Committee Members will purchase the fruit and then get reimbursed by the school.

Photography: The Photography Committee is responsible for documenting our children's school year experiences by taking photos and making use of them in meaningful ways. Committee Members help with different jobs such as: Student Photo Walls, Name Cards, FCP Class Mats, Activity Photo Boards and the Song Book. At the end of the year, the Photography Committee creates a photo album and a slide show for the Potluck Dinner/Annual Meeting.

Website Maintenance: Website Maintenance is responsible for maintaining the FCP website and keeping all information current and applicable for both prospective families and current families. Input is welcome concerning how to make better use of this resource and keep it both user-friendly as well as a major source of information about our school.

Co-op Committee: The Co-op Committee consists of members that are willing to co-op more often than the required amount of times.

PHILOSOPHY

Our school philosophy is based on the following principles:

- In our program, children learn through interactions with people, both other children and adults, and through the active exploration of materials.
- The child's physical development and well-being and creative expressions are nurtured.
- The ability to problem-solve, to think independently, to make choices and to develop a positive attitude toward learning is strongly encouraged.
- Outdoor play and exploration are highly encouraged through the use of the adjoining playground, neighboring fields and hills and the nearby woods and farm.
- Children have an opportunity to interact across generations, not only through the families who participate but also through the school's ongoing involvement with the neighboring life care facility for senior citizens.
- Children are encouraged to recognize similarities in one another and appreciate differences.
- Children are encouraged to enhance oral language skills through interaction with others.
- Children build the foundation for learning to read and write through the daily exploration of the school's environment.
- Children are exposed to math concepts throughout each day as they engage in a variety of activities.
- Children explore science with resources available indoors and outdoors.

Parental Advantages

We offer parents an opportunity for better understanding of their preschool child through their participation at the school. Parents assist in the classroom (“co-oping”) once a month. Co-oping provides hands-on involvement in what is typically the preschooler’s first formal program outside the home. Additional collaborative efforts include a cleanup party, fundraising events and committee opportunities. Parents are highly encouraged to attend the parent meetings, which are held every one-two months at the school.

Not only do parents have the ability to have a hands-on involvement in their preschooler's social, physical, emotional and intellectual development in their first formal program outside the home, but our school also provides extensive informal support for the parents. Our evening parent meetings allow for not only the business discussions of the school, but also open discussions on child development.

DAILY SCHEDULE

- Arrival
- Outdoor Time: activity choices
- Indoor Time: activity choices including snack
- Group Time: songs, books and creative movement with music
- Departure

SNACK AND PARTY GUIDELINES

The daily snack and food for the Holiday Party in December and the End-of-Year Party are provided by the school and accommodates food allergies of all the attending children. Children are not allowed to bring food into the building.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held two times per year, in the fall and spring. Please understand that this is your time and feel free to bring any questions, comments, concerns, or issues you'd like to discuss regarding your child or Family Cooperative Preschool. In order to make the most of this personal time with the teachers, it is encouraged that parents select a time that is convenient for them to attend without children. If this presents a scheduling problem, the teachers are more than happy to work out a special time or conduct a phone conference. Parents should feel free to speak with the teachers at any other time as well.

ENRICHMENT PROGRAMS

Family Cooperative Preschool offers Enrichment Programs during the summer.

Lunch Bunch and Young Explorers are offered to all children attending Family Cooperative Preschool.

FAMILY COOPERATIVE PRESCHOOL HISTORY

The school was founded in 1952 under the name of Parents' Kindergarten by a group of North Andover parents initially interested in establishing a public kindergarten. They were assisted by Mrs. Charles, an early childhood educator with a vision. Mrs. Charles provided initial funds to start the school, and she became the school's lifelong benefactor, both morally and financially. It was Mrs. Charles who arranged for the school to be relocated on Edgewood Farm in 1981 after a fire made the original building in North Andover center unusable.

In 1964, the name of the school was changed to Family Kindergarten. With the advent of public kindergarten in 1969, the name changed to Family Cooperative Preschool. The school initially offered only a morning program for 3 to 5 year-olds; the afternoon session was added later.

2. TRANSPORTATION PLAN

Parents are responsible for providing their own child's transportation to and from school. Please observe the 10 M.P.H. speed limit on the farm property.

Please list on your **transportation permission form** the people you consent to drive your child to and from school. If someone other than a regular carpool parent is picking up your child, give one of the teachers a dated note that will be placed on the Transportation/Carpool board. This also serves as a reminder to your child. If you call to change the person who is picking up your child, speak directly to a teacher. The teachers must meet pickup persons beforehand and will take pictures of them to keep on file for future pick up identification. Please tell those picking up your child of the 10 M.P.H. speed limit and to be considerate of the farm property, Edgewood residents, and animals.

PARKING LOT ETIQUETTE

Hold your child's hand in the parking lot at all times until they are safely inside of the school gate. This is an absolute, non-negotiable school safety rule.

The parking lot is a No Chat Zone. Engaging in conversations in the parking lot could create a chaotic situation and present a danger to the children. You are welcome to come a few minutes before the end of school to socialize and/or make arrangements while the children are safely in the school building or yard.

The parking lot is also an Idle-Free Zone. A teacher will be happy to assist in student drop-off and pick-up if you have other children in the car.

ARRIVAL

Child must hold hands with an adult from vehicles until safely inside the school gate. One of the teachers will be in the cubby area and will be the designated "greeter" for that day. They will welcome your child and check them in on the attendance sheet. Teachers keep copies of the attendance sheets with them at all times as well as in a central designated area. Number of children in attendance for that day is noted and revisited several times throughout the session.

PLAN FOR MISSING CHILD

If the count of children does not match the number of children on attendance sheet, staff member in charge will immediately re-count children by checking all outdoor and indoor space. If necessary, staff and parents will gather children on group time rug to make sure there is an accurate count.

Staff member will call 911 if missing child cannot be located.

DEPARTURE

At departure time, one of the teachers will be stationed at the door to monitor each child's departure with their designated parent/guardian. Child(ren) will be crossed off the attendance sheets and the change in number of children will be noted. Child(ren) must hold hands with an adult from the school gate to the vehicle.

- **A CHILD MAY NOT BE LEFT UNATTENDED, NEXT TO A VEHICLE OR IN A VEHICLE.**
- **THE PARKING LOT IS A NO-CHAT ZONE AND AN IDLE-FREE ZONE.**
- **A CHILD MUST BE BUCKLED UP OR IN CAR SEAT ACCORDING TO MA STATE LAW.**

FIELD TRIPS

Parents will be asked to dress children appropriately for weather, ticks, etc. The child's parent will apply sunscreen and bug repellent.

The four steps listed below will be followed for all field trips. Specific steps for each field trip are listed afterwards.

1. Parents will be informed in writing as to the date of trip and will sign and date slip to give child permission.
2. Note will be placed on door as to where we are, time of departure, expected arrival back at school and the teachers' cell phone numbers.
3. Each child and adult will wear a name tag which will include school name, address and phone number.
4. Cell phone, first aid kit and children's emergency information and medications will be brought.

Procedure for Walking Field Trips

1. Teacher will walk to designated area before children arrive at school to check for safety.
2. One teacher will be at the front of the group and the other will be in the rear. Children must remain in between or hold on to a rope until we reach our destination.
3. Attendance will be taken before leaving school, when we arrive at destination, and again when we return to school.

Procedure for taking a Bus Trip

1. One teacher will introduce herself to driver and inspect bus for safety. Bus must have a seat belt cutter.
2. The teacher in charge will take attendance inside the school, on the bus and again when children are back in schoolyard. If children get off the bus, attendance will be taken when they get back onto the bus.
3. One teacher will sit at back of bus and another in the front.

3. ENROLLMENT POLICY

Notice of Nondiscriminatory Policy as to Students

Family Cooperative Preschool does not discriminate on the basis of race, gender, color, sexual orientation, marital status, national or ethnic origin, or religion in its educational or admission policies, financial aid, or any other school-administered programs.

Children must be 2 years 9 months old by September 1st to enroll (3 years old by Dec. 31). Toilet training is not an eligibility requirement for enrollment.

Financial aid is available.

ENROLLMENT DEADLINES AND FEES

Nov 1 – school year	Visits by interested families during school hours
Dec 15	Applications are due for returning students.
Jan 12*	Applications and \$50 application fee are due for new students. Application fee is non-refundable.
Jan 15 Lottery	Parents are notified of placement in a session and/or waiting list.
Feb 1	A \$150 non-refundable deposit is due to secure a spot in a session. This deposit is applied to the last month's payment.
Feb 15	Class lists are finalized. **
Feb 15 until school opening in September	Parents on waiting list are notified if an opening becomes available. They must send in their deposit within one week from the time they have verbally agreed to enroll their child at Family Cooperative. The parent may decline the spot and use the application for the following year.
May 15	One month tuition payment is due, applied to the following May tuition. It is non-refundable.
After school begins	Parents on waiting list are notified if an opening becomes available. They must send in their deposit within one week from the time they have verbally agreed to enroll their child at Family Cooperative. The parent may decline the spot and use the application the following year.
* NOTE	Parents who have missed the application deadline are encouraged to apply in the event of openings.

** NOTE	Parents who have applied to both sessions and are offered a spot in their second choice may verbally accept a spot in that session and remain on the waiting list for their first-choice session. On Feb 1 (when deposits are due), the parent can make a deposit to secure a spot in their second-choice session, but may keep their waiting list status in their first-choice session. If by Feb 15 no spot becomes available in their first-choice session, parents must either commit to a spot in their second-choice session or remain on the waiting list for their first-choice session. session.
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ENROLLMENT LOTTERY

Family Cooperative Preschool uses a lottery style drawing to determine acceptance into either the morning or afternoon session or waiting list status. To achieve a balanced class and meet the needs of the students, the final configuration of each session is at the discretion of the Director. Priority is given to families previously associated with the school.

- **Priority for enrollment into the morning session:**

1. Returning students already in the morning session.
2. Siblings of current or former students who have previously attended the morning session.
3. Returning students enrolled in the afternoon session wishing to switch to the morning session.
4. Siblings of current or former students who have previously attended the afternoon session.
5. Children and grandchildren of alumni of Family Cooperative and/or its Board of Directors.
6. Children on the waiting list from the previous year.
7. New families applying for the morning session.

• **Priority for enrollment into the afternoon session:**

1. Returning students already in the afternoon session.
2. Siblings of current or former students who have previously attended the afternoon session.
3. Returning students enrolled in the morning session wishing to switch to the afternoon session.
4. Siblings of current or former students who have previously attended the morning session.
5. Children and grandchildren of alumni of Family Cooperative and/or its Board of Directors.
6. Children on the waiting list from the previous year.
7. New families applying for the afternoon session.

4. TUITION POLICY

A dependable source of income to meet expenses is necessary for the success of any organization. Upon enrollment into the school, your child's slot is reserved for the school year. Tuition for the entire school year is therefore an obligation.

We offer several payment plans for Tuition. You may choose to pay in ten installments, semi-annually, or annually to the Assistant Treasurer of the school. The first tuition payment (equal to one-tenth of the yearly tuition) is due May 1 regardless of which option you choose. This payment is non-refundable. Thereafter, if you choose the ten-installment option, the tuition payment is due on the first day of each month, starting in September and continuing to May. If you choose to pay semiannually, one-half the remaining tuition is due on October 1 and January 2 of the next year. If you choose to pay annually, the remaining tuition is due on October 1. Checks should be made payable to "Family Cooperative Preschool, Inc."

To save on expenses, the school does not send out bills. The responsibility for remembering to pay is yours.

The \$150 non-refundable deposit is due by Feb 1st and holds your place for September. This deposit is applied toward your last tuition payment. Therefore, the May tuition payment should be less by \$150 if you are paying in 10 installments. If you have chosen to pay semi-annually, then the January tuition payment should be reduced by \$150.

As in all private schools, no refunds or deductions can be made because of illness, vacation or other absences.

ASSISTANT TREASURER LATE TUITION PAYMENTS PROCEDURES

- A reminder notice that tuition is due should be prominently displayed at the school at the appropriate time each month.
- If tuition has not been received by the fifteenth of the month, place a "bookmark" reminder in the family's envelope (all families have an envelope for communications purposes on the bulletin board at school).
- If tuition has not been received by the end of the month, mail first reminder letter. Keep record of when the letter was sent.
- If tuition or notification of scholarship application has not been received by the end of the second month, mail second reminder letter via certified mail. Keep record of when the letter was sent.
- If tuition or notification of scholarship application has not been received by the end of the third month, turn the matter over to the Treasurer, who will bring it to the attention of the Board of Directors. Supply information pertaining to exact amount owed and dates of notification.
- No family should be allowed to begin a subsequent school year at Family Co-op until past tuition payment problems have been resolved.
- A copy of the Tuition Payment First and Second Reminders follow:

TUITION PAYMENT REMINDER

Date: _____

Dear _____,

The purpose of this letter is to ask that you pay your Family Cooperative Preschool tuition immediately. The amount you owe is_____.

You might not realize it, but tuition payments fund our operating budget. We are not a “big business”, and unless tuition is paid in a timely fashion, our financial obligations – including paying our teachers their salaries – are very hard to meet.

If you are experiencing temporary financial difficulties, don’t hesitate to ask me for a confidential financial aid application. Because of our Financial Aid Fund, we are in a position to be flexible when assistance is needed.

Thanks in advance for addressing this situation promptly. If you have already sent in your tuition, please disregard this letter.

Sincerely,

Treasurer
Family Cooperative Preschool, Inc.
48 Caroline Way
North Andover, MA 01845

Please promptly return the bottom portion of this letter to the Treasurer.

Here is my payment for _____.

(Fill in month and amount)

I have applied for financial aid assistance (Y or N).

Your name: _____.

TUITION PAYMENT SECOND REMINDER

Date: _____

Dear _____,

This is the second reminder letter regarding your late Family Cooperative Preschool tuition payment. The amount of _____ is past due, and should be paid immediately.

Since this is the second reminder letter we have sent without reply from you, the matter will be turned over to the Family Cooperative Preschool Board of Directors if we do not receive your payment within two weeks.

As mentioned in the first letter, the school's financial obligations are very hard to meet if parents don't pay their tuition on time. If you are experiencing temporary financial difficulties, please contact me for a confidential Financial Aid Application.

Sincerely,

Treasurer
Family Cooperative Preschool, Inc.
48 Caroline Way
North Andover, MA 01845

Please promptly return the bottom portion of this letter to the Treasurer.

Here is my payment for _____.
(Fill in month and amount)

I have applied for financial aid assistance (Y or N).

Your name: _____.

5. CO-OPING PROCEDURES AND RESPONSIBILITIES

CO-OPING LOGISTICS

- An on-line link to the Co-op Schedules will be sent in an email. Please follow the directions to set up an account so that your family can sign up for your co-oping days.
- The schedule for the year is posted on the sight so that you can choose your days for the year or you can choose your days for 4 months (Sept.-Dec.) and then 6 months (Jan.-June). One parent per family is required to co-op once every month.
- You can add days, delete days and swap days using the on-line schedule except for the current week's schedule. The current week's schedule will be printed and posted at school for the teachers to refer to for that week. If you need to make a change for the current week, please contact the Director so that the change can be made at school on the posted schedule.
- Parents should co-op on a day their child attends school.
- No younger siblings, except for infants, should be brought to school on co-op days.
- If on the day you are scheduled to co-op, you or your child wake up sick or you have an emergency, contact the Director immediately.

WHILE CO-OPING

Although co-oping duties are laid out and part of the responsibility of attending Family Cooperative Preschool, your child's needs come first. If your child is having a tough time or needs you to be with them for any reason, this need takes priority over any of the co-oping duties. Every parent should be aware of this and understanding of this type of scenario. Please communicate with the other parent co-oping that day about your situation and work out a fair division of tasks with this in mind.

- Participate and interact with children's activities.
- Keep at the level of the children.
- Keep your eyes on the children in your area and watch for safety issues.
- Perform additional duties as requested by the teachers.

CO-OPING CLEAN-UP DUTIES

Cleaning can begin when the children are on the rug for group time.

1. Clean toilets in adult and children's bathrooms. Use Basic H solution and paper towels to spray and wipe toilet seats and tanks. Clean bowls with toilet brush located in adult bathroom. Basic H spray bottles are in the cabinet above the sink. Gloves for cleaning and bags are hanging on the frame on the children's bathroom on the left. Initial Bathroom Cleaning Chart for that day. The Chart is located to the left of the children's sink.
2. Clean all sinks, faucets, doorknobs, chin-up bar, soap dispensers and towel dispensers with Basic H solution and paper towels.
3. Empty water table. The bucket is under the water table. We use two buckets full to fill the table.
4. Sweep the floors. Dust pan and broom are in the closet by the door in the middle room.
5. Organize materials used at the tables in the art/science room and the middle room.
6. Wipe down all tables in the art/science room and the middle room and wipe down the snack table using the Basic H solution and paper towels.
7. Put cleaning products above the sink when you are finished.
8. Empty trash can in adult bathroom and kitchen and replace bags. Take out the trash and recycling to the trash and recycling bins.

6. SCHOOL POLICIES

1. Smoking is not allowed in the schoolyard or in the building.
2. If your child is not coming to school, please call between 8 – 9 AM or 11:30 AM-12:30 PM, and please report the reason for the absence. If the school is not notified, they will attempt to call you.
3. Send a **complete change of clothing** (shoes or slippers, socks, underwear, pants, shirt). Please replace this clothing as needed based upon usage, size, or season.
4. Dress child for **outdoor play**. In winter, please send child with snow pants, boots, hat, and mittens. During rainy weather, send child with appropriate rain gear. If unsure, send outdoor clothing and let the teachers decide on appropriate clothing.
5. On birthdays, do not bring special foods or cake to school. The regular snack will be served at school. The teachers and children will celebrate birthdays with a paper crown and song. Do not distribute birthday party invitations at school. No birthday presents should be brought to school that could be given later at a birthday party.
6. **Favorite personal items** may be brought to school. Teachers will use their best judgment in handling personal items and may encourage the child to keep them in their cubbies. **No weapons or sharp objects, please!**
7. The state of Massachusetts passed new legislation in 2013 regarding criminal background checks for teachers and volunteers. The legislation adds rigor and expense to the process – and as a result, our licensing agency (the Massachusetts Department of Early Education and Care, or EEC) has clarified its guidelines about who should be accessing its system for criminal background checks. EEC requires all staff, including substitute and student teachers, to have background checks. As far as volunteers go, however, EEC recommends that background checks be conducted only on those with the potential for unsupervised contact with children while at school. In our case, none of our parent co-ops has the potential for unsupervised contact with children while at school since at least one teacher has sight of every child or group of children at all times. Consequently, we will no longer be conducting background checks on parents and all Background Record Check forms previously submitted by parents will be destroyed.

Please be assured that, even without background checks on parent volunteers, Family Co-op's Director Jen Rogers and the Board of Directors are confident that no child faces any risk from parent co-ops while at school.

Here are Family Co-op's procedures to insure at least one teacher has sight of every child or group of children at all times:

- As children arrive there will be one teacher inside and the other teachers will be outside.
- Teachers will have clear views of all areas in the school yard.
- A teacher will accompany every child or small group of children when they transition inside from the outside.
- A teacher will stay in the cubby area until all children are ready to move to the kitchen to wash hands at the sink.
- Only teachers will help children in the bathroom (or a child's own parent).
- At least one teacher will be in every room that is open to the children.

7. HEALTH CARE POLICIES

EMERGENCY PHONE NUMBERS

Fire and ambulance	911
Police	911
Poison Center	800-682-9211
Lawrence General Hospital	978-683-4000
Health Care Consultant Norman Porter, R.N.	978-794-2277 Cox Lane Methuen, MA

FIRST-AID AND EMERGENCY PROCEDURES

Family Cooperative Preschool
48 Caroline Way
Edgewood Farm
North Andover
978-682-4012

Emergency Phone Numbers

Police, Fire, Ambulance	911 or 978-683-3168
Poison Center	800-222-1222
Lawrence General Hospital	978-683-4000
Health Care Consultant...	
Norman Porter, R.N.	978-794-2277

First Aid and Emergency Procedures

In the event that your child is injured or becomes ill during the time he/she is under the supervision of Family Cooperative Preschool Inc. staff, the following policy will be used:

First Aid Treatment without 911...

1. Staff only may administer FIRST AID.
2. If a child is injured or mildly ill, a TEACHER will administer FIRST AID TREATMENT. The injured child's parents will be notified.
3. If the child's parents cannot be reached, the persons designated on the EMERGENCY INFORMATION FILE will be notified.
4. While waiting for the parent or designated person named as an Emergency Contact, the child will rest quietly on the couch in the middle area or another comfortable area for the child and will be supervised by the TEACHER.
5. The FIRST AID KIT is located on top of the refrigerator. It is the Director's responsibility to keep the kit adequately supplied. The FIRST AID KIT is taken on all field trips. The contents are checked annually by the Health Care Consultant. The contents are listed in the FIRST AID KIT (We follow EEC Regulations for the contents).
6. For FIELD TRIPS, the FIRST AID KIT, the EMERGENCY INFORMATION NOTEBOOK and any MEDICATIONS will accompany each child on the field trip and be in the possession of a staff member.
7. Gloves shall be worn when there is an expectation that there will be contact with bodily fluids. Soiled gloves will be discarded in a sealed plastic bag without touching the contaminated areas. Hands will be washed when gloves are removed.

911 Medical Emergency Plan

1. **TEACHER** identifies emergency.
2. **TEACHER** tells SECOND TEACHER to call 911.
3. **TEACHER** keeps child calm and stays with child.
4. SECOND TEACHER calling 911 gives information about the child and his/her symptoms. DO NOT HANG UP UNTIL TOLD TO DO SO. This teacher retrieves the EMERGENCY NOTEBOOK with child's 1st Aid/Medical Consent Form and Physical Examination Form.
5. PARENT goes to Caroline Way to assist EMERGENCY VEHICLE in locating the school.
6. THIRD TEACHER and other parents gather children in the GROUP TIME ROOM or another quiet area.
7. SECOND TEACHER notifies child's parent and pediatrician if necessary.
8. **TEACHER** will accompany the child to the Emergency Room with the Emergency Information.
9. SECOND TEACHER can begin calling other parents to pick up their children or wait until the end of the session depending on the emergency situation (each child must be picked up by own parent or wait until the end of the session).

911 Medical Emergency Plan for Children with Medications

1. **TEACHER** identifies symptoms.
2. **TEACHER** brings child to MEDICATION STORAGE AREA or stays where emergency is occurring (telling SECOND TEACHER to retrieve medication) depending on the Emergency and tells SECOND TEACHER to call 911.
3. **TEACHER** or SECOND TEACHER retrieves Medication Bag, administers medication, keeps child calm and stays with the child.
4. SECOND TEACHER calling 911 gives information about the child and his/her symptoms. DO NOT HANG UP UNTIL TOLD TO DO SO.
5. **TEACHER** notes time that the medication was administered and symptoms after Emergency has been resolved.
6. PARENT goes to Caroline Way to assist EMERGENCY VEHICLE in locating the school.
7. THIRD TEACHER and other parents gather children in the GROUP TIME ROOM or another quiet area.
8. SECOND TEACHER notifies child's parent and Pediatrician if necessary.
9. **TEACHER** will accompany the child to the Emergency Room with Medication Bag.
10. SECOND TEACHER can begin calling other parents to pick up their children or wait until the end of the session (each child must be picked up by own parent or wait until the end of the session).

Review these steps and the ACTION PLAN for each child with medication.

EVACUATION PLAN

Family Cooperative Preschool Emergency Plans School 978-682-4012 Jen Rogers 508-633-3322

Confined Environmental Emergency (an event which requires leaving the building but not school property... i.e. CO detection or smoke detection)

In the event of a **Confined Environmental Emergency**, staff, children, parents and visitors will leave the building and gather in the Immediate Area where ropes (for children to hold) are along the inside of the fence to the right of the gate.

Non-Confined Environmental Emergency (an event which requires leaving the school property... i.e. gas leak or fire)

In the event of a **Non-Confined Environmental Emergency**, staff, children, parents and visitors will walk to the Non-Immediate Area at the Meadows Building in the Edgewood Life Care Facility (ELCF), 575 Osgood Street in North Andover (978-725-3300). In the event the ELCF is also evacuated, the emergency location will be the North Andover High School (NAHS), 675 Chickering Road (978-794-1711), and staff, children, parents and visitors will be transported there.

Major Environmental Non-Confined Emergency (an event which requires evacuating a large area)

In the event of a **Major Environmental Non-Confined Emergency**, staff, children, parents and visitors will be transported to a Red Cross designated shelter as determined by the North Andover Emergency Management Department. Children can be located by calling the North Andover Police Department Dispatch (978-683-3168).

If necessary, children will be transported to Lawrence General Hospital at 1 General Street, Lawrence, MA 01841 (978-683-4000).

In the event of any emergency requiring Evacuation, the following procedures will be followed:

1. Director will inform staff by using the word EVACUATE. Staff will quickly and safely gather children and exit building according to the Emergency Exit Map. Staff will take Attendance Sheets and Rosters with them.
2. Director will get necessary Medication and Emergency Records and check all rooms, including bathrooms, to ensure all children and adults have exited.
3. Attendance will be taken at designated locations and whenever children are moved.
4. At all times during a crisis, staff will remain with and care for all children.
5. Director and/or Public Safety Personnel will inform staff when it is safe for all to re-enter the building.
6. All parents will be notified of the situation and where to pick up the children as soon as possible.

Lockdown Emergency (an event which requires protection inside the school)

In the event of a **Lockdown Emergency**, Director is the Incident Commander for staff, children, parents and visitors. Director will be the Incident Commander until relieved by Public Safety Personnel.

In the event of an emergency requiring Lockdown, the following procedures will be followed:

1. Director will inform staff, children, parents and visitors that a Lockdown is in effect by repeating the word LOCKDOWN and an pertinent information.
2. Head Teacher will be directed to call 911.
3. Director will lock all doors and windows.
4. Staff will gather children in the middle room.
5. Head Teacher will immediately take attendance. Head Teacher will ask Director to search school if any child(ren) is missing.
6. Public Safety Personnel will inform Director when the LOCKDOWN is over.

Soft Lockdown Emergency (an event which requires protection inside the school but there is little or no danger inside the school)

In the event of a **Soft Lockdown Emergency**, Director is the Incident Commander for staff, children, parents and visitors. Director will be the Incident Commander until relieved by the Public Safety Personnel.

In the event of an emergency requiring Soft Lockdown, the following procedures will be followed:

1. Director will inform staff, children, parents and visitors that a Soft Lockdown is in effect by repeating the words SOFT LOCKDOWN and any pertinent information.
2. All children will continue activities as usual inside or will be brought inside to begin activities inside. No outside activities will be resumed until the event is resolved.
3. Director will lock all doors and windows to the outside. Director will monitor the front porch door. If a person requests admittance and raises any suspicion, access will be denied and the North Andover Police Department will be notified (911) using the Alarm Panel (silent alarm sent to the North Andover Police Department).
4. Director will consult with the North Andover Police Department to determine when the Soft Lockdown is over.

After-Event Parent Communication

Law Enforcement, Fire or EMS and Director will jointly send a factual notice to parents regarding the day, time, duration and reason for the Emergency as soon as practical. Director will tell parents at Pick-up or by Phone. A follow-up email will be sent to all families whether or not their children were present the day of the Emergency.

Family Cooperative Preschool

Weather Emergency Guidelines

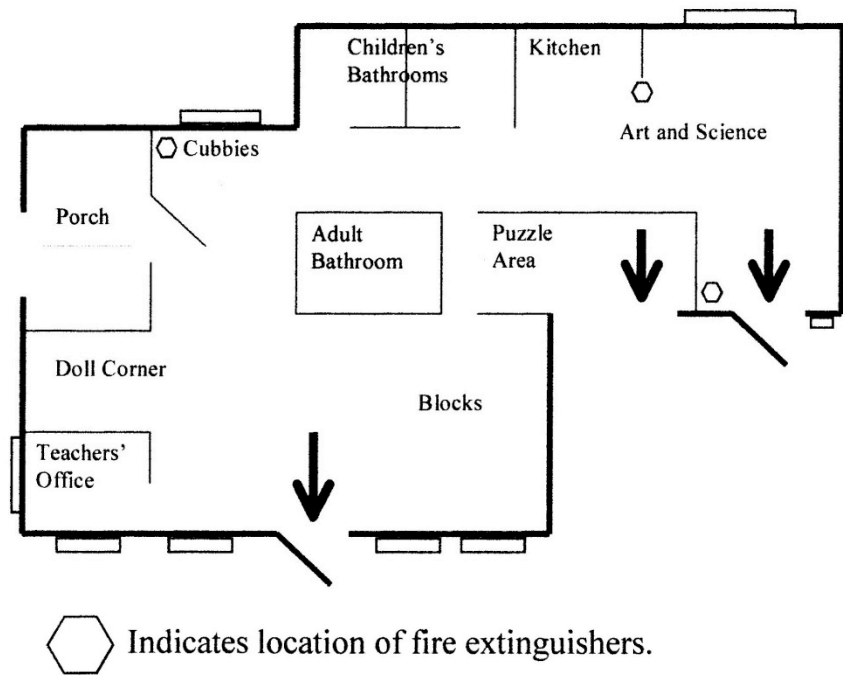
School 978-682-4012
Jen Rogers 508-633-3322

Teachers will download Weather Alert Applications on their cell phones. If a teacher or parent receives a **Weather Emergency Watch or Warning Alert** all staff, children, parents and visitors will go inside the school. The teachers will open the middle room if there is a **Watch Alert**. Everyone will remain in the middle room unless the **Watch Alert** moves to a **Warning Alert** or the weather in the school's direct surroundings requires all staff, children, parents and visitors to take cover in the school's most protected areas. The Adult Bathroom, the enclosed fireplace areas under the two mantles (one is in the Middle Room and one is in the Small Blocks Area) and the area in the Middle Room adjacent to the Adult Bathroom will be used when the **Weather Emergency Watch Alert** progresses to a **Weather Emergency Warning Alert**. Tables will be used for added protection under the mantles and in the Middle Room. The Director will send an email to notify parents of the situation.

In the event of a **Weather Emergency** that requires leaving the school and property (with enough time to travel safely), staff, children, parents and visitors will walk to the Meadows Building in the Edgewood Life Care Facility (ELCF), 575 Osgood Street in North Andover (978-725-3300). Staff, children, parents and visitors will be guided to a safe location within ELCF upon arrival.

Parents will be advised to not come to school to pick up their children until after the **Weather Emergency** has expired. The Director will communicate with families regarding this timeline.

If/when a **Weather Emergency** is forecasted during the time children would be at school but before children arrive at school, school will be cancelled. Parents will be notified via email.



Evacuation routes are indicated by bold arrows.

PLAN FOR DISPENSING MEDICATION

1. Emergency or life-saving medication may be administered to a child by the teachers only with written parental authorization and written order of a physician (must be a signed statement listing the medication(s), dosage and criteria for its administration, and valid for no more than one year from the date it is signed).
2. All emergency medication will be labeled in its original container, with the child's name, the name of the drug and directions for its administration and storage.
3. The director will maintain a written record of the administration of any medication for each child. The record will include the time and date of each administration, the dosage, the name of the staff member administering the medication, and the name of the child. The completed record will be made part of the child's file.
4. Immediate notification will be made to the child's family after administration of emergency medication, including the child's name, date, medication name, and time administered.

5. All medication will be stored under proper conditions for sanitation, preservation, security, and safety. The Director will check the condition of any emergency medication (including expiration date) monthly. The Director will inform parents if new medication is needed and/or when it is due to expire. All unused medication will be returned to the parents at the end of the school year.
6. No other medication, prescription or non-prescription, will be permitted into the school.

ALLERGIES

Parents will submit a chronic illness form, along with their child's physical form, identifying foods, chemicals or other materials to which their child is allergic. The physical form and chronic illness form will be kept in the child's folder at school. An **Allergy List** will be posted on the refrigerator clearly stating each child's allergy.

INJURY PREVENTION PLAN

1. **Smoking is not allowed** in the schoolyard or in the building.
2. All toxic substances, poisonous plants, first aid supplies, medications, sharp objects, matches, cleaning supplies, and other **hazardous objects or substances will be kept in a secure place** and out of the reach of children.
3. For field trips, the first aid kit, list of emergency numbers for each child and any medication will be in the possession of a staff member.
4. **Parents will be informed immediately of any injury** that requires emergency care beyond minor first aid and will be informed in writing within 24 hours of the incident of any first aid administered to the child. An injury report for any accident that requires first aid or emergency care will be maintained in the child's file. The injury report will include the name of the child, date, time and location of accident or injury, description of injury and how it occurred, name(s) of witness(es), and name(s) of person(s) who administered first aid or medical care.
5. A **central log** will contain notes on all injuries and incidents (see below) that occur during school hours. (See also the section on Health Care Policies for more details.)

INCIDENT ACTION PLAN

When there is a behavioral incident involving a child, staff will work with the child and their parents to identify concerns and offer solutions to assist the child in integrating successfully into the program and when appropriate, offering solutions.

PLAN FOR INDOOR SUPERVISION AND SAFETY

1. The inside of the school will be **checked daily** before the morning session to immediately remove or repair any hazard that could cause injury. An environmental checklist will be kept by the block room door and initialed daily.
2. An indoor attendance sheet will be kept at the entrance door and with each staff member. The staff will keep and maintain daily attendance records that indicate each child's attendance and any unusual arrival or departure times. A staff member will take a count often (at least every 15 minutes). When a child leaves the school during the day or at departure time, a notation will be made on the attendance sheet as to who has left and how many children are currently present.
3. The adult bathroom must be kept locked at all times.
4. All pocketbooks must be kept in the adult bathroom.
5. The children's bathrooms will be supervised by a staff member when in use by a child.
6. Children may not run inside the building.
7. Blocks can be stacked to 28". Measuring tapes are available for children.
8. All sharp items and cleaning products will be placed in cabinets out of the reach of children.
9. Two hands must be used at all times on the chinning bar. Mats must be placed under the chinning bar before use. Adults may not lift a child up to the chinning bar. Children may not climb with toys in their hands.
10. Only one child may use the punching bag at a time. Other children must be outside the designated area.
11. Food and unauthorized prescription or non-prescription medication must not be brought into the school.
12. The staff office is off-limits to children.

PLAN FOR OUTDOOR SUPERVISION AND SAFETY

1. A daily safety check is taken of the playground and noted (initialed) on attendance sheet, and hazards that could cause injury are immediately removed or repaired. This indicates checking for bees, broken toys, evidence of animal use of yard, latches for gates and roping off icy areas in winter. An environmental checklist will be kept by the playground door.
2. A count will be taken often by staff member (at least every 15 minutes). When a child leaves the school during the day or at departure time, a notation will be made on the attendance sheet as to who has left and how many children are currently present.

3. Safety glasses or goggles must be worn at the workbench. Wood must be in use while sawing at the workbench. The saw, drill, hammer and nails belong in kitchen cabinet (out of reach of children) while not in use. Projects with nails must be placed in taped paper bag before moving them from the workbench.
4. Please drive under **10 M.P.H.** on farm property. Horses have the right of way. Please stop your car until the rider has passed or waves you on.
5. **Hold the child's hand in the parking lot.** This is a very important safety rule, as the people backing out cannot always see a young child.
6. Each gate must be latched. Gates should be open and shut by adults only.
7. The gate will be shut to prohibit traffic from entering school property while big wheels are in use.
8. **Each child must wear a helmet** while riding the big wheels, tricycles, or other ride-on toys. The child's family will provide the helmets, and a name should identify the owner of the helmet. There will be no sharing of helmets due to sizing and communicable disease transmission risks. Every effort will be made to provide the opportunity to purchase low-cost helmets.
9. **Two hands** must be used on outdoor climbers. Children may not climb with toys in their hands. Children climbing on the triangle structure must be supervised by an adult. Equipment will be "closed" if they cannot be properly supervised or if the ground surface is too hard.
10. An adult must supervise trees and triangle climbing structure. Ribbons in trees designate height to which children may climb. Yellow mats must be in place.
11. Adults should position themselves strategically in yard to have the best view of all children.
12. Playing with sticks is not allowed. Sticks should be removed to outside the playground.
13. Climbing of chain-link fence is not allowed.
14. A child who needs to go into the school (e.g. to the bathroom) will be supervised by a staff member.
15. At least one staff member and one parent assistant will supervise the playground.
16. No toys are allowed on the slide structure.
17. Children will not be allowed on play equipment with cords or necklaces hanging from jackets, sweatshirts, or around their necks. Parents must remove all cords from jackets and sweatshirts as well as necklaces prior to coming to school. **Cords are a hanging hazard on the play equipment!**

PLAN FOR MANAGEMENT OF INFECTIOUS DISEASE

In order for us to prevent the spread of communicable diseases in our school we need to ask for your help by calling us when your child is ill.

If a child becomes ill at school, she/he will rest quietly on the couch, (which will be spread with a clean sheet) and will be supervised by a teacher until a parent arrives.

If a child at school has a contagious disease, a letter will be sent home with each child that describes the illness and precautions you should take. A notice will also be posted at school.

The following is a list of common communicable diseases. The signs or symptoms of the illness would determine whether a child would be included or excluded from the school, and our return policy for return of a child who has been excluded from the school.

Strep Throat

SIGNS AND SYMPTOMS: Sore throat, fever, swollen glands, headache, cough, runny nose, other cold symptoms.

RETURN POLICY: Children who have a positive culture should stay at home and have 24 hours of medicine.

Chicken Pox

SIGNS AND SYMPTOMS: It begins with a mild fever and an itchy rash. The rash starts as crops of small, red bumps that become blistery, oozy, and then crust over.

RETURN POLICY: Children can return to school one week after the rash begins or when all the blisters are dried up and crusted over.

Fifth Disease

SIGNS AND SYMPTOMS: initial symptoms usually resemble a mild flu and may be so mild that they are not noticed. Early symptoms may include runny nose and sore throat, headache or abdominal pain, a mild fever of around 100 degrees (if at all), and a vague feeling of body weakness. These symptoms are followed by a bright red rash on the face, and later, a lace-like rash on the body. The rash usually fades within 2-5 days and may reappear with exposure to sunlight, warm temperatures, or stress.

RETURN POLICY: Children are no longer contagious once the rash appears and can return to school at that point.

Conjunctivitis

SIGNS AND SYMPTOMS: The white parts of the eyes become pink or red, the eyes may hurt, feel itchy or scratchy, and they may produce lots of tears and discharge. In the mornings the discharge may make the eyelid stick together.

RETURN POLICY: Children may not return to school until the day after they start taking the medicine.

Head Lice

SIGNS AND SYMPTOMS: Lice are very small, light brown insects, less than 1/8" long, which live only in people's hair.

RETURN POLICY: Children may not return to school until the problem has been treated completely.

Impetigo

SIGNS AND SYMPTOMS: Impetigo is a skin infection common in young children. It mostly is seen on the face and around the mouth, but can occur any place, on the skin. The infection is red and may be oozing. There may be small bumps clustered together or larger red areas. These areas may have honeycolored crusts or blisters. If a suspected impetigo rash is noticed at school, the child does not have to be sent home. The area will be washed with soap and water and will be covered.

RETURN POLICY: Children may return to school after taking medicine for 24 hours. The sores should be kept lightly covered until they have dried up.

Infectious Diarrhea

SIGNS AND SYMPTOMS: An increase in the number of stools over what is normal for that child or stools that are loose or watery.

RETURN POLICY: Children may return when the diarrhea is gone and, in certain cases, after treatment has begun.

Colds

SIGNS AND SYMPTOMS: Colds are mild infections of the nose and throat, which are very common in young children (and in adults who are around them!)

RETURN POLICY: There is no reason to exclude children or staff with a cold, if they feel well enough to attend. By the time they have the symptoms, everyone else has already been exposed.

Fevers

SIGNS AND SYMPTOMS: many things can cause a body temperature above normal. Body temperature can be affected by:

- Strenuous exercise
- Time of day
- Infection
- Environment- hot rooms, a hot day, or being bundled up
- Individual variations

Most definitions of a fever fall into the 100- 101°F range. Fever is the body's normal response to infection. Fever is a symptom, not a disease.

RETURN POLICY: Children may return when they have had no Tylenol (or related analgesic) and is without fever for 24 hours.

Vomiting and Nausea

SIGNS AND SYMPTOMS: nausea and vomiting are symptoms associated with a variety of diseases. Common symptoms are decrease of appetite, stomachache, and/or cramps, dry heaves, or vomiting.

RETURN POLICY: Children may return after symptoms are gone.

INFECTION CONTROL PLAN

All staff and parent assistants will receive a copy of this infection control policy and will be trained in the programs infection control procedures during staff and parent orientation.

THE FOLLOWING ITEMS WILL BE WASHED WITH SOAP AND WATER AND E.P.A. APPROVED DISINFECTANT:

Daily:

- Toilets and toilet seats
- Sinks and faucets
- Kitchen tables
- Kitchen floors
- Mops
- Sheets used to cover couch when there is a mildly ill child (this sheet will be washed after each use)
- Door knobs
- Telephones
- Water table
- Water table equipment

Accidental bodily spills will be disinfected BY TEACHER ONLY, using gloves and E.P.A. approved disinfectant. Gloves will be discarded into a sealed plastic bag, without touching contaminated areas and hands washed after degloving. The sealed bag will be discarded directly into the outside covered garbage containers.

Monthly (Laundry Committee responsibility only):

- Mat used under chinning bar
- Dress-up clothes
- Doll blankets
- Machine washable fabric toys

Hand-washing:

Children, staff, and parent assistants will wash their hands with soap and running water, using friction and dried with disposable towels, at least at the following times:

- Before eating or handling food
- After toileting and diapering
- Before and after using the water table and playdough.
- After coming into contact with bodily fluids and discharges
- After handling school animals or their equipment
- After cleaning
- After removing gloves which have been in contact with bodily fluids or discharges

Documentation:

Co-oping parents will document their cleaning and disinfecting of items on the flow sheet hanging on the kitchen cupboard. The staff will review this documentation weekly and a remedial plan will be identified if necessary. This documentation will be saved for one year.

LEAD POISONING

Family Cooperative Preschool has passed all tests and is a lead-free environment.

Each child attending the school is required to have a lead-screening test prior to the first day of school.

Information on lead poisoning:

- **What is lead poisoning?** Lead poisoning occurs when lead is ingested into the body through hand and mouth activity (such as teething or thumb-sucking).
- **What are the possible sources of lead in a child's environment?** The most common is lead-based paint. Other sources include improper glazing of ceramics, window putty, soft metal objects, lead toys, fishing weights, solder, paper printed with red, yellow, and orange inks, lead jewelry, oil colors which may contain lead chromate, and matches containing lead acetate.
- **How can you tell if a child has lead poisoning?** Usually a child shows no symptoms until the lead build-up is quite great, but the early symptoms may include poor appetite, stomach aches, vomiting, constipation, bed-wetting, headaches, paleness, hyperactivity, or complete change of personality such as crankiness. The only way to know is to have your child's blood tested.

- **What can parents do?**

Have blood tested annually between the ages of one and six by a pediatrician. This is a simple test requiring a few drops of blood from the fingertip.

Have your home and the play yard inspected for lead paint chips.

For more information before you remove lead paint from your walls, please call the Childhood Lead Poisoning Prevention Program toll-free at 1-800-532-9571.

TICKS

Family Cooperative Preschool takes full advantage of our wonderful “outdoor classroom” and children spend a good amount of time outside everyday. As such, ticks are a reality we must deal with during certain times of the year. Signs are posted at times when ticks are more prominent and daily tick checks should be done during these periods. If a certain activity poses more of a tick risk, such as walking in the woods, teachers will inform parents beforehand of this activity and of certain precautions to take to be more prepared.

TOILETING PLAN

The children may use the toilet at any time during the school session and will be supervised while in the bathroom.

The children will be toilet-trained in accordance with the requests of their parents and shall be consistent with the child’s physical and emotional abilities.

No child shall be punished, verbally abused, or humiliated for soiling, wetting, or not using the toilet,

TEACHERS ONLY will assist the child who needs personal assistance in toileting.

The environment or clothing soiled by feces, urine, vomitus, or blood shall be HANDLED BY TEACHERS ONLY, with gloves. Clothing will be “double-bagged” in sealed plastic bags and stored apart from other items, labeled with the child’s name. The environment will be disinfected using disinfecting procedures with an E.P.A. approved disinfectant. Soiled gloves will be sealed in another plastic bag and hands washed after degloving.

Children, staff, and parents will wash their hands at least at the following times:

1. Before and after administering medication
2. Before eating or handling food
3. After toileting
4. After coming into contact with bodily fluids and discharges
5. After handling school animals or their equipment
6. After cleaning
7. After removing gloves which have been in contact with bodily fluids or discharges.

A change of clothing shall be available for each child. Extra school-owned clothing shall be available for changing purposes in addition to clothing brought from home by each child. School-owned clothing should be laundered after being worn by a child and then returned to school.

REFERRAL SERVICES

Service	Number
Child at Risk Hotline	800-792-5200
Department of Children and Families (state-funded abuse and neglect services)	978-685-8384
Family Service Association (Family Counseling)	978-683-9505
Lawrence General Hospital (pediatrician, speech, and language services)	978-683-4000
Merrimack Valley Lead Poison Prevention Service (350 Essex St., Lawrence, MA)	978-686-4470
Parents Anonymous	978-453-5922
Psychological Associates	978-475-3590
Special Needs Department: North Andover	978-794-1717
Special Needs Department: Andover	978-623-8540
Early Intervention	978-475-3806
Massachusetts Department of Early Education and Care	617-988-6600
Massachusetts Dental Society	800-342-8747

WRITTEN PLAN FOR REFERRAL SERVICES AND TERMINATION

The Family Cooperative Preschool shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services for their child should the school staff feel that an assessment for such additional services would benefit the child.

Referral Process

Whenever any staff member is concerned about a child's development or behavior and feels that further evaluation should be done, they should report it to the child's classroom (or lead) teacher, who will review concerns with the administrator in charge (according to administrative plan).

If the administrator agrees, the lead teacher is requested to complete an observation report and review the child's record prior to making a referral.

The administrator will maintain a list of current referral resources in the community for children in need of social, mental health, educational or medical services. This list shall include the contact person for Chapter 766 and Early Intervention Program referrals.

Referral Meeting With Parents

The director schedules a meeting with parents to notify them of the school's concern and prepares a current list of possible referral resources.

At the meeting, the director will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the school's observations related to their referral and any efforts the school may have made to accommodate the child's needs.

The director will offer assistance to the child's parents in making the referral. Parents should be encouraged to call or request in writing an evaluation. If parents need extra support, the school may, with written parental consent, contact the referral agency for them.

If a child is at least 2½ years of age, the director shall inform the child's parent(s) of the availability of services and their rights, including the right to appeal, under Chapter 766.

If a child is under the age of three, the director shall inform the child's parents of the availability of services provided by Early Intervention Programs.

Follow Up To The Referral

The director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the school. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the school shall review the child's progress at the school every three months to determine if another referral is necessary.

Record Of Referrals

The Director/Lead teacher will maintain a written record of any referrals, including the parent conference and results. A referral checklist will be kept in the child's record.

TERMINATION POLICY

The Family Cooperative Preschool shall use the following procedures for terminating a child from the school:

A child may be terminated from the school under the following circumstances:

- The child's family is not willing to abide by Family Co-op policies or to co-op responsibly.
- The health and safety of the child at the school cannot be assured.
- The child's developmental needs are not being met at the school.
- Safety of other children and staff cannot be assured.

Parents will be notified in writing and at a face-to-face meeting when possible, about the circumstances including the reasons for termination. A copy of this letter will be kept in the child's record.

The director will inform parents of the availability of information and referral for other services through the appropriate childcare resource agency.

When any child is terminated from the school whether initiated by the school or the parent(s), the lead teacher will prepare the child for termination from the school in a manner consistent with the child's ability to understand. For preschoolers, the teacher should talk with the child and other children about the departing child and simple reasons for the departure:

- "He will be going to a new school which can help him more."
- "She needs a different school to help her learn."
- "He is not leaving because he is bad, he needs a different kind of school and we will help his parents find such a school."

Other suggested activities that might be appropriate include:

- The children can give the departing child drawings and/or stories about the school. The class can make a book about the school with drawings or photos and stories of the school. The departing child can write (dictate) a story about the school. A photo of the child can be taken while involved in his or her favorite activity. The class may participate in a “good-bye” party.
- Occasionally, a child’s departure is sudden and the child and the school are not given an opportunity to say good-bye. The teacher will write a simple note of good-bye addressed to the child; photos and/or drawings may be included.

BEHAVIOR MANAGEMENT AND DISCIPLINE PLAN

Family Cooperative Preschool’s rules, policies, and procedures for the behavior management of children are directed toward the goal of maximizing the growth and development of children and for protecting the group and individuals within it. The discipline (behavior management) shall be consistent, reasonable, and appropriate and will be based on an understanding of the individual needs and development of a child.

Where appropriate and feasible, children shall participate in the establishment of such rules.

Family Cooperative Preschool will use behavior management techniques such as setting reasonable and positive expectations, offering choices, and providing children an opportunity to verbalize their feelings, which encourage children to develop self-control through understanding.

The following will be prohibited:

1. Spanking or other corporal punishment of children.
2. Subjecting children to cruel or severe punishment such as humiliation, verbal, or physical abuse, neglect, or abusive treatment.
3. Depriving children of meals or snacks.
4. Force-feeding children; and
5. Disciplining a child for soiling, wetting, or not using the toilet, forcing a child to remain in soiled clothing, forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.

8. PARENTAL INFORMATION, RIGHTS, AND RESPONSIBILITIES

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Massachusetts Department of Early Education and Care the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including nursery schools).

The licensee (day care center owner) is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the center. The regulations that govern day care centers, contains more information.

PARENTS' RIGHTS

Right to Visit

You have a right to make unannounced visits to your child's room while your child is present.

Parent input

The program must have a procedure for allowing your input in the development of school policy and procedure. The program must allow you to make suggestions, but it is up to the program to decide whether or not they will be implemented.

Conferences

You have a right to request an individual conference with the program's staff. The licensee has a responsibility to make the staff available.

Meeting prior to admittance

The licensee shall assure that the administrator or his designee meets with you prior to admitting your child to the school.

At the meeting, the licensee, in addition to the information contained in this fact sheet, must provide you with: the school's written statements of purpose; types of services provided; referral policy; behavior management policy; termination and suspension policy; a list of suggested nutritious foods you could send for snacks and meals, if it is your responsibility; the policy for identifying and reporting child abuse and neglect; the transportation plan; a copy of the health care policy (if you request it); procedure for administration of medication; procedures for providing emergency health care and the illness exclusion policy; and a copy of the fee schedule. All of this information is contained elsewhere in this "Parents' Handbook".

You should also be given the opportunity to visit the school's classrooms either at the time of the meeting or prior to the enrollment of your child.

Progress Reports

At least every six (6) months, you should either meet with the school's staff to discuss your child's progress, or receive a written progress report of your child's activities and participation in the school. This report must become part of your child's school record. If your child is an infant or is a child with disabilities, you should receive a written progress report every three (3) months. School staff must bring any special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

YOUR CHILD'S RECORDS

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

Access to the record

You should be able to have access to your child's records. The school must provide access within two business days, unless they have your permission to take longer. You must be allowed to view your child's entire record, even if it is located in more than one location. The school must have procedures regarding access, duplication, and dissemination of children's records. They must maintain a written log that identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the school's records.

Amending the record

You have the right to add information, comments, or data, or any other relevant materials to your child's record; you also have the right to request deletion or amendments of any information contained in your child's record. Such request shall be made in accordance with the procedures described below:

1. If you are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to have a conference with the licensee to make your objections known;
2. The licensee shall, within one (1) week after the conference, give you a decision in writing stating the reason or reasons for the decision. If his decision is in your favor, he shall immediately take steps as may be necessary to put the decision into effect.

Charge for copies

The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

Transfer of the record

Upon your written request, when your child is no longer in care, the licensee can give you your child's record or transfer them to any other person the you identify. The school should ask you to sign a form verifying that your have received the record.

CONFIDENTIALITY STATEMENT

While a co-oping parent can see everything that occurs at the school, it is not the co-oping parent's job to report problems to other parents. What may not be apparent to a co-oping parent is that the child may have actually made great strides that day, and the behavior needs to be viewed in that context, rather than as an isolated incident.

Therefore, it is the responsibility of the Family Co-op teachers to discuss a child's behavior with the child's parents. If you have any concerns about any child's behavior, you can discuss it with the teachers.

That being said, you can of course feel free to relay any positive events to a child's parents.

RESPONSIBILITIES OF THE PROGRAM

Providing information to the Massachusetts Department of Early Education and Care

The licensee must make available to the Massachusetts Department of Early Education and Care any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of the Office are not to remove identifying case materials from the school premises and are required to maintain the confidentiality of individual records.

Reporting abuse or neglect

All school staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

Notification of injury or behavioral incident

The licensee must notify you immediately of any injury that requires emergency care. They must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

The Director and/or teacher will meet with parents as soon as a behavioral issue is identified. Concerns will be identified and solutions suggested and when appropriate, a referral will be offered.

Availability of regulations

The school must have a copy of the Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask your school to show them to you.

9. CHILD ABUSE AND NEGLECT

According to Massachusetts law and Department of Social Service regulations, teachers and health care personnel are mandated reporters of suspected child abuse and neglect. We refer to Chapter 14 Child Abuse and Neglect in Health In The Day Care Center for the guidelines of abuse and neglect and how to make a report.

What are abuse and neglect?

Abuse is:

- The non-accidental commission of any act by a caretaker which causes or creates substantial risk of harm or threat of harm to a child's well being.
- The commission of a sex offense against a child as defined by the criminal laws of the Commonwealth.

Neglect is:

- Failure by a caretaker, either deliberately or through negligence, to take actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision or other essential care.
- Physical dependence of a child upon an addictive drug at birth.

Serious physical harm is:

- Any non-trivial injury, death, malnutrition, and failure to thrive.

Procedure:

When an episode of possible neglect or abuse is detected, the staff of Family Cooperative Preschool may discuss the alleged instance of possible abuse or neglect with either/or the school's educational or health consultant (time permitting and if available). If the instance is deemed suspected abuse or neglect, the teacher detecting the suspected abuse or neglect will immediately notify the Department of Social Services by telephone (6892688 from 9 AM to 5 PM) and a proper written report will be sent to the Department of Social Services within 48 hours of the telephone report. After business hours, holidays and weekends, the CHILD AT RISK HOTLINE at 1-800-792-5200 would be contacted. The Massachusetts Department of Early Education and Care will also be telephoned reporting the suspected abuse/neglect as soon as possible and written copies of the 51 A report will be forwarded to them.

The allegedly abusive or neglectful student, volunteer parent, or staff member will not be allowed contact with students until clearance from the Department of Social Services is obtained.

10. REIMBURSEMENT FORM AND PROCEDURES

Whether as a member of a committee or for a special event, as a parent you may be asked to purchase something for Family Cooperative Preschool. Family Cooperative Preschool has Tax Exempt status for all purchases and Tax Exempt Certificates are available at school for you to bring with you to make your purchase. At some establishments, such as Staples, a tax exempt account has already been set up for our use. By providing our phone number and school name, our tax exempt status should come up in their system. At other establishments, you will have to bring a copy of the Certificate of Exemption and possibly fill out their tax exempt form with the information listed on the certificate.

Once your purchase is complete, fill out a Family Cooperative Reimbursement Form (see copy below) which can be found in a hanging pocket on the wall between the AM and PM family mail pockets. Attach all receipts to this form and place it in the Treasurer's mail pocket. You will then be given a check to reimburse you for your purchase. If you have any questions about this procedure, please contact the current Treasurer for guidance.