

TRINITY PRESCHOOL

(978) 887-2990

HISTORY OF TRINITY PRESCHOOL

Trinity Preschool was established in 1964 as a non-profit, non-denominational school to meet the needs of a growing community. In response to the needs of families, Trinity Preschool has developed part time, school year programs for Threes, Fours, and Fives. Optional programs have also been added to accommodate a variety of family lifestyles. Trinity Preschool is open to all children between the ages of 2.9 and 5 years of age regardless of religion, race, cultural heritage, political beliefs, national origin, sexual orientation, family status or disability.

PURPOSE

Trinity Preschool is committed to the following goals:

- 1) To providing a warm, stimulating environment for young children in accordance with the standards for developmentally appropriate practice set forth by the National Association for the Education of Young Children [NAEYC].
- 2) To provide an educational resource for families in the Topsfield and surrounding communities.

PHILOSOPHY

Trinity Preschool provides a safe, nurturing environment that promotes physical, social, emotional, and cognitive development of young children while responding to the needs of families. We recognize the importance of applying knowledge of child development to program practices, while respecting and responding to the uniqueness of each child. We strive to insure that all programs follow the NAEYC guidelines for developmentally appropriate practices.

The curriculum at Trinity Preschool presents an integrated, process-oriented, thematic approach with the emphasis on children's literature. Within an integrated model, children are provided valuable learning opportunities through learning centers in the classroom as well as outdoor experiences. Classroom learning centers may include: Library, Blocks, Art, Writing, Math & Science, Puzzles & Manipulatives and a Sensory Table. The curriculum represents process, rather than product; for example, when examining materials in the science area, investigating and describing *how* the leaf looks, feels, and smells is far more important than labeling *what* the leaf actually *is*. Teachers plan activities in the learning centers with a focus on the theme, so that the experiences and learning in one area reinforces and supports learning in another area; this is identified as a thematic approach. The emphasis on children's literature in the curriculum at Trinity Preschool acknowledges the importance of books in the lives of children and the role of reading aloud to children in literacy development.

At Trinity Preschool we encourage children to be thinkers and learners by supporting children in their curiosity, discovery and joy in the process of learning about the world around them.

ORGANIZATIONAL CHART

Licensing Authority

The Commonwealth of Massachusetts
Department of Early Education and Care
360 Merrimack Street
Bldg. 9, 3rd Floor
Lawrence, MA
978 681-9684

Preschool Executive Committee

Johanna Barrett, Pastor
Ed Hopper, Treasurer
Mark Richards, Senior Warden
Dot Rose, Preschool Treasurer

Director

Kelly Martignetti

Teachers

Katy Bruner
Paula Morrison
Nicole Cole
Christina Gibeley
Lisa Sugerman
Jenn Lanouette
Cindy O'Beirne
Susan Strachan
Jessica Flinn
Judy Turcotte
Joanne Hight
Susan Kirstein
Siobhan Ugone

In the event of the absence of the Director, Judy Turcotte will be the designated administrator. Lisa Sugerman will be the back-up as needed.

Trinity Preschool recognizes our employees are one of our greatest assets. We are committed to providing equal employment opportunities for all, without regard to race, color, religion, national origin, age, sex, disability, and/or sexual orientation.

PROGRAMS

The Threes and Fours programs at Trinity Preschool meet from 9 AM to 12 PM. The Fives program meets two days a week (M & W) from 9 AM to 12 PM, and two days (T & TH) from 9AM to 2:30 PM. Children of ages 2 years 9 months through 6 years are enrolled in three distinct programs:

The Threes' Program

is a program for three year olds that recognizes the unique needs of children within a developmental continuum from toddler hood through preschool. Appropriate expectations for

this aged child are an essential component to this program. A careful balance of warmth, encouragement and respect for growing independence is provided to each child. There are 2 Threes Programs: 2 Day (Tuesday & Thursday) and 3 Day (Monday, Wednesday & Friday). Children must be 2 years 9 months by September 1st to enroll in the Threes' Program. The child to staff ratio in this program is 8:1.

The Fours' Program

provides four-year olds the opportunity for individual, small group, and large group participation in activities. This is an environment where children are encouraged to make choices and teachers serve as facilitators of the learning process. The Fours' Program meets Monday through Thursday. Children must be 3 years 9 months by September 1st to enroll in the Fours' Program. The child to staff ratio for this program is 10:1. In the event of more than one Fours' Class, class selection will be made at the discretion of the Director. Parent's request for a particular class for their child will be considered on an individual basis and special consideration to the needs of the child. The child to staff ratio is 10:1.

The Fives' Program

meets the needs of those children that miss the cutoff date for Kindergarten or wish to have one more year of 'readiness'. The Fives' Program is a unique setting for children who are chronologically eligible for kindergarten, yet developmentally not quite ready to participate in an elementary school setting. The Fives' Program places an emphasis on supporting the development of a positive self-esteem, recognizing the growing sophistication of social skills, and stimulating the progression of emergent literacy. Children must be 5 years old by December 31 to enroll in the Fives' Program. The Fives' Program meets Monday through Thursday. The child to staff ratio is 8:1.

TUITION FEES

Program	Annual	Monthly
2-Day Threes Program	\$2,115	\$235
3- Day Threes Program	\$2,790	\$310
Four -Yr. Old Program	\$3,240	\$360
Fives Program	\$4,320	\$480

Tuition is due the 1st of the month in advance of your child's attendance. If a payment is not received by the 10th of the month, a \$25 late fee will be added to your child's bill. If tuition is not paid for 2 months, Trinity Preschool reserves the right to suspend a child's attendance until tuition and fees are brought up to date. However, all financial matters will be handled on an individual basis.

Programs occasionally attend local performances, museum exhibits, and special field trips. Parents may be requested to pay the fee for their child's attendance at such events. If this fee causes a financial hardship for a family, please contact the Director.

There will be a \$15 service charge for any returned checks. If two or more checks are returned, cash payments will be required.

OPTIONAL CARE

Trinity Preschool offers the following extended care services starting in October:

1) Early Morning Program 8:30 - 9 AM

The Early Morning Program is available Monday through Thursday. Children must be enrolled in a preschool program on the same day(s) that they attend Early Morning Program.

2) Extended Day: Lunch Bunch 12 PM - 1 PM

Lunch Bunch is available Monday through Thursday. Children must be enrolled in a preschool program on the same day(s) that they attend Lunch Bunch. Children need to bring their lunch and a drink.

3) Extended Day: Long Day Program 1 PM - 2:30PM

The Extended Day Program is available Tuesday through Thursday. Children be enrolled in the Four- for Five-Year Old preschool program may attend the Extended Day Program. Children need to bring their lunch and a drink.

OPTIONAL CARE FEES

Early Morning Program	\$5 per day
Lunch Bunch Program	\$8 per day
Extended Day Program	\$18 per day

Parents must sign up and pay for all optional programs in advance.

A sign-up sheet will be sent home 2 weeks before the beginning of each month. Parents need to return the completed form with payment to the Director prior to the beginning of the month. Spaces are filled first-come, first-serve along with payment.

- All Optional Care Programs will begin Monday, September 30th.
- Enrollment in the Optional Care Program will be on a first-come first-served basis.
- Space will be limited; early response may be necessary to insure a spot for your child. Requests made after the month begins will be on a space available basis. There will be no reimbursement for absences; alternate days will be provided for absences due to sickness or snow days. Late fees will be charged at the rate of \$1.00 per minute when a child is picked up more than 10 minutes late for Extended Day.

The Director Reserves the right to modify programs in response to unusual circumstances.

GENERAL INFORMATION

Arrival and Departure

All Programs begin at 9 AM. Parents should park and walk their children into their classroom each morning. Trinity Preschool provides optional care for children who may need to arrive between 8:30 - 9 AM.

Teachers need the time between 8:30 and 9 AM to set up their classrooms and prepare materials. If you unexpectedly arrive early at school, you and your child may play on the playground (if weather permits) or you may read books provided in the Parent Information Center.

Late arrival can be very unsettling for young children; it is sometimes difficult for children to become involved in play situations that are already well underway. We would like to give each child the best opportunity for a positive start to the morning; please help us do this by arriving no later than 9:10 AM.

A very important role for the teachers each morning is to individually greet each child and parent. Each child is treated with positive and consistent care. In order to adequately greet each child, it is not possible for teachers to engage in lengthy conversations or conferences at this time. There is certainly the time and need for brief exchanges of information at arrival, but for any confidential or lengthy discussions please plan to schedule a conference with either the Teacher or Director. We do care about your concerns.

All 12:00 PM and 2:30 PM pick-ups must participate in the Car Pick-Up Line. We would like departure time to be as safe as possible for the children and parents. Parents are asked to enter at the driveway entrance into the Parking Lot. Take a left and hug the perimeter of the parking lot until arriving at the Preschool entrance. The back door of the driver's side will be exposed to the curb. We urge you not to be on a cell phone when your child is brought to you since this is an opportunity to communicate with your child about his/her school day.

Please remain in your car until you drive up near the walkway where we will assist you with getting your child(ren) in the car. Each family will receive a Car Pick-up Line sign with your last name written on it. This sign should be displayed on the driver's side of the windshield. We ask that you complete a form listing the child or children that are in your carpool at pick-up time so we may include their names on the card as well. Cards will be issued to everyone.

Parents should park and walk in the classrooms for Lunch Bunch Pick-ups. Children will only be discharged to persons listed on their Authorization to Pick-up form. Parents need to inform the Director in writing to any changes in authorization to pick-up.

On time pick-up is very important. Even a few minutes late can upset an anxious child or disrupt a program's schedule.

Please notify the school if your child is going to be absent; State Law requires this in the event of an evacuation.

TRANSPORTATION

The daily transportation to and from Trinity Preschool is each family's responsibility. Families are encouraged to follow the Massachusetts Child Passenger Law: children must ride in a car seat or booster seat until they are five years old **AND** weigh over 40 pounds.

FIELD TRIP TRANSPORTATION

At times, individual classes may participate in field trips away from the school. In these instances, Trinity Preschool relies on the parents to help out by driving a small group of children. All parents attending (whether driving or chaperoning) any field trip must have a CORI and EEC background record check. Forms are available from the Director who will submit all record checks.

Trinity Preschool requires that each vehicle used has ample seat belts. Children are transported in the rear seat(s) and must use a car or booster seat in accordance with the Massachusetts child passenger safety law. Any child who is not required by law to use a car seat must use the seat belt.

Each driver will be supplied emergency numbers for each child in their vehicle and a First Aid kit will be available. One teacher will ride in the first car and the other teacher will ride in the last car. The line of cars will do their best to stay together.

The cost of field trips for the students, the teachers and the necessary chaperones/drivers will be covered by Trinity Preschool. If a non-driving parent (and any other siblings) joins the group, the fee will be covered by that parent.

EMERGENCY TRANSPORTATION

In the case of an emergency, every effort will be made to reach the parent, however in cases where a child's health is at risk, Trinity Preschool will follow the emergency procedures for transportation outlined later in this handbook.

BIRTHDAY BOOKS

A wonderful way to celebrate your child's birthday is to make a donation of a book to the Trinity Preschool Library. A bookplate honoring the gift in celebration of your child's birthday will be placed inside the book. Parents will receive a letter before your child's birthday asking if you would like to participate in the Birthday Book Club. The Birthday Book Club is a parent-run program.

BIRTHDAY CELEBRATIONS

Birthdays are recognized at snack time. If parents would like to send in a special snack, please make arrangements with the teachers in advance and remember that Trinity Preschool is **nut-free**. Parents may send a special snack any time; but again, please make arrangements in advance with teachers.

Trinity Preschool respects the right of families to establish their own traditions for birthday celebrations. While these celebrations should not involve Trinity Preschool, they may have an unintended, hurtful impact on some children and families. Birthday party invitations should not be extended at school unless the whole class is included. Parents are asked to be extremely sensitive to the issue of including some children while excluding others in the same classroom.

CONFIDENTIALITY

The staff at Trinity Preschool has a professional responsibility to respect the privacy of children, their families, and staff. We take this professional responsibility very seriously.

We expect parents to understand that certain information will not be disclosed to them. Staff will...

- 1) Never discuss a child, other than the parent's own child, with parents.
- 2) Never disclose the name of the child who has contracted a contagious illness or condition.
- 3) Never release information about children, parents, or staff without written consent.

Trinity Preschool will never release a child's record without written consent of the child's parents. Also, in the unlikely event of a child's record being subpoenaed, Trinity Preschool will notify the child's parents.

Parents at Trinity Preschool do have access to their child's record upon written request to the Director. Trinity Preschool will never delay access to a child's record more than 2 business days after receipt of a parent's request. There is no charge for any copies made of information contained in the child's record. Distribution of any child's record will be entered into a log located in the director's cabinet in the Preschool Office. Any parent receiving any information from their child's record must sign this log confirming that they have received such a release.

Parents of Trinity Preschool children always have the right to add information to their child's record. In the event that a parent does not agree with information in their child's record, and feels that an addition will not rectify the problem, they may request a conference with the Director to make their objections known. Trinity Preschool will give the parent a written decision stating the reasons for the decision in 1 week following the conference.

Parents may request in writing the transfer of the child's record to the parent or any person the parent identifies when the child is no longer attending Trinity Preschool.

No child at Trinity Preschool will be a subject of staff or visiting student's research projects without written consent of the child's parents. Also, no child at Trinity Preschool will be involved in unauthorized activities including, but not limited to fundraising and publicity (photos and participation in mass media without written consent of parents). **NO PHOTOS OR VIDEOS** of children while attending Trinity Preschool will be allowed on public websites without parents' specific written permission.

Availability of Information to the Office 7.05(24): Notwithstanding 102 CMR 7.05(19), upon the request of an employee, authorized by the Commissioner and involved in the regulatory process, the licensee shall make available to the Office any information required to be kept and maintained under 102 CMR 7.00 and any other information reasonably related to the requirements of 102 CMR 700. Authorized employees of the office shall not remove identifying case material from the center's premises and shall maintain the confidentiality of individual records. Parents may contact the Early Education and Care Office for Trinity Preschool's compliance history.

HOLIDAY CELEBRATIONS

Trinity Preschool, a nondenominational school, follows The State Department of Education recommendations for balancing holiday celebrations.

The curriculum at Trinity Preschool teaches about religious holidays, but the school does not celebrate religious holidays. Educational activities that often include parent involvement help make children aware of different religious beliefs and promote an understanding and acceptance of diversity. Holiday education focuses on origins and histories. Religious views are never promoted nor denigrated.

Trinity Preschool has established many celebration traditions. Classroom newsletters will keep parents informed of these exciting events.

INSURANCE

Trinity Preschool carries a standard accident protection policy that covers medical expenses over \$25 and up to a maximum of \$25,000. Student accident insurance is covered in your registration fee.

PARENT INVOLVEMENT

The staff recognizes the value and importance of parent involvement in early childhood education. We also realize the responsibility we have to provide a variety of ways for parents to be involved in our programs in order to accommodate the diverse schedules, lifestyles and needs of our families. Your ideas, suggestions, and comments are always appreciated.

Trinity Preschool has very enthusiastic Parent Group. This dedicated group of parents has sponsored fundraising and social events. All parents are invited to attend Parent meetings. Parents are asked to speak to the Director if they would like to add anything to the agenda for a meeting.

Each classroom will have one or two assigned Class Parents. The Class Parent is part of the Parent Council. The Class Parent will support the classroom by being a welcoming liaison to other parents in the class and offering assistance as requested by the Teacher.

Classroom teachers are delighted to have parents participate in the classroom by sharing a special skill, sharing a special interest, and reading aloud to a group of children or driving on a morning field trip. All volunteers in the classroom must be under the direct visual supervision of

a qualified educator at all times. All field trip chaperones must submit to a CORI and Background Record Check (BRC) which must be completed and approved before supervising any students.

There are many opportunities to help in the classrooms while you are at home or work by repairing items, sewing, constructing or collecting. Please let us know if you have a special talent or trade to offer.

There is a Parent Information Center (bulletin board and book shelf) located in the entrance hall.

Parents of enrolled children are always welcome to visit Trinity Preschool at any time whether the visit is scheduled or not. You may simply observe or participate in classroom activities. The staff is happy to have you, but while they are teaching, staff will be unable to engage in discussion or conferences with parents. While school is in session, teachers will be focusing on the needs of the children. Please call to make an appointment with your child's teacher or the Director anytime you have a question or concern.

Each class sends home a monthly newsletter. This newsletter will include information on classroom and school-wide happenings.

Parent Pockets are located on the doors entering each classroom. Notices, information, messages from teachers, the Director and other parents will be placed in these pockets. Please check your pocket each day that you come to school.

PARENT CONFERENCES

There are two scheduled conferences during the school year. During the month of October parents will have a telephone conference with one of their child's teachers and during the month of January parents will sign up for an on-site conference with their child's teacher. At the end of May, developmental assessments, in the form of a letter, will be sent home. If parents choose, they may request an on-site conference at any time. There will be three scheduled progress reports arranged for children with disabilities.

The Director serves as the school liaison for each child who is referred for additional services or has special needs. The school liaison is responsible for coordinating care in the program and with service providers and communicating with the child's parents, service providers, and preschool staff.

SNACKS AND LUNCHES

Trinity Preschool became a **Peanut Free School** in 1995. All snacks and recipes are free of any ingredients containing any form of peanuts. We encourage parents to keep this in mind when sending lunch or special snacks. ***The safety of all children is our primary concern.***

Children are offered a simple morning snack of water and crackers, cheese, pretzels, fruit or other nut-free snacks.

For children participating in the Lunch Program, it is the parent's responsibility to provide a simple, nutritious lunch (including a drink) that does not require refrigeration or heating. While we respect the parent's privilege to send an occasional special treat, we request that you avoid sending candy, pastries, and other "junk food".

Lunch Box Suggestions

6 ounces of juice or milk
1/2 sandwich
Yogurt
Vegetable and/or fruit
(Carrot sticks, tomato wedges, pepper rings,
Melon, strawberries, banana, applesauce)
Nutritious dessert
(Pretzels, graham crackers)
Leftover cold pizza is always a hit!

WHAT TO BRING

All children should come to school dressed in comfortable play clothes that allow for full participation in the day's activities. For safety reasons, cords around necks of sweatshirts, etc. are not allowed. Paint, sand, water, clay, markers, and glue are among the "staples" of our curriculum. Children should be dressed in clothing that enables them to move freely, including getting into the bathroom quickly and independently. Please avoid buckles, difficult buttons, and slippery shoes. **All clothing should be labeled with your child's name.**

ALL CHILDREN SHOULD HAVE A COMPLETE CHANGE OF CLOTHES CLEARLY LABELED IN THEIR CUBBIES

Outdoor play is part of our daily routine. Please anticipate the need for foul weather gear - raincoats, rain pants, boots, snow pants, mittens, hats, etc., and send them in each day as the weather indicates. **Please label outdoor clothes as well with your child's name.**

POLICIES

Behavior Management

Trinity Preschool manages children's behavior by helping children to balance their needs with the needs of others. The techniques of behavior management used at Trinity Preschool assist children in learning to manage their own behavior. Even when firmly disciplined, children are treated with respect, encouraged to feel good about themselves and supported in becoming increasingly independent. We strive to help children build self-control.

A variety of techniques are used at Trinity Preschool to manage children's behavior. These techniques include: ignoring; redirection; natural consequences; directed consequences; problem solving; and as a last resort; time-out; gentle holding/restraining. The staff must consider the individual circumstances and developmental level of the children involved before

choosing a technique in response to inappropriate behavior. The role of the staff in managing children's behavior is that of a facilitator and helper.

Prevention is an important factor in the effective management of children's behavior in group settings. Staff must examine their teaching style, carefully arrange the classroom environment to meet the needs of the group, carefully examine the daily schedule, and determine if expectations are age appropriate.

Trinity Preschool will **never**:

- Spank or use corporal punishment
- Subject children to cruel or severe punishment, humiliation or verbal abuse
- Deny food as a form of punishment
- Force-feed children
- Punish any child for soiling, wetting or not using the toilet
- Force a child to stay in soiled clothing
- Force a child to remain on the toilet or use any other unusual or excessive practices for toileting

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

ENROLLMENT

Admission to Trinity Preschool is open to any child between the ages of 2 years 9 months to 6 years, regardless of race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation or disability.

Applications to Trinity Preschool will be accepted at anytime; a non-refundable \$50 registration fee is required at the time of application. The enrollment process begins immediately on a first come first serve basis with priority given to children currently enrolled at Trinity Preschool, siblings of currently enrolled children, siblings of formerly enrolled students, children of Trinity Preschool Staff and children of Trinity Church Parishioners until January 1st of the school year for which the child is applying.

A waiting list will be created when spaces are filled. As spaces are made available by incomplete contracts waiting list applicants will be given that space based on receipt of their application. Applicants will begin to receive written notification of enrollment status after January 15th. Contracts must be returned with the first month's tuition by February 15th.

All application fees and tuition payments are non-refundable.

In the event that an unusual circumstance presents itself during the enrollment process, the Director reserves the right to make a determination in keeping with the purpose and philosophy of Trinity Preschool.

HEALTH AND SAFETY

Emergency Telephone Numbers

Colleen Zamagni, Health Care Consultant	(978) 561-1445
Fire	911
Police	911
Ambulance Rescue	911
Poison Control	1-800-222-1222
Beverly Hospital	1-978-922-3000
Hunt Hospital	1-978-774-4400

Emergency Procedures

In case of an emergency at Trinity Preschool, the procedure is:

- 1) The nearest available teacher will stay with the child. The teacher will try to keep the child calm while administering the appropriate first aid.
- 2) The Director will call for emergency assistance.
- 3) The Director will contact the parent(s). Emergency numbers for each child are in the Emergency Information Binder in the Office. Parents need to immediately meet their child at the hospital.
- 4) The Teacher will accompany the child to the hospital. The child's file will be taken to the hospital with the child. The Teacher will check the file for permission to treat and any special instructions or conditions.

In case of an emergency while on a field trip away from Trinity Preschool:

- 1) A Teacher will stay with the child and administer the appropriate first aid.
- 2) A Teacher will contact the police for emergency assistance.
- 3) A Teacher will contact the Director, and then continue to care for the other children.
- 4) The Director will contact the parent(s).

The Teacher(s) is responsible for bringing the Emergency Information Binder and the travel first aid kit on all field trips.

The above procedures shall be followed on **any** field trip off school grounds including but not limited to walks around Church property.

Injury Reports

All parents will be informed immediately of any emergency care given beyond minor first aid procedures. All parents will be informed in writing of any first aid administered within 24 hours of the incident on an injury report form; parents need to sign this form. The original form will be kept in the child's file; a copy will be given to the parent(s).

First Aid Kit

The first aid kit is located in the marked file cabinet draw in the Preschool office. The first aid manual is located in the kit. All staff is certified in Infant & Child First Aid and CPR. The Director maintains the First Aid kit.

Emergency Plan for Evacuation

The emergency plan for evacuation is posted on the wall in each classroom. The Teacher leads the children out of the building. The second Teacher checks the area for stragglers. The Lead Teacher takes responsibility for assuring that the right number of children is safely evacuated according to her daily attendance record that she brings out with her.

Evacuation Drills

Evacuation drills are conducted monthly. Drills will alternate between M, W, & F & Tue, & Thurs. schedules, so children in all programs have the opportunity to participate in a fire drill every other month. The Director will document the date, time and effectiveness of each evacuation drill.

Contingency Plans for Emergency Situations

At the start of the school year each classroom will have two designated parents to assume the role of activating a phone chain.

In case of a fire, natural disaster, or situation (chemical spills, bomb threats) necessitating evacuation of the building, the evacuation plans in each classroom will be used and all students and teachers will meet in the school parking lot (under the basketball net). If it is necessary to leave the property, their teachers will then walk the children to the Rector's home adjacent to the church property. The Director shall begin calling designated parents to begin the established phone chain so that families may make arrangements to pick up their children. **However**, in instances where it may be too dangerous to leave the building, such as chemical spills outdoors, children will be kept indoors with windows closed. The director will call 911 and wait for emergency response to arrive and give directions for safety. If the Emergency Management Director deems it necessary, the students will be taken by bus to Beverly Hospital. When possible, the church hall will be used as temporary space until conditions change or parents are notified.

In case of a power outage, loss of heat, or loss of water Trinity Preschool will be closed.

Parents will be notified via email and a phone chain.

Management of Communicable Diseases

Your child's health is very important to us. The following guidelines are necessary to insure the health of all children and staff at Trinity Preschool.

*** Please Keep your child home if He or She:**

- Has a fever (higher than 100.0 oral) or has had one within a 24-hour period before school.
- Has vomited within a 24 hour period before school
- Has had diarrhea within a 24-hour period before school.
- Has a contagious illness or condition.
- Has a chronic cough and/or runny nose.
- Has thick mucus or pus draining from the eye or nose.
- Has a sore throat and or swollen glands.
- Has an undiagnosed or contagious skin rash.
- Is unusually tired, pale, irritable – does not seem to feel well.

*Parents are asked to call and notify the Director if your child will be absent from school.

Your Child may return to school when:

-Symptoms have disappeared for 24 hours.

-Or-

- A physician has certified in writing that the symptoms are not associated with an infectious agent or they are no longer a health threat to other children, staff, and parents at Trinity Preschool.
- In the case of strep - has been on antibiotics for 36 hours.
- In the case of conjunctivitis - has been on antibiotic (ointment) for 24 hours.

If your child develops any signs or symptoms of illness during the school day, we will call you.

We will isolate and keep your child comfortable in either the classroom or office; we expect that you will make arrangements for your child to be taken home as soon as possible.

Parents are asked to notify the Director within 24 hours if their child has contracted a communicable disease or condition.

In the case of certain highly contagious or serious illness, a doctor's note may be requested stating that the child is free of symptoms and the date that the child may return to school.

When a communicable disease or condition is reported, a written notice will be posted at the entrance to each classroom; the illness & classroom of the child will be noted. When warranted, notes will be sent home notifying the families of contagious conditions.

The staff uses non-latex gloves when handling bodily fluids, and applies proper hand washing techniques.

Immunizations

Prior to admission, each child must have a physical and be updated on all immunizations. A Massachusetts School Health Form must be completed and signed by the child's physician

and renewed each year. **A child will not be able to attend the programs at Trinity Preschool without a current health form (within 12 months and up-to-date according to Massachusetts Law).**

Medication

All medications must be given to a Preschool Staff member directly by the parent and will be stored out of the reach of children in the Director's closet or the refrigerator. All unused medication will be returned to the parent.

Prescription medication will be administered by the Director (or designated staff) while witnessed by another staff member, provided the physician's name, child's name, the name of the medication, the dosage, the number of times per day and the number of days the medication should be administered are on the original prescription container. The prescription label will be accepted as the written authorization of the physician. An Authorization for Medication Form needs to be completed and signed by the parent. The teacher or director administering the medication is responsible for documenting each dosage in the Medication Log kept in the office.

Non-prescription medication will be given only with written consent of the child's physician and an Authorization for Medication Form signed by the parent. The program may accept a signed statement from the physician listing the medication(s), the dosage and criteria for its administration. The statement will be valid one year from the date it is signed. The child's physician should review this authorization during the year for any changes in the child's age or weight. All non-prescription medications must be kept in the original containers and labeled with the child's name. Teachers may not administer medication contrary to the directions on the original container unless authorized by a written order from the physician. An attempt will be made by Trinity Preschool 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.

Topical Ointments and Sprays such as sunscreen, bug spray, etc. will be administered with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medications.

It is recommended that **sunscreens** be applied by parents at home prior to coming to school.

Allergies

Information for identifying and protecting children with allergies is requested on the application forms. These forms are kept in your child's file. A compiled list of allergies is posted in each classroom.

Authorization to pick up child

No child will be released to a person unauthorized by a parent to pick the child up. We must have written or verbal authorization for changes in pick up. Forms for changes are located in the Parent Information Center.

Reporting/Child Abuse/Neglect

All Educators in the Commonwealth of Massachusetts are mandated reporters: while in professional capacity, if an educator has a reasonable cause to believe that a child is at risk for abuse or neglect, she/he must report such information immediately to The Department of Social Services by oral communication and by making a written report (51 A) within 48 hours after such oral communication.

Trinity Preschool views the reporting and investigation process as a positive intervention for the family. If possible, the parents will be made aware of the concern and will be involved in the process of reporting.

The Director will be the designated reporter for Trinity Preschool. Any educator suspecting that a child enrolled in Trinity Preschool may be suffering physical or emotional injury resulting from abuse inflicted upon him/her, including sexual abuse, or from neglect including malnutrition, should report concerns immediately to the Director. The Director will assess the situation, and if warranted, report the suspected or alleged incident to the Department of Social Services. In the event that the educator disagrees with the Director's determination that there is not reasonable cause to file a report, the educator needs to inform the Director of her intent to file a report on her own.

The Department of Social Services, Child Abuse Hot Line is:

1-978-927-4600 (day time, weekdays)
1-800-792-5200 (evenings & weekends)

A complete copy of our Health & Safety Policies is available in the Office.

Referral of Children for Services

The following plan will be implemented in the event that any educator feels that a child who is enrolled at Trinity Preschool would benefit from appropriate assessment for social, emotional, educational, medical services, dental check-ups and/or hearing and vision screening:

- 1) The Lead Teacher (Educator) will inform the Director.
- 2) The Lead Teacher will provide written observations with specific details.
- 3) The Lead Teacher, Teacher, and Director will meet to discuss concerns and strategies to help child.
- 4) The above team will develop a written referral plan of recommendations for parents, including reason for referral and adaptations made by teachers in the school setting.
- 5) The Lead Teacher will arrange a meeting between the parents, Director, and Lead Teacher.
- 6) At the parent meeting, the Director will provide resource material for the parents.
- 7) Parents must give written consent before any information, written or verbal, is provided to outside agencies.
- 8) The Lead Teacher will follow up on results of the parent meeting.

- 9) The Director will assist and provide support for both teachers and parents throughout the referral process.
- 10) In the event that a child has been evaluated, and is not in need of services, the Lead Teacher will review the child's progress every 3 months to determine if the referral process should once again be implemented.

HELPFUL PHONE NUMBERS TO NOTE:

Tri-Town Special Education Department <u>Sharon Lyons</u>	978-887-4119 ext.231
Early Intervention	978-887-1506
Medical Services; The Hunt Center	1-978-774-5000
Social Services; Tri-Town Council on Youth and Family Services	1-978-887-6512
AA	1-978-921-7602
Parental Stress Hot line	1-800-632-8188
National Drug Hot line	1-800-241-7946
MA Dental Society	1-800-342-8747
Physician Referral	1-800-580-6648
Vision Foundation	1-800-852-3029

SCHOOL CLOSINGS

Holidays/Vacations

Trinity Preschool follows a modified Topsfield Public Schools year. We are closed the following holidays and vacations as outlined on the Trinity Preschool Calendar:

Columbus Day	Martin Luther King Day
Veterans Day	Winter Vacation
Thanksgiving	Good Friday
Christmas Vacation	Spring Vacation
	Memorial Day

Snow - Inclement Weather Days

If there is no school in the Topsfield Elementary Schools there will be no school for Trinity Preschool. If a 90-minute delay of longer is announced for Topsfield Elementary, Trinity Preschool will be closed. If a 1-hour delay is announced, Trinity Preschool will open at 10 AM. No School announcements are broadcast on stations WBZ 1030 AM and WESX -1230 AM. No School announcements will also be broadcast on the early morning news on TV channels 5 and 4.

TERMINATION AND SUSPENSION

Trinity Preschool is committed to providing for the needs of children and their families within the scope of the school's purpose and philosophy. In the event that the Trinity Preschool feels it is not able to meet the needs of the child, parent or family, we reserve the right to terminate or suspend the child from the program on a time line that is in the child's best interest. We will

work with the family by creating a written plan to avoid suspension and termination of any child due to challenging behavior. This will include:

1. Meeting with parents to discuss other options;
2. Providing referrals for evaluation and services;
3. Pursuing consultation and training for the program;
4. Developing a behavioral intervention plan at home and in the program.

If the plan to avoid suspension or termination fails, Trinity Preschool will inform the parents in writing of the specific reason(s) why and the conditions for return, if any.

Every effort will be made to inform parents of available information and referrals for services that would suit their child upon the request of the parents.

Reasons that may result in the termination or suspension of a child from a program at Trinity Preschool are as follows:

- 1) Non-payment of tuition and/or lack of adherence to our tuition payment policies.
- 2) Lack of cooperation from parents with Trinity Preschool's efforts to resolve differences and/or meet the child's needs through parent-staff meetings or conferences.
- 3) Abusive behaviors and or verbal threats by parent toward Trinity Preschool or other parents.
- 4) Parent disciplining, in any way, children (other than their own) while at Trinity Preschool.
- 5) Frequent late pick-ups.
- 6) Child exhibits special needs or needs related to serious illness that are not possible to meet at Trinity Preschool (despite genuine attempts to meet the needs of the child) due to an undue burden that the accommodations for these needs would cause to Trinity Preschool.
- 7) A child's behavior endangers the health and welfare of her/himself or others at Trinity Preschool.
- 8) If medical forms and/or immunizations are not kept up to date.

Prior to termination or suspension, the parents will receive written notification of potential termination/suspension and actions that parents may take to avoid termination or suspension. In the event of termination or suspension, written documentation will be given to parents explaining the reason(s) for termination or suspension.

TOILETING

Children are always welcome to use the bathroom as the need arises; all children and staff are required to wash their hands with liquid soap and warm running water after using the bathroom or changing a child. An adult always supervises the bathrooms. Mid-morning, teachers take small groups of children into the bathroom as needed.

Toileting accidents or soiled diapers are treated as a natural part of the toilet learning process. Every effort is made to support the child's self esteem: an adult will discreetly help the child

change his/her clothing or change his/her diaper. Sterile, latex gloves are worn by all staff during changing of soiled clothing or diapers. Soiled clothing is put in a bag and taken home at the end of the day. Diapers are placed in a plastic bag and disposed of in the trash barrel with a cover located in the children's bathroom. Although Trinity Preschool always has extra clothes available, a complete change of clothes labeled with your child's name must be in each child's cubby.

Behavior Management Policy

Trinity Preschool manages children's behavior by helping children to balance their needs with the needs of others. The techniques of behavior management used at Trinity Preschool assist children in learning to manage their own behavior. Even when firmly disciplined, children are treated with respect, encouraged to feel good about themselves, and supported in becoming increasingly independent. We help children build self-control.

A variety of techniques are used at Trinity Preschool to manage children's behavior. These techniques include: ignoring; redirection; natural consequences; directed consequences; problem solving; and as a last resort; time-out not to exceed one minute for each year of the child's age and must take place within an educator's view; gentle holding/restraining. The staff must consider the individual circumstances and developmental level of the children involved before choosing a technique in response to inappropriate behavior. The role of the staff in managing children's behavior is that of a facilitator and helper.

Prevention is an important factor in the effective management of children's behavior in group settings. Staff must examine their teaching style, carefully arrange the classroom environment to meet the needs of the group, carefully examine the daily schedule, and determine if expectations are age appropriate.

Trinity Preschool will **never**:

- Spank or use corporal punishment
- Force-feed children
- Subject children to cruel or severe punishment, humiliation or verbal abuse
- Deny food as a form of punishment
- Punish any child for soiling, wetting or not using the toilet
- Force a child to stay in soiled clothing
- Force a child to remain on the toilet or use any other unusual or excessive practices for toileting

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

The above policy is in accordance with 102 CMR 7.10 (1)