



# 2024 - 2025

# Parent Manual

\*Please note: The final page of this packet (pg.13) will need to be signed, dated, and returned to ABC for your child's file before they will be able to come to school. Failure to return all documents will postpone your child's ability to attend. Please keep pages 1-12 for your reference.



### *ABC Nursery School Philosophy*

*Children in preschool need loving care and attention from their teachers. Each child's experience should be marked by warmth, by understanding, and by opportunities for joyful growth providing activity. Therefore, teachers must create environments that are nurturing as well as educational.*

*Children differ in personality and temperament, in learning pace and style, in talent, skill, and ability. Adults who care for children in groups must therefore create situations where each child's uniqueness can be valued and accommodated within a community setting.*

*The developmental needs of intellectual, social, emotional, and physical growth are inseparable. Therefore, it is necessary to promote self-esteem and success in all areas, for each area of development influences and relates to all others.*

*Classrooms must be carefully designed and maintained to foster individual growth in a group setting. Because one's physical environment plays such a central role in achieving educational objectives, teachers must anticipate what they want to accomplish and design their classrooms accordingly.*

*The social environment is vitally important as well. Teachers develop personal relationships with each child and also facilitate children's evolving ability to form positive friendships within the group. Rules, routines, and general expectations for behavior keep children safe and help them to learn with time and teacher support, how to operate productively as group members.*

*Young children need clarity, consistency, and predictability in their lives, particularly when they are together in a group. Therefore, the total atmosphere of the classroom, which includes the physical environment, the social system, and the curriculum, must meet these criteria before children can feel secure enough to engage in exploring activity.*

*Because children learn and develop in a number of ways, the curriculum must provide a variety of educational materials and methods. From this pool of options teachers select those experiences that benefit a particular child or a group of children at a particular time or within a particular content. A successful match between a child and an educational event result in engagement, innovative ideas, insights, and ultimately understanding.*

*Programs that excel through innovation encourage inquiry, support sustained exploration, celebrate ideas, and respect each person's need for creative expression and growth. Through a combination of work and play, of activity and reflection, and of thinking and doing, children learn about their world and teachers continue to learn about children. In such programs exciting and powerful change can come about for both children and adults.*



ABC Nursery School  
Chelmsford, MA

## EQUAL OPPORTUNITY STATEMENT

ABC Nursery School maintains and promotes the statewide policy of nondiscrimination based on race, color, sex, age, handicap, national origin, religion, political belief and toilet training status. It is the full intention of ABC to execute this plan towards equal opportunity for all people. Children and family will not be discriminated against based on any of the above or for their abilities or disabilities in any area.

### GENERAL INFORMATION FOR PARENTS 2024 – 2025

**SCHOOL HOURS:** Morning hours 9:00 to 12:00

We also offer a full-day option from 9:00 AM to 4:00 PM.

If you arrive before the opening time, you must either stay with your child, or leave them under the care of our early drop-off staff. Your child's classroom teacher is busy preparing for the day's activities until regular school hours begin. If you wish to leave your child before the starting time, please take your child to the early drop-off room where our early drop-off fee will apply. See section on early drop off/late pick up. We try to begin carpool at approximately 8:55 as a courtesy but do not guarantee children will be allowed entrance to the school before 9:00 AM outside of our early drop off services. Parents will be able to come into the building to drop off and pick their child up. Doors will open at 8:55 and 11:55. Please make prior arrangements with the office if you need to pick your child up early.

**EARLY DROP OFF:** There is no pre-registration or call ahead required for early drop-off at this time. For Parents who wish to bring their child to school before the entrance time of 9:00am, we offer early drop off. Morning children may be brought in between 8:00 and 9:00. Children will be supervised in play until the regular class is in session. **The CHARGE per half hour or any portion thereof is \$10.00**

You may use it every day or any day that you have need for it. Payment is due on that day or with tuition of the following month if you use the service on a regular basis. At the end of each month, we send a charge on Brightwheel with the amount due. A breakdown of dates and times can be made available to you at any time upon request.

**LATE PICK UP:** Any child remaining in our care beyond regular pick-up times will be charged at the rate of \$10/ half hour or any portion thereof. If the child's car is not in line and their designated pick-up person arrives after carpool is over, they will be considered late and the person will need to sign their child out, acknowledging with their signature that they agree to the associated fees. We will begin charging when carpool is over or at 12:05 (4:05 for full day) Time will be determined by the school using a cell phone or digital clock. This will be strictly enforced and refusal to acknowledge late pick-up and fees may result in a refusal of services. ABC will not have services available beyond 4:30. Please plan accordingly. If you are running late, please give us a call or message us on Brightwheel so we can let your child know and properly staff.

**FREE PLAY:** Free play is from 9 to 9:30 in the classroom. This is an important part of the child's day when a child can play with friends in the classroom, interact with the teacher and settle in for the school day. Please try to have your child at school on time so they can participate in free play.

**CLOTHING:** Children should wear comfortable play clothes. They will be playing with paint, water and glue, sitting on the floor for games and building and playing outdoors. We want them to be comfortable in all of these activities. Slip on, open toed, heeled and formal shoes are not recommended. For safety reasons, only sandals that fasten – Please no flip flops. In winter if your child wears boots, we ask that they bring shoes to wear in school. Please LABEL all sweaters, jackets, and boots. ABC is not responsible for lost/stolen items. Children have similar items and this is the only way to ensure the return of your child's own items. We will do our best to keep track of your child's clothes and personal items throughout the day. We go outdoors when the weather allows it. Please dress your child for the day's weather with a coat, hats and mittens when needed. We do not go out in rain or snow.

**EXTRA CLOTHES:** We ask that all children bring at least two changes of clothes to leave at school. Include shirt, pants, underwear, and socks. Please put them in a zip lock/sealed bag with your child's first and last name on the outside of the bag. If we do not have a change of clothes available for your child in the event of an accident, spill or other incident, someone will need to bring one right away for the child's comfort.

## **School Calendar and closings...**

### **September**

3<sup>rd</sup> & 4<sup>th</sup> First days of school

25<sup>th</sup> & 26<sup>th</sup> Apple picking field trips to Parlee Farms (subject to change)

### **October**

14<sup>th</sup> (Mon.) School Closed- Columbus Day

24<sup>th</sup> & 25<sup>th</sup> (Thurs./Fri.) Picture Days with Clix NE

30<sup>th</sup> & 31<sup>st</sup> Halloween Parties

### **November**

11<sup>th</sup> (Mon.) School Closed- Veteran's Day

25<sup>th</sup> & 26<sup>th</sup> Feast Days

27<sup>th</sup> School Closes at 12:00 noon

28<sup>th</sup> & 29<sup>th</sup> School Closed- Happy Thanksgiving!

### **December**

4<sup>th</sup> & 5<sup>th</sup> Rudolph Days

18<sup>th</sup> & 19<sup>th</sup> Christmas Parties

23<sup>rd</sup> thru Jan. 3 School Closed- Happy Holidays

### **January**

6<sup>th</sup> Welcome Back!

20<sup>th</sup> School Closed- MLK Jr. Day

Progress reports go home

### **February**

13<sup>th</sup> & 14<sup>th</sup> Valentines Day Parties

17<sup>th</sup> thru 21<sup>st</sup> School Closed- February School Vacation

### **March**

5<sup>th</sup> & 6<sup>th</sup> Crazy Hair Days

10<sup>th</sup> (Mon.) School Closed- ABC Professional Development Day

13<sup>th</sup> & 17<sup>th</sup> Wear green for St. Patrick's Day

26<sup>th</sup> & 27<sup>th</sup> Pajama Days (pancakes for snack!)

### **April**

16<sup>th</sup> & 17<sup>th</sup> EB visits

18<sup>th</sup> School Closed- Good Friday

21<sup>st</sup> thru 25<sup>th</sup> School Closed- April School Vacation

### **May**

22<sup>nd</sup> & 23<sup>rd</sup> (Thurs./Fri.) Annual Musicals

26<sup>th</sup> School Closed- Memorial Day

### **June**

Progress reports go home

10<sup>th</sup> & 11<sup>th</sup> Summer birthday ice cream parties

12<sup>th</sup> & 13<sup>th</sup> Last days of school- school closes at 12:00 noon on Friday the 13<sup>th</sup>

**PLEASE KEEP AND POST THIS PAGE FOR REFERENCE THROUGHOUT THE SCHOOL YEAR!**

**INCLEMENT WEATHER POLICY:** If Chelmsford schools are closed due to inclement weather (snow days), ABC will also be closed. If Chelmsford schools are delayed, we will be open at regular time, 9:00 AM but early drop-off will NOT be available. In the unusual case where ABC will be open when Chelmsford schools are closed you will be notified through Brightwheel to inform you that ABC will be open. There may be times that we call an early release due to inclement weather and parents will need to arrange having their children picked up.

**BACK PACK OR BAG:** We ask that every child bring a **backpack every day**. This bag must be big enough to accommodate an 8 ½ x 11 sheet of paper. It should not be filled with toys, clothes, or other objects from home. Your child will hang this bag on their own hook and it becomes a storage place for all their belongings when they are at school. These bags will travel back and forth to school each day. Children will bring home their class work, field trip or activity notices, and any messages from the office or teacher in their ‘back and forth folder’, provided by ABC. Parents should check the folder each school day to retrieve messages and to see your child’s work. This helps to teach the children the responsibility of remembering their backpack daily.

**INFORMATION CHANGES:** Please inform the office of any changes of address, telephone numbers, babysitters or their telephone numbers, work number changes, your emergency persons, and any other information that we may need to contact you. EMERGENCY PERSONS should be someone local who knows your child and is willing to pick up your child if we cannot reach a parent. Please give written notice of change with a signature, at any time for any changes.

**TOYS:** Children love to bring toys from home. Because of limited space please only allow ONE small toy per day. We do not allow violent play so please no guns, swords, or weapons of any kind. If a child arrives with these items, the teacher will put them away until dismissal time. If it is too big for their backpack it is too big to bring to school. We recommend labeling all items from home, including clothing when possible. ABC is not responsible for lost/misplaced items.

**SNACKS:** Our school is a **peanut free, nut free school** (including peanuts, nut granola bars, or any product that may contain (traces of) nuts. We check all our snacks for these ingredients. If you are sending in a special snack or lunch, please send in the ingredients list if it is a purchased product or assure us that there are no nuts, nut oils or nut extracts used in the making of same. Please no “may contain traces of...”

**Annual Snack Fee:** 2 (1/2 day)- \$130 2 (full day)- \$210  
3 (1/2 day)- \$150 3 (full day)- \$260  
5 (1/2 day)- \$185 5 (full day)- \$310 *-this is for the year and is due the child’s first week of school.*

Every day at snack time (specific times vary), we serve a small snack. A snack list will be provided for reference and for parents with children who have allergies to submit with their individual health care plan (IHCP) and doctors letter. Generally, we serve a fruit two days per week. On special days the children might prepare their snack. Please be sure to tell us about **ANY FOOD ALLERGIES or intolerances** your child may now have or any that may develop during the school year and be sure to be in contact with your child’s teacher regarding special snack days.

**BIRTHDAY CELEBRATIONS:** We celebrate each child’s birthday as it occurs during the year. A parent may send in small cupcakes, small cookies or favorite snack as a birthday treat for the child’s class. Please keep the snacks reasonably sized and tree nut/peanut free. We ask that parents include an ingredient list. Send a note to the teacher before the date so she can plan for a special snack. ABC does NOT accommodate birthday “parties” including gifts, games or party favors.

Party Invitations: We ask that, if you are to distribute party invitations in class that it either be to the entire class, or that you do so privately outside of school. We are able to provide families with email addresses upon request.

**FULL DAY STUDENTS:** Students who attend a full day (9:00-4:00 PM) should pack a nut free, cold lunch. We do not cook or heat up lunches so we recommend the use of thermos products to keep hot foods warm until lunch. Children must be independently feeding

**RELATIONSHIP BETWEEN PARENTS AND STAFF:** Families and staff are expected to treat one another with kindness and respect. If there are concerns or aspects of your child’s care that you need to discuss, please do so in an appropriate manner. ABC will not tolerate, disrespectful or aggressive behavior or language towards any staff member. We understand that there may be disagreements or differences in views etc. If there is a situation that cannot be resolved with calm, kind communication, admin should be involved immediately to try and help resolve any issues.

**CAR DROP OFF / PICK UP:** Our car drive through system to drop off and pick up your child or any group of children is a wonderful way to ease the transition of entering and exiting the school program. You enter Wright street from Princeton St. and **take a right onto Newfield street**, followed by another right onto Shaw to form a line on the church side of the road (makes a “U” shape). Where this line is located on the road rather than a private parking lot, we must keep the line moving quickly for both safety and out of respect for neighbors and local traffic. Please have your child ready to get out of the car when pulling up to allow the carpool line to move quickly and smoothly. ABC will provide each family with a large carpool number for their vehicle. When picking up, display your number clearly against your windshield when entering the line and your child/children will be brought out and put into your car on the passenger side. We recommend hanging your number on a hanger from the rear-view mirror or clip it low on the visor so it can be seen from a distance. When the numbers are not displayed or easily seen it causes a delay in the line. We ask that you remain in your car and pull up a bit further along the side of the road to buckle your child in to keep everybody safe and our line moving. *You are responsible for buckling up your child’s seat belt.* Please pull up as far as you can to stop and buckle up.

**WALK IN DROP OFF/PICK UP:** Please note, pick-up and drop-off time is NOT a time for parents to discuss their child’s progress. The teachers need to be attentive to the children present and are unable to do so when in conversation with parents at the classroom door. We ask that families contact ABC via email or our Brightwheel app for the following:

- If you have a change of information regarding your child or home that needs to be made to your child’s file.
- If you have questions or concerns regarding your child’s progress and/or would like to set up a time to speak with your child’s teacher.
- If you need tuition or tax information including tax statements or receipts of payment.

**PLAY DATES:** You must send in a **SIGNED & DATED** note if your child is going home with anyone other than their regular carpool person or persons listed on the pink Authorization & Consent form. There will be no exceptions to this rule. Please note, said persons may be required to provide photo identification upon arrival.

**TUITION:** Tuition is due on the first day of each month. It can be mailed to ABC Nursery School Post Office Box 88, North Chelmsford, MA 01863, placed in the tuition drop box outside of the office or given to the carpool staff. Please do not send in the child’s backpack. If the child’s last name is different than the name on the check be sure to write the child’s full name on the check in order to prevent receiving a late notice and being subject to a late fee. You are fully responsible for lost or misplaced payments. We strongly encourage families to pay through Brightwheel.

COST	2 day program	½ day - \$400.00	Full day - \$650.00
	3 day program	- \$480.00	- \$780.00
	5 day program	- \$660.00	- \$1,020.00

**Receipts** are only issued by request.

- Tuition will be considered overdue if not received by the 10<sup>th</sup> of the month. At that time a late fee of \$25.00 will automatically be added to the tuition. After the 15<sup>th</sup>, any tuition still not paid will be subject to a \$40.00 late fee and an additional \$10 every 5 days after that.
- If your child is out of school for an extended period, you are still obligated to pay his/her tuition in full. Tuition is for the full school year and is prorated by month for your payment convenience only. If you do not pay tuition you forfeit your child’s place in that class. In the event of long term, unpaid absence, and if the school allows a spot to remain available upon your return, there will be a \$110 re-registration fee.
- After two weeks of absence with no notice or communication, your child will be considered withdrawn, and the spot will be forfeited and the above fee will apply if you wish for your child to return. This time includes school vacations and holidays.
- Notwithstanding the above, the school shall not be obligated to hold a spot for the new school year unless payment has been made for the first month of the new school year thereof by the preceding July 1<sup>st</sup>.
- For new students enrolled during the school year, payment of the first month’s tuition is required prior to start for the child to attend.
- If your check is returned by the bank, you will be charged a \$25.00 processing fee.

**ABC Nursery School**  
Chelmsford, MA

**Car drive through drivers – take note**

1. Children will be taken out of the car on the passenger’s side of the vehicle. They must either be seated on that side or able to easily and safely exit from that side. We will be unable to go around the vehicle into the road to get them out of the driver’s side so please plan accordingly.
2. Please **display your number easily visible in your windshield** as soon as you get into the line. It should be down below the visor, pushed against the windshield. Sometimes we can’t see your number and we will hold up our car drive thru sheets to indicate that.
3. If someone different is picking up your child please be sure you provide them your car drive thru number.
4. After picking up your child, please move up a bit and stop to buckle up your child. This way, we can then get the next child into their car to move the line along.
5. In the morning, please have your child ready to get out of the car. It makes the line go much more smoothly when they can hop out and be on their way. On the other hand, please be patient with us and the process. If you have somewhere you need to be, we recommend being close to the front of the line or use our early drop off services.
6. Please share this information with anyone who picks up or drops off your child.
7. If there is a delay of any kind, we may require you to pull around and get back in line or park to come in to drop-off or pick-up. This is to keep our carpool line moving, both for safety reasons and to be courteous to local traffic that our carpool will have

**Courtesy helps make the car drive thru better for everyone. Children’s safety is our first priority.  
Thank you for your cooperation in these safety matters**

**CONTACT US:** Phone: 978-256-5805  
Email: [abcnursery@comcast.net](mailto:abcnursery@comcast.net)  
Web: [abcnurserychelmsford.com](http://abcnurserychelmsford.com)

Exec. Director: Lois Kelley  
Director: Amanda Belley

## **WRITTEN PLAN FOR REFERRAL SERVICES**

**ABC NURSERY SCHOOL, Chelmsford** shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services for their child, should the 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 teacher. The teacher will review the concerns with the director.

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

The director 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 persons of Chapter 766 and Early Intervention Programs.

### **REFERRAL MEETING WITH PARENTS**

The director schedules a meeting with parents to notify them of staff concerns and prepares a current list of possible referral resources.

At the meeting the director and classroom teacher will provide to the parents a brief summary of the observations related to the 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/guardians in making the referral. Parents/guardians should be encouraged to call or request in writing an evaluation. If parents/guardians need extra support, with written parental consent, the school can contact the referral agency. The director will inform the child's parents of the availability of services and their rights, including the right to appeal, under Chapter 766.

### **FOLLOW UP TO THE REFERRAL**

The teacher and director will cooperate with the parents/guardians and agency of referral in meeting the child's needs at the school. If it is determined that no services are needed at this time, the teacher will review the child's progress every three months to determine if another referral is necessary.

### **RECORD OF REFERRALS**

The school will maintain a written record of any referrals, including the parent conference and results from the referral agency, in the child's record.

### **PROGRESS REPORTS AND PARENT CONFERENCES**

Progress reports are sent home twice each school year, in January and June. Parents/guardians may request a conference at any time by contacting the office by phone or by sending a note to the teacher. Staff will make every effort to meet with parents/guardians at a mutually convenient time. If a teacher or director need to schedule a conference, they would contact the parents/guardians and ask for a conference at a mutually convenient time.



## **PARENT INFORMATION**

The General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of child care centers (including nursery schools), and school age child care programs.

These regulations, 606 CMR 7.00, establish minimum standards for operation of group child care and school age child care programs in the Commonwealth. The regulations require certain things of licensees (child care program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

**Parental Input.** The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

**Meeting with Parents.** In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

**Parent Information.** The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

**Parent Conferences.** The licensee must make staff available for individual conferences with parents at parent's request. Please meet with the teacher by appointment only.

**Progress Reports.** At least once every six (6) months the teacher should be available to meet with you to discuss your child's activities and participation in the program. The teacher will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. Program staff should bring special problems or significant developments to your attention as soon as they arise.

**Parent Visits.** You have the right to visit the center and your child's room at any time while your child is present. Please be mindful that unusual presence of parents can be distracting and/or disruptive to all parties.

**Children's Records.** Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly

related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

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

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

Transfer of Records. When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

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

## **PROGRAM RESPONSIBILITIES**

### Providing Information to the Department of Early Education and Care

The program must make available any information requested by the Department to determine compliance with any Department regulations governing the program, by providing access to its facilities, records, staff, and references.

## **MANDATED REPORTING**

**Procedure for Identifying and Reporting Suspected Child Abuse and Neglect:** All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Children and Families (DCF). The following procedure will be followed:

1. A staff member who suspects abuse or neglect will document his/her observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will then discuss this information with the Director.
2. The Director or the staff member will make a verbal report to DSS, to be followed by a required written report 51A within 48 hours.
3. If a staff member feels that an incident should be reported to DSS, and the Director disagrees, the staff member can still report to DSS directly.
4. All concerns of suspected abuse and neglect that are reported to DSS will be communicated to the parents by the Director unless such a report is contra-indicated.

*Department of Children and Families Telephone Number is (617) 748-2000*

*Child at Risk Hotline Telephone Number is (800) 972-5200*

**Procedure for Identifying and Reporting Suspected Child Abuse/Neglect While in the Care of ABC Nursery.**

It is the Center's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the Center's care.

Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Social Services and the Department of Early Education and Care.

A meeting will be held with the staff member in question to inform him/her of the report that has been filed.

The staff member in question will be immediately suspended from the program with pay pending the outcome of the DSS and EEC investigations. If the report is screened out by DSS, the Director has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the classroom. This decision will be made by the Director and will be based on the seriousness of the allegations and the facts available. If the allegations are substantiated, it will be the decision of the Director whether or not the staff member will be reinstated. The Director and staff will cooperate fully with all investigations.

**Notification of Injury**

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

**Availability of EEC Regulations**

The program must maintain a copy of the regulations, 606 CMR 7.00: *Standards for the Licensure or Approval of Family Child Care; Small Group and School Age and Large Group and School Age Child Care Programs*, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

Jennifer (JJ) Lynch  
Group and School Age Licensor  
324R Clark St  
Worcester MA 01601  
Office: 508-461-1454  
Cell: 508-612-2088  
[www.mass.gov/eec](http://www.mass.gov/eec)

# TERMINATION POLICY

ABC Nursery School  
Chelmsford, Massachusetts

Every effort will be made to have a child remain in our center until the end of the school year, when it is possible.

CIRCUMSTANCES UNDER WHICH A CHILD MAY NEED TO LEAVE OUR PROGRAM INCLUDE BUT ARE NOT LIMITED TO:

## Parental Choice

(Moving, financial considerations, dissatisfaction with the program, or a change in parental status)

**For a withdrawal, parents must give the school a minimum of 60 days' notice. If the child leaves the program before this 60 day period, the family is still responsible for full payment of tuition. Failure to give proper notice will result in forfeiture of reimbursements and lead to legal action. Please see your enrollment contract for more details.**

- Inappropriateness of the Program for the Child  
(The schedule or program are a bad match for the child)  
(The child needs more hours of time than are available)
- Parental Inability or Unwillingness to Conform to Program Policies and Practices  
(Failure to provide updated medical information)  
(Unwillingness to obtain needed services for child)  
(Failure to adhere to financial obligations)  
(Inappropriate behavior toward staff)
- Safety and Well-being of the Other Children in the Program  
(Chronic biting, aggressive behavior, failure to adapt to our program rules of safety or behavior In the event of compromised safety, the parents of the aggressor and the parents of the victim will be notified. If this behavior persists it may result in a formal write up and potentially dismissal from our program. )

-Staff members including the classroom teacher will be involved in the decisions to have a child leave our program, except for withdrawal for financial reasons. Mistreatment or any other inappropriate behavior toward staff at any time will not be tolerated and will result in immediate termination.

-Discussion with the parents regarding termination will be held in an attempt to resolve the issues. All such attempts will be documented. If termination becomes necessary, parents will receive information in writing stating the reasons for termination.

-Alternative resources such as schools, other types of programs or support services as needed, will be offered to the parents as a part of the termination procedure upon parental request.

-Families and children will be given a notice of two weeks in order to prepare the child for termination. Families will be encouraged to have the child attend school to say good-bye to their friends. Teachers will give the child every opportunity to partake in the termination process by preparing them and their classmates to understand the impending departure, within the child's ability to understand. The child and other children will be made to understand that the reason for leaving is not the child's fault. A child will be encouraged to maintain contact with other children.

-Families will be encouraged to re-enroll the child if circumstances change. In all cases, the child and family will be treated with dignity and respect during the termination process.

The school may terminate services upon fifteen (15) days' notice to Client any time Client's payment is overdue more than thirty (30) days and Client will be responsible for all invoices through termination, plus termination costs. If there are immediate safety concerns for any student or staff member, ABC reserves the right to motion for immediate unenrollment of a student. If Client fails to perform its payment obligations in accordance with this agreement, the school shall have the right to recover all reasonable attorney's fees for the collection of past-due invoices and to seek remedies available to the school under applicable law or equity.

## GENERAL INFORMATION FOR PARENTS AND STAFF

ABC Nursery School – Chelmsford, MA

**DISCIPLINE:** Children will be treated with respect and understanding. All children will be expected to respect the rights and property of the other children, teachers and the school. If a discipline problem arises, the teacher will deal with it immediately in a calm manner.

If a child is disruptive to the whole class or the other children's play, s/he will be spoken to quietly by the teacher, without involving the other children if possible. If this behavior continues the child will be separated from the other children (another table, a different activity) and correct behavior explained. If the unacceptable behavior persists the child will be brought to the director to try to generate a plan for a solution.

Under no circumstances would a child be hit or spanked, subjected to any form of punishment which is cruel, humiliating or verbally abusive. No child will be denied food as a punishment. No child will be punished for toileting accidents.

**TOILETING PROCEDURES:** We strongly encourage all children admitted to ABC to be toilet trained. Use of "pull ups" is encouraged for those not completely toilet trained.

Children are taken to the bathrooms at a specified time during the day by the teacher and an assistant. The children are encouraged to use the facilities at this time but staff will always be available to take a child to use the restrooms at any time.

Children are assisted with difficult button, buckles, or snaps but they must learn to manage their own clothing. Staff members are not to assist in wiping without proper documentation and should be accompanied by another staff member. The children go into the stalls alone and can lock the door or not lock the doors as they wish.

Children are instructed to flush the toilets and then to wash their hands with soap and running water.

Individual paper towels are used for drying and are disposed of in a trash barrel, by the child.

Staff who assist children with toileting or after personal toileting will wash their own hands with soap and running water. Paper towels will be used to dry their hands.

Children who have to go to the bathroom at any other time during the day may ask the teacher or assistant, at any time, and they will be accompanied by an adult and returned to the classroom when finished.

Children out on the playground can be taken to the bathroom by one of the available staff members.

When a child has a toileting accident:

- \* Staff members will accompany the child to the bathroom with an extra set of the child's personal clothing provided by the parents.
- \* The staff person will put on disposable gloves before assisting the child
- \* When appropriate they will encourage and help the child to change into clean clothes
- \* Diapering area is separate from bathroom facilities and areas used for food preparation
- \* Supply of clean, dry pull-ups is provided and maintained by parents when needed.
- \* Changing pad with rubberized cover is used only for diapering changes
- \* When using the elevated changing table educators must keep at least one hand on the child at all times
- \* Each child is washed and dried with individual washing materials during each change
- \* Soiled disposable pull-ups are immediately bagged and placed in outdoor dumpster
- \* Clothing soiled by feces, urine, vomit, or blood shall be "double bagged" in sealed plastic bags and stored apart from other items. Soiled clothing will be sent home with the child at the end of the day to be laundered at home. Some circumstances may result in undergarments being disposed of.
- \* After the changing has taken place, child and staff must wash their hands with soap and running water.
- \* When the child has been returned to the classroom, the staff person should be sure that the changing area has been cleaned and disinfected.
- \* A toileting form must be completed for each accident and properly documented into the central log. The original form will be sent home to the parents and a copy of the form will be kept for the child's file.

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

**ILLNESS: Children who are ill or running a fever should not come to school.**

If your child has a fever, NEVER medicate them and send them into school. A child must be fever free without the use of fever reducing medication for a minimum of 24 hours before returning to school. For example, if the last recorded fever was Monday night at 8:00 PM but the last fever reducing medication was given Tuesday at noon, a full 24 hours without the use of medication would be Wednesday at noon.

**Please do not send your child to school if he/she has any of the following:**

1. A fever (100.4) within the past 24 hours.
2. A fever off 99 degrees accompanied by any symptoms below..
3. Vomiting in the past 24 hours
4. Diarrhea in the past 24 hours
5. Chills
6. Sore throat
7. A bad cold (thick, runny, discolored mucus/persistent cough (especially if it has kept the child awake at night)
8. Discharge from eyes

If we find a child is not well and unable to participate/benefit from school or if they are running a fever (1) or a fever (2) accompanied by other symptoms, you will be contacted and the child will need to be picked up immediately. Please be sure that arrangements can be made in the event that this happens. If the child sees a doctor and is prescribed antibiotics for any contagious ailment (conjunctivitis, strep throat etc.) they must have been taking the antibiotics for a full 24 hours with abating symptoms before returning to school. If no antibiotic or other medication is prescribed then the child still may only return if their symptoms are abating and the child is visibly getting better. Call the office to confer on an individual basis. These policies are meant to serve the best interests of all the children in our program. If you have any questions or concerns, please don't hesitate to contact the director.

We do NOT administer any medication, it must be given at home.

- Exception is made for Epi pens and inhalers and approved medications for life threatening allergies. (The child must have a completed IHCP and each medication must be listed on the child's IHCP and signed off on by a physician)
- First Aid will be administered as needed. First Aid kits are located in each classroom and on the shelf of the cabinet in the directors' office and the handicap bathroom upstairs.
- Staff are First Aid and CPR trained and certified. At least one CPR trained person is always on the premises.
- If a child has an allergy requiring an Epi pen, The child's Epi pens, labeled with his/her name on it's original prescription package, will be kept on the child's teacher at all times. All staff are Epi pen trained. We require that parents of children with allergies provide two (2) epi-pens. In the event that parents refuse or is unable to provide a second dose, a refusal form must be filled out and signed.

\*Dishonesty or omitting information regarding illness and exposures will lead to immediate termination with no refund of any tuition or fees.

**PERSONAL HYGIENE:**

ABC encourages, teaches, models, and reinforces increased handwashing protocols.

Hand sanitizer will be kept out of the reach of children and its use monitored closely. Children will be supervised when they use hand sanitizer to make sure they rub their hands until completely dry, so they do not get sanitizer in their eyes or mouth. A permission for hand sanitizer use has been included on the acknowledgement portion form.

For easily communicable ailments such as conjunctivitis/pink eye, the child will need to be on medication for at least 24 hours before returning to the program with abating symptoms and a note from a physician may be required.

## **Contingency Plans for Emergency Situations**

EMERGENCY SITUATIONS IF THEY SHOULD OCCUR WILL BE MET WITH THIS EMERGENCY PLAN:

### **In case of fire, natural disaster, or situations (chemical spills, bomb threats, or other events) necessitating evacuation of the building -**

Children will be evacuated from the building according to our fire evacuation plan. Children will be taken to the far end of the Shaw Street parking lot where each teacher with the help of the assistants will gather and count her group of children. Teachers bring their attendance and the Director also brings the master list.

### **In case of a power outage -**

ABC would contact the Electric Company to determine the cause and duration of the outage. If service could not be restored within 2 hours parents and we are unable to operate safely would be notified to pick up their children. In the 2 hour interim, heat will be maintained at or above the minimum temperature of 65 degrees according to the regulations: fire alarms are battery operated; sufficient light would be available from the windows and we would adjust our program to make optimum use of window light; emergency lighting is available in the hallways and on the stairways; water will still be available; our snacks are non-perishable and would not be affected.

### **In case of a loss of heat -**

ABC would contact the church maintenance person and the Gas Company in turn to determine the cause of the loss of heat. If heat cannot be maintained at the required 65 degrees and depending on the time of the year and the weather of the day, plans would be made to send the children home. If heat could be maintained at the minimum temperature we would attempt to finish the day. The outdoor temperature and time of the year would be a factor in this determination. Children's comfort and safety would be the determining factors.

### **In case of a loss of water -**

ABC would contact the church maintenance person and the Water Department in turn to determine the cause of loss of water and the duration of the problem. If the problem cannot be solved within an hour we would have to contact parents to take their children home. In the one (1) hour interim we would have sufficient bottled water for toilet flushing, bottled water for drinking, and wet wipes for hand washing.

### **Emergency Evacuation Location –**

**PROCEDURES IN CASE OF FIRE:** Regular fire drills are held every month so that children and staff will be familiar with evacuation procedures.

In case of fire, children in the classrooms will walk with their teacher out the main side door of the building. Teachers will bring their attendance in addition to the Director's master list. Teachers, children and other staff will gather away from the building in the Shaw Street parking lot. Teachers will continuously take a count of all children. Evacuation routes are posted in each room alternate routes will be practiced during fire drills.

In a situation when staff and children cannot return to the school or church building, they would find alternate shelter at the North Chelmsford McKay library at 43 Newfield Street until all children were picked up by parent or guardian.

This contingency plan was written in accordance with EEC regulation 606 CMR 7.24 (2) & 7.34 (4) (a).

PLEASE NOTE:

This packet and the information provided herein are complimentary to ABC's 2024-2025 Enrollment contract. Please be reminded that by signing the enrollment contract you are agreeing to all the terms and conditions within.

**Please **initial** each key point and sign the bottom of the following page (pg. 13) of the Parent Manual (acknowledgment form) and return it to the School prior to your child attending.**

I/We have read the Parent Manual and I/We have my copy of the manual, which outlines my rights and responsibilities as a client of ABC Nursery, LLC. I/We are also aware of the 2024-2025 Enrollment Contract that has been provided and have read them in their entirety and agree to the terms stated within. Key points that include but are not limited to are the following:

- \_\_\_\_\_ ABC's philosophy
- \_\_\_\_\_ General information (hours, before and after care policies)
- \_\_\_\_\_ Carpool information and policies
- \_\_\_\_\_ Tuition, other payments & contributions
- \_\_\_\_\_ Referral Services
- \_\_\_\_\_ Parent Information/Child's Progress and reporting
- \_\_\_\_\_ Program Responsibilities
- \_\_\_\_\_ Termination Policy
- \_\_\_\_\_ Toileting Procedures
- \_\_\_\_\_ Illness policies
- \_\_\_\_\_ Agreement to the use of hand sanitizer
- \_\_\_\_\_ Procedures in case of fire or other emergencies

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_