

# 2022/2023 Parent Handbook



**Magothy Cooperative Preschool**  
3705 Mountain Road  
410.360.0292

## **Our Mission**

Our Mission is to provide a stimulating child-directed environment that encourages creativity, environmental consciousness, self-expression, and socialization. To nurture a well-rounded and independent child who has enthusiasm for learning and a positive attitude towards themselves and the world around them. We provide affordable quality preschool education through the cooperative participation of the school community.

## Our Teachers

One lead teacher is accompanied by one teacher's assistant per class and one helping parent.

All staff comply with guidelines set by the MSDE. This includes fingerprinting, background checks, First Aid/CPR training, Medication Administration training, and Emergency Preparedness training. View staff bios online.

## EDUCATIONAL PHILOSOPHY

- **Child Directed**
- **Nature Inspired**
- **Thematic**
- **Emotional Intelligence**
- **Mindfulness**
- **Hands on**
- **Play Based**
- **Early Childhood Best Practices**
- **Amalgam of best practices**

### Child Centered Learning

Children's developmental and social levels, interests and attention span often vary in the preschool setting. By implementing developmentally appropriate, nature inspired, play based learning each child's needs and interests will be met. The extra hands provided by parents allow the teachers and teacher's assistants to focus their full attention on the children. At Magothy Cooperative Preschool children are encouraged to explore, observe, discover, develop friendships, make choices, experiment, and express themselves. Empathy is modeled and encouraged at all times. Children are encouraged to observe the world beneath their feet, above their head and all around them. Through developing a love for the world at a young age it is our hope that they will continue to be a steward of the Earth as they grow.

### Thematic Curriculum

Magothy embraces a thematic curriculum that is inspired by the seasonal changes of the world around us. A Thematic Curriculum is quite successful in a preschool environment. Children appreciate and respond to an ever changing and stimulating environment. The theme will be integrated throughout discovery opportunities, the classrooms, and activities, and will promote a hands on approach.

### Magothy's Monthly Themes

September: Woodland Adventures with me and my friends

October: Color in My World: Harvest Time

November: Animals: Preparing for Winter

December: Lights and Reflection- Sun and Moon

January: Changes Everywhere

February: Rocks and Fossils

March: My Big Backyard: Habits and Habitats

April: Jumping into Spring: Plants, and Insects

May: The Chesapeake Bay and Beyond

### How we prepare our children for Kindergarten:

Our children develop knowledge in many areas, including art, music, math, science, language, reading, natural history and yoga. Our children also develop socially, physically, emotionally and cognitively as they explore, learn and play.

Magothy Cooperative Preschool complies with the Maryland State Department of Education (MSDE) guidelines for early learners as outlined in the State Curriculum. Magothy Cooperative Preschool also follows the Maryland Model for School Readiness (MMSR).

### Technology Policy

Occasionally teachers may utilize a digital magnifier or microscope along with a laptop, or sometimes use their phone to assist in plant or animal identification or share birdsongs. Electronics or screen time are not a regular part of our day.

### Children's Play

"Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood." Fred Rogers

"Play is the highest form of research." Albert Einstein

The National Association of the Education of Young Children (NAEYC) states "Play is a critical component of the early childhood classroom. It is respected as a powerful integrator and generator of knowledge. Thorough play children develop socio-moral judgements, advance their social and language skills, elaborate upon their intellectual understanding, and assume personal responsibility for learning."

### How we encourage life skills (sharing, empathy, following directions, social skills)

- Opportunities for choices and natural consequences.
- Modeling respectful behavior
- Opportunities to practice patience
- Time for free play and cooperative play
- Express and acknowledge feelings
- Admit mistakes

### How we encourage reading and language arts skills:

- Print and Book Awareness
- Rhyming words
- Shared Reading
- Story Comprehension through questioning & modeling
- Nursery Rhymes/Poetry

- Dictation of stories
- Name Recognition and Writing
- Letter Recognition and Sounds (PreK)
- Handwriting without Tears (PreK)
- Sight words (PreK)

### How we encourage math skills:

- Number recognition
- Count with 1 to 1 correspondence
- Songs and stories with counting by 1s to 10, 1-20 (PreK)
- Graphing and charting
- Subatizing
- Shape recognition
- Find or follow patterns
- Sort and classify
- Comparative Measurement and use of scales
- Estimate and identify more or less

## INCLUSION POLICY

We strive to make our program accessible to all students regardless of ability or health needs. Indoor and outdoor areas are arranged so all children can move freely and make choices based on their abilities, interests and needs. We are happy to work with students who have an IEP (Individualized Education Plan), and can assist parents with securing additional help and resources when there are mutual concerns about a child's development. If your child has any disabilities or special health care needs please let us know so that we can work with you to try and determine the best supports for your child.

## COOPERATIVE SCHOOL

### What is Magothy Cooperative Preschool?

Magothy Cooperative Preschool is a cooperative effort of Parents, Children, and Teachers. It is a non-profit organization owned and administered by the parents of preschool children. The parents and teachers work together in guiding the children as they gain social, emotional and developmental skills.

### Why Choose a Co-op?

For many, this will probably be your child's first school experience. Magothy Cooperative Preschool is an excellent bridge between home and the formal atmosphere of elementary school. Since at least one member of each child's family participates, the atmosphere of home extends into the preschool.

### What are Your Responsibilities?

The responsibility of a cooperative organization, finances, fundraising, cleaning, and maintenance rests solely on the parent group. You are not only

choosing a school for your child, you are committing to a community of families who rely on one another to make the school run smoothly.

**Your major requirements:** Failure to participate/engage with the major requirements is a breach of contract and could result in termination from the school.

1. You must attend bi-monthly orientation or general membership meetings so that we may communicate and make schoolwide decisions. The membership meetings will also include parent education. If you miss two meetings in a row, you will be assessed a fine of \$25.00.
2. You are required to work as helping parent at the school as scheduled each month (usually once or twice per month). If you are unable to work your scheduled time for any reason, **you are responsible for obtaining your own coverage.** In the event coverage is not found you will be assessed \$30 to pay for an emergency sub from our staff. If no representative of a scheduled family shows or calls on three separate occasions, we will find that the membership should be terminated.
3. You are required to actively participate on your assigned committees. For a first offense of failure to comply, you will receive a warning and will have a meeting with your committee/team leader and the directors. A second offense will result in being charged a fine of \$100.00. A third offense will result in the board reviewing membership status, possibly resulting in membership termination.
4. You are required to pay your tuition by the first day of each month. After the tenth day of the month a \$25.00 fine will be assessed.
5. You are required to pick up your child on time. After a five minute grace period, a fine of \$5.00 for every five minute increment will be assessed (i.e., if school ends at 11:30, and you arrive at 11:36, you will be assessed a \$5.00 fine). If there is a legitimate reason for the delay, you must phone the school. A staff member will be waiting with your child.
6. As a Helping Parent, you will need to arrive fifteen minutes before class begins to assist with the day's set up.
7. You are required to attend one monthly cleaning for each child you have enrolled. If you fail to show up for your scheduled monthly cleaning, you will be charged a fine of \$25.00 and you will be rescheduled to another cleaning date. If you fail to attend your rescheduled cleaning, you will be charged a fine of \$100.

### Procedure for Fine Issuance

If you have violated one of the school's rules or procedures and have a legitimate reason, you are welcome to submit a letter in the president's mailbox citing your explanation. This letter will then be reviewed at the next board meeting and if found reasonable, the fine will not be issued. The letter

must be received within two (2) weeks of the violation to be considered.

Fines are assessed by the Treasurer. Fines must be paid within a month of issuance or your membership will be in jeopardy. You will receive notice of the fine by email or through our communication platform.

### **Class Cleanings**

Cleaning at Magothy is done in three parts. #1 Helping Parents tidy up the classrooms daily. #2 Super Cleaners thoroughly clean the floors and bathrooms on a weekly basis. #3 Schoolwide Cleanings give the toys and rooms a good scrub once a month.

Families must sign up for and attend one schoolwide cleaning per child. Dates and times for these will vary throughout the year to better fit all schedules.

## **ARRIVAL & DEPARTURE**

### **Attendance**

Please make every attempt to arrive on time. If you will be late or absent from a class, please let the teacher know.

### **Drop-off Procedure**

When you arrive, sign in on the classes' sign in sheet, help your child place their belongings (tote bag, snack/water, etc) in the appropriate spot, use the restroom, and wash hands. The classroom will be open for exploring upon your child's arrival.

### **Sign-In Sheets**

It is a legal requirement that each parent bringing their child to preschool sign their child in and out everyday. Please be familiar with the daily sign-in sheets.

If you will not be home while your child is at school, you must provide a number where you can be reached on the sign in/out form.

### **Pick-up Procedure**

When you are picking up your child, park your car in the lot and walk to the playground or into the school. Wait until the teacher has dismissed the children and you have signed out your child.

### **Late Pick-up Policy**

Please remember to pick up your child promptly throughout the entire school year. Children know when they are supposed to be picked up and may become anxious when you are late. If you know you are going to be late, please call the school or another parent to let us know.

At ten (10) minutes past the scheduled pick up time, a phone call will be made to attempt to reach the parents. If the parents are unreachable, the

authorized pickup contacts listed by the parents will be called.

### **Unauthorized Pick Up**

No unauthorized person(s) will be allowed to remove a child from the school without verbal consent from a parent due to an emergency situation that has prevented them from picking up their child themselves or prevented any of their authorized emergency contacts to pick up.

If an unauthorized pick-up is requested by the parent, the pick-up person must first establish their identity with a valid Driver's License, before the child is released.

## **HEALTH & SAFETY**

### **Child Safety**

Cars should not be left running while you are away from them. Please turn off your car upon entering the school or visiting on the playground.

No smoking is allowed on the school grounds or on Enrichment Trips.

We have a "No Weapons" play rule at school. For example, blocks and sticks cannot be made into guns to play war/shooting type of games.

Parents are responsible for providing a bike helmet (to be placed on their class tarp and taken home daily). Students may not ride on the riding toys without a helmet, even before or after class time.

### **Sun Safety**

The AAC Health Department recommends applying sunscreen with SPF 15 or higher before going outside. Feel free to apply sunscreen to your child prior to coming to school.

### **Bug Bites**

The AAC Health Department recommends to use insect repellent with no more than 10% DEET content for children. Feel free to spray your child before coming to school during bug season.

### **Health Policies**

The state of Maryland requires that all children have an annual medical examination. A physician's health form is due upon enrollment. Also, a completed State Certificate of Immunization must be on file by the first day of school.

If this is the first time your child will be attending school, it is probably the first time they will be exposed to children in a group at close range. It is quite likely they will catch a large number of colds at school, more than they would at home. With each cold they build some immunity. As their immunity level is built higher, they will catch fewer colds.

Please keep this in mind during the first several months of school.

### **Illness**

In order to safeguard the health of the children, we have set in place the following policies:

1. Do not send children to school when they are sick. If they exhibit any of these symptoms that have not been cleared as non-contagious by a doctor, they will be sent home:
  - Fever in excess of 100.4 degrees (regardless of doctor's note). Or Fever of 100 with another symptom. Must be fever free for 24hours without medication to return.
  - Nasal discharge that is thick and non-clear.
  - Red or inflamed throat
  - Red eye indicative of conjunctivitis
  - Any other alarming, unexplained symptom (rash, vomiting, diarrhea, etc) or unusual irritability, lack of appetite etc.
2. Do not come to school when you are sick. The above symptoms apply to helping parents, too!
3. Please watch your child for signs of communicable disease, like chicken pox, fifth's disease, hand, foot & mouth disease, especially if you know he/she has been exposed. Report all communicable diseases and conditions immediately to the Director. The school will post a notice of any communicable disease cases in the school.

### **Accidents or Injuries**

Risk spurs growth that helps children to develop good judgment, persistence, courage, resiliency, self-confidence, and improved motor skills. We encourage children to explore and develop their own risk assessment skills by allowing some play that includes age appropriate challenges, (balancing across a fallen tree, building with sticks, going up the climbing wall, etc.) so parents should anticipate a few scrapes and bruises now and then. Allowing our children to choose, face, and overcome (or sometimes fail) small risks like these will make them safer in the long run as they build skills and confidence they can use in future situations. When a child has a minor accident, the teacher will comfort the child. In addition, the school has band-aids, first aid supplies, and ice available. Parents are informed on minor accidents and injuries at pick-up time.

### **Washing and Sanitizing**

Hand washing policy is posted. The children must wash hands after using the facilities, after outdoor play, and before snack/lunch, in accordance with OCC mandate. We also encourage you to use hand sanitizer on your child's hands before entering the classroom.

The surfaces for snack, including the table and preparation table must be sanitized with bleach solution in a spray bottle before and after snack.

## **COMMUNICATION**

### **ParentSquare**

ParentSquare is our primary communication tool. Each parent is expected to check ParentSquare on a regular basis. Technical assistance can be provided by contacting a Director or board member.

### **Conferences**

Parent-Teacher conferences are scheduled for the winter and spring. However, if you desire a conference at any time, speak with your teacher to arrange a time to meet.

### **Cubby Use**

The student cubbies are the private property of the families of Magothy Cooperative. Any outside groups need Magothy approval before distribution. Parents should check cubbies at each class session.

### **School Closings**

We follow Anne Arundel County Public Schools (AACPS) inclement weather decisions. Please listen to the TV or radio for school closings and delays.

- If AACPS are closed, Magothy will be closed.
- If AACPS have a one hour delay, Magothy will open one hour late and alter end times for Furry (10am-12pm) and Froggy Friends (10am- 12pm).
- If AACPS have a two hour delay, Magothy will have a two hour delay. Morning classes (Fauna, Froggy, Furry and Feathered Friends (Wednesday only)) will be canceled.

Afternoon classes are not affected by a morning delay. If AACPS have an **early dismissal** for weather, Magothy will post a schedule on ParentSquare.

## **CHILD'S CLOTHING**

Play and outdoor exploration require weather appropriate clothing that allows for freedom of movement. Expect that your child and their clothing will get messy, and choose clothing that will let them feel free to participate in messy projects. Clothing should be free of ribbons, strings, or sashes that could become tangled or hazardous while playing.

For independence in toileting, your children need clothes that can easily come on and off. Please no tight leggings or tights that your child cannot manage to pull down and back up again. No belts!

### **Shoes**

**Children should wear closed toe shoes.** Sneakers are the best choice, great for running, walking in the woods, climbing and riding bikes. Please refrain from sending your child to school in cowboy boots, flip flops, jelly shoes, and party shoes. These shoes can cause blisters on your feet, scraped toes while riding toys, and are unsafe in snowy weather.

When we head outdoors, we will help your child change into rain or snow boots, if needed. Please plan for an easy on/off shoe to wear inside like a croc or slipper.

### **Cold/Rainy Weather**

We go outdoors nearly every day. Dress your child in layers appropriate to the weather. Please be sure to label your child's outerwear.

- For winter weather: a warm hat, waterproof mittens (not gloves), winter coat, warm boots, and snowsuit/pants when needed.
- For rainy weather: a rain coat and rain boots, no umbrellas please. Muddy Buddies or similar rain suits for older students.

### **Extra Clothing**

Each child should bring a complete seasonal change of clothes marked with their names, i.e. underwear, pants, shirt, and socks. These should be kept in storage pockets in the bathrooms. Remember to adjust the clothes for the seasons and as your child grows.

### **Diapers/Pull-ups**

Children who are in the end of the potty training process are allowed to come to school in pull-ups—no diapers. All enrolled children must be able to go to the bathroom with minimal teacher assistance; we do not change your child for you. If there is a stinky accident, you will be called.

## **SPECIAL OCCASIONS**

### **Holiday & Seasonal Celebrations**

At Magothy Cooperative Preschool we celebrate the changing of the seasons and selected holidays. Our celebrations focus on stories, games, songs and food tasting. **We do not exchange single use trinkets (themed plastic rings, noise makers, etc.) to reduce waste and focus on the sentiment.**

### **Birthday Recognition**

Birthdays are an important occasion in your preschooler's life. We will celebrate your child's birthday by singing Happy Birthday and other special recognition which varies from class to class. You can share in the celebration by bringing in a special book or game to read or play with your child's class. Since we promote healthy eating habits, only healthy snacks may be shared, such as watermelon, muffins, yogurt etc.

We do not exchange gifts at school. If you are having a home party, invitations may be distributed at school if every child is invited.

## **SNACKS & LUNCH**

Our school models healthful eating choices. We encourage you to pack a nutritious snack for your child. Please do not pack any desserts in your child's snack or lunch. Candy, fruit snacks, gummies, and juice boxes are for home.

Children in the Furry, Froggy, Fauna, Flora and Finned classes will only need a snack.

Snacks should be small, two or three food choices should be enough to tide them over through a two to three hour class.

We are a Green School. We ask that you pack snacks in reusable containers as much as possible.

Snacks & packed lunches should encourage independence. Think about the packaging. "How easy is this to open?" Please label your child's lunch/snack box with his/her name.

All children must have a labeled, refillable water bottle. No juice boxes or juice pouches. Water is available to refill their bottles throughout the day.

Please inform your teacher and directors of any food allergies.

## **CHURCH RELATIONS**

We strive to keep our relationship healthy with Magothy United Methodist Church.

### **Always, Always, Always...**

- Stay quiet in hallways as to not disturb other groups using the facilities.
- Use the entrance through the playground. (We are only to use main entrance when there are unsafe conditions-mud, ice, snow)
- At the end of the school day: Keep riding toys stowed in the bike shed and cover the sandbox. Clean up the parking lot.

### **Never, Never, Never...**

- Park in the parking spaces closest to the building; please park in the middle.
- Pour paint or paint globs down the sink drain
- Gather in the hallway near the church offices.

## **ASBESTOS MANAGEMENT**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private schools. These regulations require

most schools to inspect for friable and non-friable asbestos. They also require development of asbestos management plans that address asbestos hazards and implementation of response actions in a timely manner.

Our program for fulfilling these regulations is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. Magothy hires a company to inspect on a three year cycle and the Department of the Environment also conducts inspections.

Our tiles underneath our current tile and carpet are suspected of having asbestos. They are managed by being encapsulated. The building's original ceiling tiles are also suspected of having asbestos, and are managed by being contained above our drop ceiling. Asbestos becomes a hazard when particles become airborne through disturbance or friction.

You can review this plan during normal business hours. If you have any questions about reviewing our management plan please contact our director.

## HELPING PARENTS

### Taking Phone Calls

When you answer the phone, please answer with a smile: ***"This is Magothy Cooperative Preschool, may I help you?"*** If the call is about enrollment questions, please take down the name, number, date and time of call on the call log which is located on the clip board by the phone.

### Helping Parents-Communicating with the Children

We all come to MCP with different ways/experiences of interacting with children. When you enter the school grounds you must follow the ways of the school and teacher. Try to refer any discipline situations within the classroom to the teacher; please do not handle them yourself.

Communicate directly and simply with the children. Encourage them to make eye contact when talking with them. Keep discussions and explanations short and sweet. No lectures.

### Language and some helpful phrases:

- "Throwing is an outside game."
- "Use walking feet"
- "Use inside voices"
- "Stop, look, and listen"
- "It's fixable"
- "Use your kind words"
- "You get what you get and you don't throw a fit"

- When redirecting: "You may choose another activity or Ms. \_\_\_\_\_ will choose for you"
- Using "Okay" and "Not okay" vs. good & bad
- Using the word "choice"- "that is one choice, let's think about other choice you could make"
- Using the word "close"- "this area is closed to you"
- Reinforcing the positive with "I like the way you did . . ."
- Encouraging the children to use manners: "Yes Please" and "No Thank you"  
Those words are "potty" or "bathroom" words and are used only in the bathroom.

### Guidelines for Outside Play:

1. Never leave children unattended.
2. Our Teachers position themselves around the yard for good visibility.
3. For children who like to challenge themselves physically (for example, jumping from the climber) you can say, "Wow that was a big jump, but that makes me nervous. It is not a school thing."
4. Throwing sand, rocks, etc. is not ok. You can say "We throw balls and Frisbees at school". Redirect ball throwing to safe areas.
5. **Swings:** Limit pushing the children on the swings. Encourage them to use their legs and pump.
6. Twisting swings is not permitted. Children can get their hand caught and pinched. Running in front or behind swings is not ok.
7. **Slide:** Climbing up the slide is not ok. Children need to go up the ladder and down on their bottom feet first. One at a time on all slides and ladders.
8. At the end of each school day all cones and riding toys must be put away, shed must be locked and sandbox covered.
9. **Please remember school rules apply after hours as well. It is important for consistency that these safety guidelines are followed at all times.**

### Guidelines for Inside Play:

1. Use markers, paint, glue or anything wet in areas that are not carpeted.
2. Keep work/toys out of mouths. Have the child wash mouthed items.
3. Encourage washing of Hands: after toilet, after sneezing or coughing, before snack/lunch, and when coming inside.
4. When the teacher calls for attention: stop, look and listen to the teacher
5. If a child takes out an activity, it is their responsibility to put it away. Encourage children to clean up their own mess.
6. The teacher and parents need to 'invite' children to do work, try new activities, and do teacher-directed activities. The child has the choice to

say “no thank you” unless they need to be re-directed to a new activity due to lack of direction, misbehavior, or a general discipline problem.

## OUR APPROACH TO DISCIPLINE

1. We carefully structure the environment to encourage positive social interactions by providing:
  - rich and inviting learning areas and centers
  - clearly stated limits and directions
  - predictable, consistent routines and expectations
  - reminders, redirections, diversions, and age appropriate choices
  - polite and positive adult models
  - a structured but flexible daily schedule
  - rituals and cues to ease transitions
  - encouragement and effective-praise
  - activities that are entertaining, engaging and challenging
  - opportunities for making reasonable choices
  - lots of opportunities for child initiated ideas and activities
  - explanations and clarifying information as needed
2. We help children develop skills that will encourage them to manage their own behaviors and regulate their own emotions by teaching them to:
  - express their thoughts and emotions effectively
  - accomplish their needs and wants constructively
  - solve problems and resolve conflicts constructively
  - recognize and label their own emotions and feelings
  - recognize and identify the feelings of others, develop empathy
  - recognize triggers that may lead to non-constructive behaviors
  - stop, breathe and think before acting
  - monitor their own behaviors by using techniques such as Super Five: eyes are watching, ears are listening, hands are folded, feet are still, mouth is closed/silent

We recognize that managing behaviors and regulating emotions is an ongoing life process that is influenced by development and experience. Our goal is not to place unreasonable expectations on children, but to assist them in their journey towards that end, in whatever ways are individually and age appropriate at the time. Our goal is not just to eliminate troublesome behaviors, but to teach children constructive behaviors that will last them a lifetime.

We recognize that not all children are alike and not all children respond to the same approach to discipline in the same way. Should an individual child’s needs dictate a different approach to discipline, the teacher, parent and administrator will collaborate on the development of a plan to provide necessary structure for the child to succeed in his or her social interactions.

Such a plan would be tailored to the individual needs of the child and may or may not include logical and related consequences, the use of props and cues, or graphic/concrete organizers to help the child succeed.

### Prohibitions

Anywhere on the school grounds and even with their own children, teachers and parent helpers may use:

- NO physical/corporal punishment, or threats of such punishment
- NO verbal abuse, belittling or demeaning children
- NO isolating children out of sight or hearing of parent helper and teacher

### Procedures:

A child may be removed from an activity through redirection or taking “a Thinking Walk” when behavior is inappropriate.

If a child is consistently a physical danger to the people and classroom environment (hitting, biting, using foul language) the following measures will be taken:

- First occurrence: The problem will be communicated with the parents the same day of the occurrence. The teacher will ask for input and feedback. The parent(s) will need to pick their child up immediately in a severe case.
- Second occurrence: A conference with both parents will take place. The teacher and parents will meet together to establish a plan of action for dealing with the behavior. The teacher will set a date to evaluate progress.
- Third occurrence: The parent(s) will be required to stay in the classroom with the child on the day of their attendance for preset amount of days. The teacher and administrator will meet and discuss the issue. If further problems occur, the board will discuss possible removal of the child from the school.

## ADJUSTMENT TO PRESCHOOL

Starting preschool is a big step for children. Some children are eager and easily settle in to the new environment. Some children are nervous and take more time to warm-up. Some children have a longer adjustment period as they slowly settle in. We start the adjustment period over the summer through play dates, social events and meet & greets.

If your child can start to make friends before school starts, get to know their teacher and visit the school, this will help the first few days to go more smoothly.

You are encouraged to participate in Enrichment Trips, School Social Events and Class Playdates as your schedule allows throughout the school year.

### Daily Procedure

1. Talk to your child about their day and that you will be excited to hear about their favorite thing when you pick them up.
2. Sign your child in, settle your child in, reassure your child that you will be back at line-up time, say your good-byes
3. Leave promptly at the start of class. Do not linger.
4. The teacher will immediately work on engaging your child into the classroom.

If you decide you are not ready to leave your child in the beginning; that needs to be the plan - you are staying for the whole class. You cannot decide that things are going well and slip out. Good byes must always be made.

### Strategies:

- Your child may be more comfortable bringing a security item such as a blanket or photograph of the family.
- Your child might do well with a visual timeline of the day.
- Using consistent language with your child.
  - Child says "I want mom..." Teacher or Helping Parent says "I know you do". This acknowledges their unhappiness but does not focus on Mom/Dad etc.
- Distraction/Redirection
  - Pair the child up with another child
  - Keep the child busy with new activities
  - Teacher asking "Could you help me with \_\_\_\_\_?"
- Come down to the child's level to talk to them, especially when it is important.

### Honesty

- You must use true words with your child.
- No tricking or deception.
- No sneaking off, you must say goodbye.

## PRIVACY PRATICES

This notice describes how information about you or your child may be used and disclosed and how you can gain access to this information. Please review it carefully.

### Our Duties

We aim to maintain the privacy of your child and your family's information.

### Permitted Uses and Disclosure

We may discuss your family in the ordinary course of maintaining the school. Some of these uses may include:

- Teacher/Parent Communication: Our teacher will verbally communicate with you in private any concerns she has.
- Board Meetings: We may need to discuss your family's private information during our board meetings. We strive to keep these discussions professional and sensitive. We also attempt to avoid discussing family names if possible: "One of our families is having an issue with..."

### Disclosures without Authorization

We may disclose information about you without your specific authorization, as follows:

- Serious Threats to Health or Safety: We may disclose your medical information to a public agency or to inform other parents in the case of an infectious disease outbreak. We will do our best to not disclose names.
- Victims of Abuse, Neglect, or Domestic Violence: We may be required to disclose your family's information if we feel anyone in your family is being abused or neglected.
- Law Enforcement: We may have to disclose your family's information in conjunction with a criminal investigation by a federal or state law enforcement agency.

### Your Rights

- Confidential Communications: You may ask that we communicate with you in a particular way to maintain your family's confidentiality. Your request should be in writing.
- Inspect and Copy: You may request access to inspect and copy your family's file. Your request should be in writing. We will act on your request within two weeks.

*We would like to remind parents that they may be privy to private information about children when working in the classroom. We ask that you not discuss another family's private information in anyway that is not beneficial to the school as a whole.*

## TOUCH POLICY

This policy addresses the kinds of touches that staff will give the children and when.

- Putting hair ties/clips back in child's hair.
- Patting the children on the back for comfort or a job well done.
- Picking children up to help them look out the window.
- Wiping mouths, noses
- Leading the child by the arm, or hand.

- Sit on lap to read stories
- Fastening coats, shoes, pant snaps and belts.
- Touching the arm to connect.
- Asking if it is okay to give a hug.
- Helping move bodies for yoga poses.
- In an unsafe situation, physically pick up and move.

- Staff does not wipe bottoms.
- Staff does not spank or hit children.
- Staff does not participate in discipline with force.
- Staff does not permit children to kiss them or kiss children.