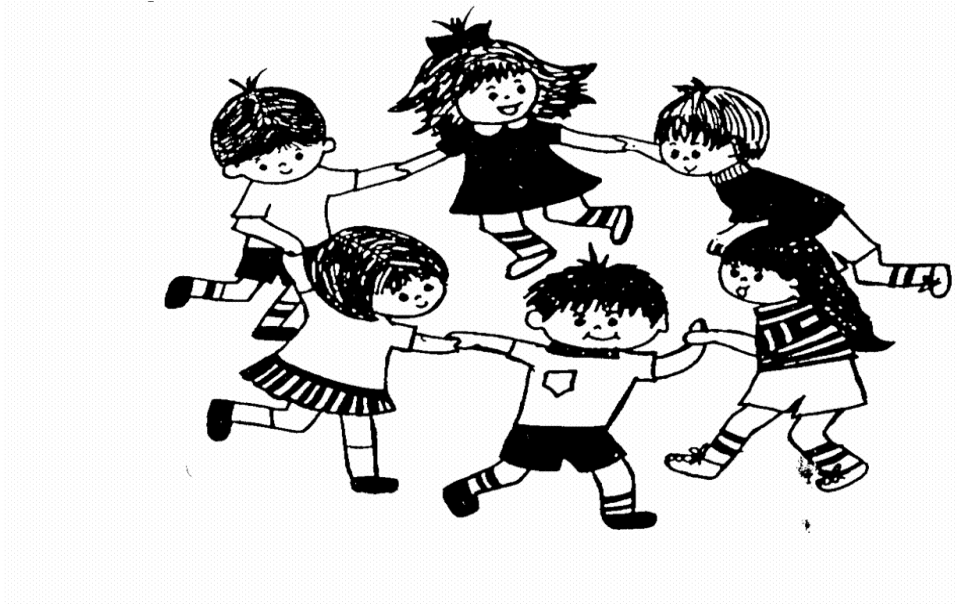


# South Shore Community Center Nursery School Handbook 2023-2024



3 North Main Street  
P.O. Box 631  
Cohasset, MA 02025  
781-383-0036  
www.sccns.com

[nsdirector@southshorecommunitycenter.com](mailto:nsdirector@southshorecommunitycenter.com)

Dear Families,

Welcome to the South Shore Community Center Nursery School! Thank you for the opportunity to work with your family. Nursery School is a place where we get to know and care about your whole family. It is a wonderful experience, and we want you to feel part of our school community.

We know that beginning school is a big step in your child's development. We want to make your child's transition to our school as simple as possible. Transition activities include orientation, a meet and greet program for children and families and finally small group meeting with teachers.

To help you become more familiar with the South Shore Community Center Nursery School we have prepared this handbook of policies and procedures. Please read through the handbook at your leisure and refer back as necessary throughout the school year.

If you have any questions or concerns, you can always reach us by email or phone.

We are looking forward to an exciting year here at the Nursery School!

Best Regards,  
Jamey Kupsc and  
The Staff of South Shore Community Center Nursery School  
781-383-0036  
[nsdirector@southshorecommunitycenter.com](mailto:nsdirector@southshorecommunitycenter.com)

**Program Philosophy**

The South Shore Community Center Nursery School believes that every child is a unique individual. We believe that learning is supported through social exchange and sensory experience. The way children feel about their school, their teachers, and their peers truly fosters a love of learning. Our curriculum is driven by the children's interests and experiences, individual learning style and developmentally appropriate practice. Massachusetts Early Preschool Standards, Teaching Strategies Objectives and Dimensions for Learning, The Ages and Stages Questionnaire, and the National Association for the Education of Young Children Accreditation standards guide our program content.

**Mission of the South Shore Community Center Nursery School**

The South Shore Community Center Nursery School is dedicated to fostering the development of the total child. Just as every child is unique so are the families we serve. Our mission is to provide children and their families a happy, safe, inclusive learning environment where individuality is valued.

**Non Discrimination Policy**

South Shore Community Center Nursery School does not discriminate on the basis of special need, race, religion, cultural heritage, political belief, parent's marital status, or sexual orientation.

Toilet training is not a requirement for enrollment.

Please inform us if you need or know of a family that needs written information or translations in languages understood by the enrolled child's family members.

The South Shore Community Center Nursery School is licensed through the Massachusetts Department of Early Education and Care (EEC)

1250 Hancock Street

Quincy, MA 02169

EEC may be contacted for the program's compliance history.

The South Shore Community Center Nursery School is an equal opportunity employer.

**Program Descriptions**

Our classes include programs for 2-5-year-olds. Our curriculum is based on developmentally appropriate practice. Children learn through play. Hands-on, direct interactive experiences are key to a positive learning environment. Teachers observe their students' learning style and interests then create experiences for children that reflect their individual level of development. Expectations and adaptations are made to accommodate each child and their abilities.

**Director:** Jamey Kupsc

## Nursery School Enrollment and Registration

### The Yellow Room Program

#### 2 and 3-year olds

This program is a language rich, experiential program. Children must be 2 years old by September 1<sup>st</sup> to enroll.

This Schedule for the Yellow Room is:

Group A MWF	9:00-11:30 AM
Group B TTH	9:00-11:30 AM

### The Red Room Program

#### 3 and 4-year olds

This program is for children turning 3 by October 1<sup>st</sup>. The Red Room program focuses on social development, expanding language and comprehension, gross and fine motor development.

The schedule for the classes is as follows

Group A MWF	9:00-11:30 AM
Group B M/TTH AM/PM	M 12:30-3:00 PM, TTH 9:00-11:30 AM

### The Blue Room Program

#### 4 and 5 year olds

This program is for children turning 4 by October 1<sup>st</sup>. The Blue Room program focuses on building the organizational and self-help skills necessary for a solid start in Kindergarten.

Curriculum is purposefully structured to help children gain confidence in their abilities, become responsible for themselves and show empathy for others.

The schedule for the Pre-K Program is as follows:

Group A M-F	9:00-11:30 AM
Group B M-Th	12:30-3:00 PM

### Extended Day

Extended Day Options for students are offered by the South Shore Community Center.

**Supervision of the children in extended day programs is the responsibility of the SSCC Extended Day staff.** The extended day option available for children is called Fun in the Gym.

Children in the morning sessions can stay after school until 1:00 Monday through Friday.

Children are escorted and signed into these classes by Nursery School teaching staff.

Children in the afternoon sessions can come before school at 11:00 and will be brought to school at 12:30 by the extended day staff.

Students must be in the Red or Blue Room to register for these classes. Registration will be online through the South Shore Community Center website. Spaces are limited.

**Registration and supervision of the children in extended day programs is the responsibility of the SSCC Extended Day staff.** More information on extended day is available on the South Shore Community Center website ([southshorecommunitycenter.com](http://southshorecommunitycenter.com)). Please call Paula Murphy for more information 781-383-0088.

### Registration for the Yellow Room (2 years old by September 1<sup>st</sup>)

The Nursery School uses a lottery system for enrollment for the Yellow Room program.

Registration begins on October 1<sup>st</sup> for the following September. Children eligible for the Yellow Room program must be 2 by September 1<sup>st</sup>. In house siblings are placed first, followed by

siblings. Remaining spots will be determined by lottery. Classes are filled with regard for boy girl ratio.

### **Registration for the Red and Blue Rooms (3, 4 and 5 year olds)**

The Nursery School uses a lottery system for enrollment to the Red and Blue Room Programs (3, 4, 5 year olds). Registration begins on January 1<sup>st</sup> for the following September. In-house children are placed first, then siblings and legacy children, and finally the public at large. Classes are filled with regard for boy girl ratio.

### **Enrolled Students**

A student is considered enrolled after we receive the non-refundable, non-transferable tuition deposit for the following year.

### **Waitlist**

When classes are filled, we create a waitlist and fill openings as they occur with consideration for boy girl ratio. Enrolled students are given preference on the waitlist.

### **Enrollment Forms**

Before a child begins at Nursery School, we need to have your child's completed enrollment package. This includes all emergency forms, medical history and agreement forms. A current (within the year) health form must be completed by the child's doctor stating that the child is in good health and documenting their immunizations. Families are asked to update children's physical forms as necessary.

### **Registration Fee**

A registration fee of \$100 is required at the time of registration. This fee is nonrefundable and nontransferable.

### **Tuition**

Current tuition and fee schedules are listed on your tuition statement and below in this handbook.

Tuition is based on a yearly fee. **A non-refundable and non-transferable tuition deposit of \$400** is due upon acceptance to ensure your child enrollment for September. We have three methods of payment based on yearly tuition divided into one, two or ten payments.

Single payment due August

Two semi-annual payments due August 1<sup>st</sup> and January 1<sup>st</sup>

Ten payments starting August 1<sup>st</sup> and ending May 1<sup>st</sup>.

Payments are due on the first of each month beginning in August and continuing through May. There will be a late fee of \$15 for all payments made after the 15<sup>th</sup> of the month.

### **Methods of Payment**

Payments may be mailed to our bookkeeper or electronically paid from the emailed invoice. SSCC Main office hours are 9-2 Monday through Thursday.

### **Fees and Penalties**

A \$30 fee will be charged for checks returned for insufficient funds.

There will be a late fee of \$15 for all payments made after the 15<sup>th</sup> of the month.

If a payment is missed, a notice will be sent home reminding the parents of their obligation. If two payments are missed access to the program may be denied until tuition is current.

**Withdrawal**

If a child withdraws from the school during the school year the refund policy is as follows: tuition refunds will not be given to families choosing the 10 payment option. Families paying an annual or semiannual plan will be given a prorated refund once it has been approved by the Community Center Board.

**Tuition 2022-2023**

<b>Yellow Room</b>	<b>Deposit</b>	<b>10 Payments</b>	<b>Total</b>
Group A (MWF)	\$400	\$416.75	\$4,567.50
Group B (TuTh)	\$400	\$291.80	\$3,318.00

<b>Red Room</b>	<b>Deposit</b>	<b>10 Payment</b>	<b>Total</b>
Group A	\$400	\$416.75	\$4,567.50
Group B	\$400	\$416.75	\$4,567.50

**Blue Room**

Group A (M-F)	\$400	\$671.38	\$7,113.75
Group B (M-Th)	\$400	\$538.03	\$5,780.25

**Snack Policy**

SSCCNS will provide snack for all children. Children should bring a refillable water bottle with them to school each day. Snack will consist of allergy friendly pretzels, crackers, etc. as well as a fresh fruit or vegetable. Snack fees will be invoiced along with first tuition invoices via email. Snack fees are as follows: Yellow TuTh \$90.00, Yellow MWF and Red A and B \$130.00, Blue AM \$210.00 and Blue PM \$170.00.

**Allergies**

If your child has a special diet or has allergies to certain foods, please notify the school office. You will be asked to fill out an allergy action plan, a medication consent form, and an individual health care plan for our records. This information will be compiled for staff so they are all aware of every child in the school who has allergies and can keep everyone safe accordingly. Please notify us of any changes or updates to your child’s allergies.

**Refund Policy**

If all childcare programs are forced to close again due to Covid-19 (or any other global pandemic/emergency), tuition will not be charged until we reopen. Tuition due for partial months will be determined by date of closure. Tuition will not be refunded if your classroom is required to shut down for 24 hours due to potential exposure. Tuition will not be refunded if your child is absent due to a required Covid-19 diagnosis or quarantine.

**Absences**

Please call or email the school if your child will be missing school. Emergencies happen to everyone, please call or e-mail the director with the name of the person who will be taking your child home if a problem comes up. Please keep your telephone and email contacts updated throughout the school year. Tuition will not be affected if your child is absent.

**Clothing**

Children will be using paint and other art mediums that may get on their clothing so clothes that will not be damaged by these materials are recommended.

School clothing should be rugged and comfortable. Gross motor activities are included in our everyday curriculum therefore shoes that are secure on your child's feet are essential. For your child's safety in climbing and running we do not allow flip flops or open toe or heeled shoes at nursery school.

No drawstring clothing or loose-fitting jewelry is allowed at school to prevent a choking hazard. Children play outside part of everyday at school unless it is pouring rain or below 20 degrees F. Please be sure your child is prepared to play outside.

In the winter children should bring a hat, mittens, snow pants and boots.

**Please be sure to LABEL YOUR CHILD'S CLOTHING!**

When choosing outerwear for your children, remember that they will be beginning to zipper, snap and buckle their own coats so try to choose coats with fasteners that are easy for children to manipulate. The ability to do things on their own is very important to children this age and we encourage and applaud all their successes.

**Hours of Operation**

Please be prompt dropping your child off in the morning. It is sometimes difficult for children to adjust when they arrive late. It is equally important to pick your child up on time. We all can run late at times and we understand the difficulty in parking. We ask that you call if you are going to be late for pickup so we can let your child know you are on your way. There is a late pick up fee of \$15.00 per session for parents that are habitually late.

**Toilet Training**

Toilet training is part of development between the ages of 2-5 years. Toilet training is not required to enroll in the school. When families determine that a child is ready to toilet train teachers work with parents to develop a plan for toileting during school hours. Teachers and families will discuss family preferences and customs. Cultural expectations of toilet learning are recognized and respected. Children are encouraged to take an active role in using the toilet at school and are supported by teachers throughout the transition to underwear. The school schedule will remain consistent, including outside time. Teachers will make accommodations for proper supervision during outdoor time. To maintain appropriate teacher /student ratios the director of the Nursery School will cover supervision outside while one teacher brings the child in to use the toilet. The health consultant will provide training or coordinate resources necessary to accommodate special toileting techniques if necessary.

South Shore Community Center Nursery School does not recommend the use of potty chairs at school.

**Changing Diapers**

Children in diapers are changed by staff when they are wet or soiled or once during the nursery school session. There are changing tables in the Yellow Room and in the Red Room bathrooms. Parents should supply diapers and wipes for their child. The diapers and wipes will be labeled and kept at school for the child's use. Children are only changed at the changing table in the Yellow Room or at the changing station in the Red Room handicapped stall.

**Drop-Off, Pick-Up, Daily Attendance of Children**

Transitions for children are so important. We ask that the following procedure is followed at drop off and pick up.

**Drop Off:**

- Children must be brought to school by an adult.
- Teachers will sign children in as they come through the gate, making note of the adult who dropped them off.

- When the gate opens please greet your child's teachers
- Once you have made the connection with your child's teachers, they will then assume supervision of your child.

The Nursery School Door will be locked at 9:30am and at 1:00pm. All other doors to the school are locked at all times.

Please ring the doorbell at the Nursery School door for entrance and a staff member will **only** let a known person into the school. If we do not answer the door please go to the main SSCC office and the staff will let you into the school. Our practice is to ask for identification if we do not know the person at the door.

### **Pick Up:**

#### **Outside Pick Up**

- Parents should line up outside the playground gate. When the day's activities are concluded teachers will walk the children to the gate.
- Staff will call the children one by one to greet their parent or the adult authorized to pick up the child.
- Please be aware that we will dismiss your child only to a person for whom you have given written consent.

#### **Rainy Day Pick Up**

- Parents or an authorized adult should come to the Yellow Room playground door or the main Nursery School door.
- Teachers will call your child to the door as they see their parent/approved adult. Teachers will sign children out, noting who picked them up.

### **Release to Authorized Adults**

Your enrollment packet includes 2 forms for release of your child. Children will be dismissed to parents/ guardians or to the people listed on those forms **only**. We will not release your child to anyone without your permission.

If your child is going to be released to someone other than the people on your emergency list, please alert the Director by phone or email.

If an emergency comes up during school hours and you need to make alternate arrangements for release of your child please e-mail and call the Nursery School to let us know who will be picking your child up from school. We will require photo identification before releasing the child.

### **Parking**

Parking in and around the center of town can be difficult. Vehicles are not permitted inside the Community Center gates. The town parking lot is across the street and the marked parking spaces on the street are available to all families. Please be careful crossing the street as it can be a dangerous curve in the road. Adults should hold their child's hand while crossing the street.

### **Transportation**

The South Shore Community Center does not provide transportation to or from the school for children. Individual classes do occasionally take field trips. Parents will be notified and requested to sign a permission slip for these trips. Parents are responsible for transportation to and from field trip destinations.

### **Communication**

Talking to families about their children and what is going on in the classroom is essential to your child's success in school. We offer a variety of ways to communicate. Each classroom has an ipad and sends daily communications via email. We send monthly. Newsletters and notices are



sent home in your child's bag and/or by e-mail. When you drop your child off at school, please be sure to greet the teachers. If you have any news or information regarding your child, drop off or pick up is a good time to touch base. If your news requires confidentiality or a longer conversation, speak to the teachers to set up a time to meet. The director is usually available to meet with families. Phone calls and emails are always welcome and can be a more effective vehicle to discuss your child. Teachers or the director will get back to you sometime during that day. Take advantage of the observation windows in the classrooms. It is an opportunity to see your child in their school environment. We are vitally interested in your child and family. Don't hesitate to let us know what is happening in your home.

### **Conferences**

Teachers are always happy to discuss anything concerning your child. It is best to set up a time for a telephone conversation or in person meeting. We have scheduled conferences for the Toddler, Nursery and Pre-K s in early November and again in March. Written reports are sent out in March. If for any reason you have a conflict with the date of the conferences, please let your child's teacher know and you can set up a more convenient time.

### **Assessment**

The South Shore Community Center Nursery School uses the *Teaching Strategies Gold Assessment System*, and the *Handwriting Without Tears Screening* for the Blue and Red Rooms. The Yellow Room uses the *Ages and Stages Questionnaire* for an initial screening. The primary purpose of assessment is to observe and document children's learning over time. Assessment will be used to support, guide and inform planning and instruction in the classroom. Assessment will be used to identify children who might benefit from special help, screening or further evaluation. We will document learning using observations, photographs and samples of children's work. Information on individual children is kept confidential and only released with parents/ guardians written permission.

### **Children with Individual Education Plans**

If you have a child with learning differences or a special health care need, we ask that you meet with teachers and the director prior to the start of school to discuss implementation of the IEP in the classroom and any accommodations necessary for the success of your child.

### **Transitions**

During the school day children will be asked to transition from one activity to another. This can often be a difficult time for young children. Teachers are trained to make transitions between activities, safe, timely, predictable, and unhurried. Activities are planned and organized in advance to avoid children waiting. Children are given visual, verbal and auditory cues prior to transitions. Since every child is developing at their own rate teachers keep in mind that transitions have to be flexible and that all children are not expected to move as a group from one activity to another.

### **Cultural Diversity**

South Shore Community Center Nursery works to build community. Individual family's cultural heritage is welcomed. Community members are invited to share traditions at our nursery school. Books, toys and images are used in the classrooms to reflect diverse cultures.

Every effort will be made to interpret policies and procedures for families in a language they can understand.

## **Traditions**

Families are invited to share special talents, interests and traditions in the classrooms. Please speak to your child's teachers if you would like to share something with the class.

## **Birthdays**

Birthdays are celebrated in the classrooms. Because we have so many children with allergies we ask that if you would like to share a snack with the class that it be limited to fresh whole fruit, popsicles, Philly Swirls, or Italian Ice. **Always** check with the teachers before bringing in any food to Nursery School. At times during the school year we have special cooking projects. We ask that any food you donate to school is commercially prepared and is packaged in factory sealed containers that includes the ingredient list on the package.

## **Handwashing**

Staff will monitor, model, and teach handwashing. Children will be assisted as needed with handwashing. SSCNS has handwashing sinks in each classroom.

Handwashing instructions are posted above the sinks at the child's eye level with clear visual cues.

**Hand sanitizer** Handwashing is the preferred and safer method to clean hands but when handwashing is not available hand sanitizer with 60% alcohol will be used with parent permission. Staff will model, teach, and supervise children when using hand sanitizer to ensure children do not put hands wet with sanitizer in their mouths. Hand sanitizer will be stored securely out of the reach of children. Hand sanitizer permission form is at the end of this document. Please sign, date and return it with the rest of the enrollment forms.

## **Proper handwashing procedure**

Staff must know and follow the steps needed for effective handwashing

- Use soap and warm water to wash all surfaces of hands (front, back, wrists, between fingers) for at least 20 seconds
- Make sure there is visible lather
- Rinse thoroughly
- Dry hands with a disposable towel

## **Increased Handwashing**

SSCCNS teaches, encourages, models, and reinforces correct handwashing protocols:

- Parents and caregivers should wash their own hands and children's hands before dropping off, prior to pick up and when they get home
- All individuals entering the building are required to immediately wash their hands

Staff and children must wash their hands with soap and water for 20 seconds after:

- Entry into or exit from program space
- When coming in from outside activities
- Before and after eating
- After sneezing, blowing nose, or coughing
- After toileting and diapering
- Before handling food
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment
- After assisting a child with handwashing
- Before and after medication administration
- After contact with face covering
- Before and after wearing gloves

## **Health**

Before enrollment, children's health and immunization form must be completed. The information given in these forms is kept confidential in the Director's locked filing cabinet. Children's files are updated as needed, but at least quarterly.

To keep all children and staff healthy and safe we do not allow sick or contagious children to attend classes.

The following health restrictions are strictly adhered to:

Your child must remain home if they have had:

- a fever over 99 degrees, an undiagnosed rash, diarrhea or vomiting within the past 24 hours
- a persistent cough, thick discolored mucus from the nose or a sore throat
- a diagnosis of strep, chicken pox, impetigo, ringworm, pinworm, lice.

Please remember to check with your doctor if your child is being treated with antibiotics as to how long the child must be on the medication before being non-contagious to others. Most antibiotics must be taken for 24 to 48 hours before that child's illness is no longer communicable. Remember even though your child may look and feel better they can still be contagious to others.

**When a child is mildly ill** during school hours teachers and the Director will make every effort to make the child comfortable. If the child is unable to participate in school activities the student is removed from the classroom. The child will be brought to the Nursery School office and made comfortable with a responsible, familiar face. We will call you to let you know that your child is ill and you will need to pick up your child from Nursery School. If a family member cannot be reached the child's emergency contacts will be called.

If your child is ill and won't be in class, please phone or e-mail the Nursery School Director. Please notify the school immediately if your child is diagnosed with a communicable disease. If your child has been exposed to a contagious disease, we will notify you by e-mail. We will keep you updated with any pertinent information regarding the disease and any precautions necessary to prevent the spread of the disease.

### **Plan for Injury Prevention:**

Teachers and Director will do a safety check of the classrooms, bathrooms, hallway & playground each day before classes begin. The Director will be notified immediately if there are any safety hazards that need to be corrected before children arrive. The Teachers and Director will monitor the environment to make sure that all hazardous chemicals or medications are out of reach of children. SSCC does not permit smoking in the building or on the grounds. All teachers will be reminded at least annually of safety zoning on the playground. The injury log will be reviewed monthly to ensure that no other safety training is necessary.

### **Accident or Injury**

We try to keep accidents to a minimum at Nursery School but in the event of a minor injury the staff will administer minor medical treatment (an ice cube or a band aid). All staff are trained in pediatric First Aid and CPR. Parents are informed of any first aid treatment at pick up or in writing within 24 hours.

**Extreme Injury:** If a child has an accident or an emergency situation, we will make every effort to contact the parent or guardian. 911 will be called and your child will be transported to South Shore Hospital. If we cannot contact you at home we will try your cell, then your place of work. If

we still cannot contact you we will call the emergency numbers you have listed on your emergency card. A familiar staff member will remain with your child until a family member gets to the child.

### **Plan for Managing Infectious Diseases**

Parents will be notified, in writing, when we have been notified of a child in our care that has been diagnosed with a communicable disease. We work with the Public Health Nurse and the Massachusetts Department of Health and our Health Care Consultant when children enrolled at school have been exposed to infectious disease to create a plan to inform you of any preventive measures your family may need to take and to minimize the spread of the disease.

### **Allergies and Medical Considerations**

If your child has a health condition, including allergies, please let the Director know the condition when you enroll. We will ask that you and your healthcare provider complete an individual health plan for your child. The plan includes a description of the condition, its symptoms, and any medical treatment necessary while the child is in our care, the potential side effects of the treatment and the potential consequences to the child's health if the treatment is not administered.

We ask that you come in to meet with staff prior to starting school to complete the authorization and consent forms for our files and to answer any questions regarding your child.

### **Medication Administration**

The South Shore Community Center Nursery School staff will administer medication to children that is prescribed by a licensed health care provider. If your child needs medication during school hours we need:

- The medication in its original packaging with dosages and instructions.
- A written request for the administration of medication signed by the parent or guardian and the licensed healthcare provider. A physician must sign the authorization, filling in instructions, unless instructions for administration are specified on the prescription.
- Medications will be kept in the Director's office. Epi pens and Benadryl will be kept in the first aid bag in the classrooms. Epi pens will go with allergic children to gym, field trips and special events. Before your child attends an Extended Day Program, please contact the teacher if there is a need for an additional Epi pen and any other plan of action needed to keep your child safe.
- Medication that is administered to a child will be recorded including the child's name, the date, the time that the medication is given and who administered the medication.

### **Smoking, Drinking Alcohol and Firearms Pose Risks to Children**

The South Shore Community Center Nursery School is a smoke free and alcohol free facility. Smoking and drinking are not permitted indoors or on the playground. Firearms are not allowed indoors or on the playground except by law enforcement personnel who are required to carry firearms.

### **Sunscreen and Insect Repellent**

South Shore Community Center Nursery School believes that children should play outside as much as possible. We are also aware of the dangers associated with exposure to the sun. We recommend that on sunny days families apply sunscreen with UVB and UVA protection higher than 30 to your child before they come to school. When Public Health authorities recommend the use of insect repellent due to a high risk of insect borne disease the Nursery school recommends that you apply insect repellent that contains DEET before your child comes to school. We also suggest that you dress your child in long sleeves and long pants.

## **Emergency Preparedness Plan**

In case of emergency the South Shore Community Center Nursery school has created the following evacuation plan for the students and staff:

Evacuation Plan:

1. Emergency evacuation plans are posted by every egress.
2. Whoever discovers a fire will pull the fire alarm and the central alarm will notify the fire department.
3. Classroom teachers are responsible for getting their attendance book and lining their children up in an orderly fashion and leading them out the safest exit route.
4. Children with disabilities are assisted by one of the teachers as designated by the individual health plan.
5. The Director then quickly checks the Nursery School classrooms, bathrooms, and closets for any children.
6. The Director will take the portable phone and Emergency Cards and evacuate the building.
7. The students line up along the back fence of the playground and teachers take attendance.
8. The Director verifies attendance with each teacher to ensure that all children are accounted for.
9. The Director will call 911 to ensure the Fire Department received the alarm.
10. Fire Drills will occur monthly on varying days and times to ensure that each child in our program knows how to evacuate safely.

## **Administrative Organization**

The South Shore Community Center Nursery School is overseen by the Board of Directors for the South Shore Community Center. The Board meets quarterly to discuss the Nursery School, and all of the other programs at the South Shore Community Center. The Nursery School Director is invited to meetings pertaining to Nursery School as a non-voting member of the Board.

The Nursery School Director runs the day to day operations of the Nursery School, the staff and all of the Nursery School programs.

## **Grievance Policy**

In the event a grievance should occur, we ask that you immediately present the problem to the person you are in conflict with. An earnest attempt should be made by both parties to try to resolve the problem. You may present your situation to the Nursery School Director. If you feel the situation has not been resolved you may notify the Executive Director of the Community Center. If still unresolved, the grievance may be submitted in writing to the full Board of Directors for consideration. Anonymous grievances will not be addressed.

## **Child Guidance Plan**

All staff are trained in how to work with children in a positive manner. Guidelines, limits and rules are clearly defined. We feel that by being pro-active and providing age appropriate plans for conflict management we create an atmosphere in the classroom of mutual respect. Staff are consistent, calm and fair when working with your child.

-Discipline is consistent and based on an understanding of the individual needs and development of the child

- Discipline is directed to the goal for maximizing the growth and development of the children and for protecting the group and individuals within.
- Corporal punishment shall not be used including spanking.
- No child will be left unsupervised for any length of time
- No child will be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- No child will be denied food as a form of punishment
- No child will be punished for soiling or wetting pants or not using the toilet.

### **Policy for Reporting Abuse and Neglect**

All staff at the South Shore Community Center Nursery School are mandated by the state of Massachusetts to report to the Department of Children and Families any children they suspect may be abused or neglected. Staff have received training that includes signs of abuse and neglect. Abuse includes the non-accidental commission of any act by a caretaker that causes or creates a substantial risk of harm or threat of harm to a child's well-being. The commission of a sex offense against a child is as defined by the criminal laws of the State of Massachusetts. Neglect includes the following: failure by a caretaker, either deliberately or through negligence, to take actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, or other essential care.

### **Referral Policy**

The Staff of South Shore Community Nursery School are trained in early childhood development. We may refer a family to an appropriate social, mental health, educational, medical or dental service if we feel that additional assessment would benefit the child. When a staff member refers a family for a referral the following procedure is followed:

- The staff member informs the Director of their concern.
- Prior to making the referral staff document, observe and record the child's behavior and review the child's records.
- Staff meets with the Director to review observed behavior and clarify child's needs.
- Staff, Director and Parent/guardian meet to notify them of the program's concern.
- A current list of referral resources in the community for children in need of social, mental health, educational and medical services is given to the family. This list also includes information on chapter 766 and if the child is under 2.9 years old Early Intervention.
- With Parental/guardian permission the program will follow up with the agency providing services to share strategies that would benefit the child.
- If it is determined that the child does not need services, the program will follow up every three months to ensure that the child is progressing.
- South Shore Community Center Nursery School will maintain a written record of any referrals including parent/guardian conference and results.

### **Termination Policy**

Children with persistent, serious, challenging behaviors are given support from the school. First, teachers will observe and document challenging behaviors to look for triggers or causes. If the behavior continues the Director will observe the child and will work with the teachers to develop a plan for the classroom. Families will be called to meet and discuss the challenging behavior. Referrals will be made to the appropriate professionals. The Nursery School will make every effort to create a plan for positive behavior that is inclusive of the child's individual development, and needs. If an extreme situation arises, where the health and safety of other children in the classroom is in jeopardy, a parent may need to pick up their child and remove them from the program until the parents, teachers and director can develop a plan to manage the behavior. If at any time the director feels that the child can no longer benefit from the program the parents will be notified and a plan will be put into place for withdrawal from the program. The director

and parents will meet to review the termination process. At this meeting parents will be provided written documentation of the reasons for termination, a plan for helping their child prepare for termination (consistent with the child's ability to understand), a plan to help the child through the transition to another program and any referral information that may be pertinent to the family.

A child will be terminated from South Shore Community Center Nursery School for failure to keep payments current. If a payment is missed, a notice will be sent home reminding the parents of their obligation. If two payments are missed access to the program may be denied until tuition is current. Please contact the Director with any special circumstances and we will be happy to work with you to keep your child enrolled.

If a child is terminated, we will work with parents to make the transition as easy as possible for the child by trying to locate other schools for the child or arranging to have the child meet with other children to socialize. The school will help families with appropriate ideas to share with their children as to the reason why he/she will not be coming back to school.

### **School Closings**

When the Cohasset Public Schools close due to weather, The Nursery School will also close. We are unable to make up days for any sessions missed. Every effort will be made to post school closings on our website, on our recorded phone message and to notify you by e-mail. If Cohasset Public School has a late opening we will open for PM Session of Nursery School only at 12:30PM.

### **Visiting**

We encourage you to visit the Nursery School. We are fortunate to have large observation windows in all of the classrooms. Parents are encouraged to come into the classroom once a year to read a favorite book at the end of the day. Take advantage of the opportunity to observe your child. It is a great experience. Please be considerate of other children/families confidentiality when observing your child.

### **Room Parents and Volunteers**

Room parents help in the classroom during special events and fundraisers. They help call other parents in the event of an emergency. All parents are welcome to come in and read a story to the class or do special group project. Your child's teacher will be happy to arrange a time and day.

### **Donations**

We are a non-profit organization. We always need things for the classrooms; tissues, stickers and new books are great! Unfortunately, we cannot accept used toys. If you or a company you work for would like to donate anything to the Nursery School please contact the Director to make arrangements. We are a 501c3 company so all contributions are tax deductible.

### **Andrea L. Nardo Scholarship**

This scholarship was established in the memory of a student who died tragically in a fire. The scholarship is given based on financial need and must be applied for before Nursery School begins in September.

## **Special Events**

### **Halloween Fair**

Each year the Nursery School holds a fair on the Cohasset Common at Halloween time. The proceeds from this event funds the Andrea L. Nardo Scholarship. Proceeds also are used for enrichment activities for the children, the art show, speakers for parents, and courses for teachers.

### **November Giving**

During the month of November we discuss with the children the value of sharing. We collect food for the food pantry or another local charity to show children we all can share. Our yearly goal is 100% participation in this event.

### **The Art Show**

We believe that art is an important avenue for children to communicate. Each spring we dedicate a Sunday afternoon to celebrate the children's art work.

### **Special Person Day**

Each year the children have the chance to share their school day with a special adult in their life. The children invite someone to spend the day with them at school. It is always exciting for the children, teachers and our special guests!

### **Field Trips**

We are fortunate to be within walking distance to the Library, the Arts Center, the Police and Fire stations. The children will take walking field trips to all of these venues. In the spring we visit local Farms and the Audubon Society in Marshfield.

## **Parents Rights**

**The Massachusetts Department of Early Education and Care has outlined the rights of parents/guardians as follows:**

### **Parent Visits**

South Shore Community Center Nursery School permits and encourages parents to visit the school, and child's room while their child is present.

### **Parent Input**

The South Shore Community Center Nursery School has a Family Council allowing parental input in the development of school policy and programs. SSCC Nursery School will provide an explanation to the parents when a parent makes suggestions as to the program or policy of the school if the suggestions are not adopted by the school. If the parent requests a written response, the Nursery School will respond in writing to the parent.

### **Reports to Parents**

SSCC Nursery School will periodically but at least every six months prepare a written progress report of the participation of each child in the school's records. The School will provide a copy of the report to the parents or meet with them at least every six months to discuss their child's progress and participation in School. SSCC Nursery School will bring special problems or significant developments to the parent's attention as soon as they arise.



### **Parent Conference**

SSCC Nursery School will make the staff available for individual conferences with parents at parental request.

### **Confidentiality and Distribution of Records**

Information contained in child's records, including medical records, their screening and assessment results will be privileged and confidential.

SSCC Nursery School does not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without written consent of the child's parent/guardian. Staff of SSCC Nursery School are the designated program planners for the children enrolled at the South Shore Community Center Nursery School. SSCC Nursery School will use the results from our assessment to document the developmental progress of enrolled children and to make referrals to appropriate professionals when needed.

Parent/guardian(s) have immediate access to their child's records. Regulatory authorities have immediate access to child's records on request. SSCC Nursery School will notify parent/guardian(s) if a child's records are subpoenaed. The child's parent/guardian(s) will upon request, have access to their child's records at reasonable times. In no event shall such access be delayed more than 2 business days after the initial request. Each time information is released or distributed from a child's record, the following information will be recorded: the name, signature and position of the person releasing and distributing the information; the date; the portions of the record which were distributed or released; the purpose and the signature of the person to whom the information is released.

### **Amending the Child's Record**

A parent/guardian(s) have the right to add information, comments, data or any other relevant materials to their child's record. A child's parent/guardian(s) have the right to request deletions or amendment of any information contained in the child's record. Such request will be made in accordance with the procedures described below: If such parent/guardian believes that adding information is not sufficient to explain clarify or correct objectionable material in the child's record, he will have the right to have a conference with the School to make his or her objection known. The School will within one week after the conference render to the parent a decision in writing stating the reasons for the decision. If the decision is in favor of the parent/guardian steps will be taken immediately to put the decision into effect.

**Research and Experimentation.** SSCC Nursery School will not conduct research experimentation or allow unusual treatment involving children without written, informed consent of the child's parent or guardian.

**Transfer of Records:** When a child is no longer in care, upon written request of the parent, SSCC Nursery School will transfer the child's records to the parent or any other person the parent identifies.