



Policy & Handbook
2024-2025



Dear Families,

Welcome to Ocean Breeze School!

At Ocean Breeze, we are dedicated to fostering a vibrant and nurturing environment that balances the joy of learning with the essential elements of safety and warmth. Our classrooms are designed to be engaging spaces where children can explore, imagine, create, and grow at their own pace.

In a school group setting, children have the unique opportunity to learn vital social concepts, such as respecting others and understanding their rights. This experience is distinct from home life and plays a crucial role in their development. By interacting with peers in a structured environment, children not only build confidence but also cultivate independence—skills that are essential for future academic success.

At OBS we take pride in our team of dedicated teachers who are passionate about early childhood education. Each educator is not only highly qualified but also deeply committed to nurturing each child's unique potential. Our teachers foster strong relationships with our children, creating a safe space where they can express themselves freely and thrive.

We understand that transitioning into a new program can be both exciting and challenging for families. To facilitate this process, we are committed to providing clear communication regarding our policies, procedures, and educational philosophy. Our goal is to ensure that you feel comfortable and informed every step of the way.

We believe that by working together with families, we can create an enriching experience that supports each child's growth and development. We look forward to having you a part of the Ocean Breeze School community!

Warmly,

Mrs. Kasandra DePauw

Director, Ocean Breeze School

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Ocean Breeze School Philosophy

At OBS our philosophy is reflected in our goals and principles.

- **We respect and recognize the individual needs of the children.** Each child comes to us with their own background, experiences, and learning styles. We strive to create an inclusive environment where each child's voice is heard and valued.
- **We strive to foster each child's intellectual, emotional, social, and physical growth.** Intellectual growth is nurtured through engaging activities that stimulate curiosity and critical thinking. Emotional development is supported by creating a safe space where children can express their feelings and learn about empathy and cooperation. Social skills are cultivated through group interactions that encourage teamwork and communication. Physical growth is promoted through active play that develops motor skills and coordination.
- **We provide individual, small, and large group experiences.** Recognizing that children learn in different ways, we offer a variety of learning formats. Individual activities allow for personalized attention, while small groups foster collaboration among peers. Large group experiences build community spirit and enhance social learning opportunities. Creative expression is at the heart of our program; we encourage children to explore their imaginations through art, music, movement, and dramatic play.
- **We promote positive attitudes towards learning, self-confidence, independence, and readiness for future school experiences.** Our goal is to instill a love for learning in every child. We celebrate effort over outcome to help children develop resilience in the face of challenges. By providing opportunities for independent exploration within a supportive framework, we help children build self-confidence in their abilities. This foundation prepares them for lifelong learning.

OBS prioritizes your child's social, emotional, educational, creative, and physical growth. Our approach weaves together all facets of development into daily activities, enabling children to flourish as well-rounded individuals.

NON-DISCRIMINATION AND DIVERSITY POLICY

Ocean Breeze School embraces the value of a diverse, multicultural, and cohesive school community. We are committed to an environment in which differences among all members of our community-including but not limited to, differences in race, ethnicity, national origin, religion, socioeconomic status, sexual orientation, learning style, age, gender, physical attributes, and ability- are recognized as an important part in fostering a community of respect and tolerance and will not be discriminated against. Ocean Breeze School strives to include diversity and representation into our educational units and themes throughout the school year.

Emergency Numbers

Emergencies	911
Marblehead Police Dept	(781) 631-1212
Marblehead Fire Dept	(781) 631-0142
Poison Control	1-800-222-1222
North Shore Children's Hospital 57 Highland Ave Salem MA 01970	(978) 741-1200

OBS Health Care Policy & OBS Health Consultant

At OBS we prioritize the health and well-being of both our students and staff. Our healthcare policy is designed to create a safe and healthy environment where students can learn and grow. Below are the key components of our healthcare policy:

When is a child too sick to come to school? If they exhibit any of the following.

- Severe congestion, runny nose
- Cough or sore throat
- Fever of 100* or higher, feverish or chills
- Difficulty breathing
- New loss of taste or smell

- New muscle aches
- Gastrointestinal distress (nausea, vomiting or diarrhea)
- A contagious condition of any kind, including but not limited to- Covid, Strep, Flu, respiratory infection, Hand/Foot/Mouth, Conjunctivitis, Impetigo, Chicken Pox, infectious rash etc.
- If a child is placed on an antibiotic, he/she should not return to school until they have taken the medicine for 24 hours.

***Please note ***

The school must be notified of any contagious disease. All parents will be notified that a contagious disease has been diagnosed at OBS. No personal information will be revealed.

Most students may return to school after symptoms have cleared for 24 hours without medication. If you are unsure if your child may return to school, please contact OBS.

A doctor's note indicating your child can return to a group setting may be required for your child to return to school.

OBS HealthCare Consultant

To ensure a safe environment, we collaborate closely with a qualified health care consultant who provides expert guidance on managing contagious illnesses and other health-related concerns within our school. This partnership allows us to establish clear protocols regarding when a student should remain at home due to illness and how long they should be absent from school to prevent the spread of infections. Our health care consultant helps us make informed decisions that protect the well-being of every child in our care, ensuring that we maintain a healthy learning environment for all.

Health Screening

It is the responsibility of the staff to greet each student upon arrival. It is at this time that the staff will also take note as to the student's health, appearance, coloring, activity level, temperature, etc.

Should staff determine that a child appears unwell, it is imperative that the child be excluded from attending school for their safety and that of their peers.

Plan for Meeting the Needs of Ill Children While at School

If your child should become ill while at school you will be notified. If we are unable to contact you, we will reach out to an authorized pickup. Your child will be isolated from the rest of the children. The director or a teacher will remain with the child and help comfort him/her until they are picked up.

Plan to Meet the Individual Health Care Needs of Each Child

We ask that parents provide us with allergy/chronic medical condition information or any other health care concerns at time of registration. Parents must complete the “Individual Health Care Plan Form”. This form informs staff on the child’s health condition along with medications and treatment. This plan must be renewed annually or when a child’s condition changes. The “Individual Health Care Form” will be placed in the child’s file. A list of children with allergies/chronic health conditions and required medications is then posted in each classroom. Staff is made aware of each child’s health condition, medication, and treatment plan. Staff is trained in the proper implementation of a child’s individual health care plan, either by a health professional, parents, or the child’s health care provider.

Plan for Administering Medication

We strongly discourage the dispensing of medicine at school. However, if the situation does arise, or medication is required as the result of a chronic condition or disability, the following is the requirement for dispensing of medications.

Medication will be administered only with written parental authorization and a written order from a doctor, as stated on the child’s IHCP and medical consent form. In accordance with EEC regulations, prescriptions must be in the original prescription container. The child’s name, physician’s name, name of medication, dosage instructions must be clearly printed on the container by the pharmacist. Any doctor prescribed non-prescription medication must be accompanied by a written, signed, and dated note from the child’s physician and medical consent form. Topical, non prescription ointments (for use on unbroken skin), creams and sunscreen may be administered by teachers with written parental consent. All medications will be stored under proper conditions for sanitation, preservation, security, and safety.

Parents are responsible for supplying the proper measuring device to be used with the medication. This device will be used solely for administering medication for their child and will be kept with the medication.

All unused medication will be returned to the parent. All used medical apparatus will also be returned to the parents.

Teachers will be trained in the proper implementation of a child's individual health care plan. Staff will maintain a written log of administered medication. This record will include the time and date of each administration, the dosage, the name of the staff member administering the medication and the name of the child.

Please Note

OBS can not administer the first dose of a new medication.

Immunizations

Parents must provide OBS with a physician's certificate showing that your child has been immunized in accordance with the Department of Public Health's recommended schedules against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, and chicken pox, and documentation that a lead screening was completed. This immunization must be kept current. Staff is also required to provide the school with a physician's certificate showing that they have been immunized in accordance with the Department of Public Health as stated above.

Plan for Infection Control

OBS is cleaned and sanitized daily. It is the responsibility of the staff to monitor all equipment and clean equipment according to EEC regulations. All children and staff must wash their hands after using the bathroom, before and after eating, before and after using the water table, before and after diapering, and after encountering fluids or bodily discharge. Hands are dried with disposable towels. All classroom surfaces, furniture, toys, and any other classroom equipment are washed with either Clorox Wipes or Force of Nature Spray. All disinfectants are stored in a secure place and out of the reach of the children.

Location	Item	Action	Frequency	Notes
Diapering Area	Changing Table	Cleaned and disinfected	After each use	Teachers

Bathrooms	Sinks, toilets, floors	Cleaned and disinfected	After each class use	Teachers and Cleaning Staff
Child Care Space	Doors, knobs, railings, cabinet handles	Cleaned and disinfected	Daily	Cleaning Staff
Classrooms	Tables	Cleaned and disinfected	After completed activities, snack & lunch times	Teachers
Classrooms	Tables	Cleaned and disinfected	At the end of the day	Cleaning Staff/Teachers
Classrooms	Chairs	Cleaned and disinfected	Daily	Teachers
Classrooms	Mouthed Toys	Cleaned and disinfected	After use	Teachers
Classrooms	Floors	Swept of Debris	Daily	Teachers
Classrooms/Childcare Space	Floors	Vacuumed, washed and disinfected	Daily	Cleaning Staff

Plan for Injury Prevention

OBS provides a safe and nurturing environment. OBS purchases safe and age-appropriate toys, equipment, and materials, and regularly inspects them for any potential hazards. The Director, teachers, and staff are vigilant in monitoring the environment for hazards and safety concerns. All staff are trained in first aid and CPR to respond promptly and effectively in case of an injury.

Plan for Managing Injuries & First Aid

In the event of an injury occurring at OBS we have established clear procedures to ensure the safety and well-being of all children. Here's how we handle such situations:

- **Immediate First Aid**: The teacher closest to the injured child is responsible for administering first aid. This ensures that help is provided quickly and effectively.
- **Calling for Help**: Nearby teachers will assist by calling emergency services if

necessary. This includes contacting 911, poison control, or a doctor, depending on the nature of the injury.

- **Transporting**: If it is determined that a child needs to be taken to a hospital, The ambulance will transport the child to the nearest hospital unless a preferred health care facility has been specified by the parents or guardians. A staff member will accompany the child in the ambulance to provide comfort and reassurance.
- **Notifying Parents or Guardians**: We prioritize keeping parents or emergency contacts informed. Every effort will be made to notify them as soon as possible regarding their child's condition and any actions being taken.

Procedures for Using and Maintaining First Aid Equipment

In the event of an injury, our trained staff will conduct a thorough assessment to determine the appropriate first aid response. The Director and teachers are responsible for ensuring that all first aid kits are well-stocked and readily available. Each kit includes essential items such as:

- Adhesive tape
- Band-aids
- Gauze
- Disposable latex-free gloves
- Instant cold packs
- Tweezers

When attending to an injured child, staff members will always wear disposable latex-free gloves to maintain hygiene and prevent cross-contamination. These gloves are accessible in every classroom, ensuring that staff can respond quickly and safely to any situation.

Each class is equipped with a first aid kit that teachers carry in their class backpacks whenever they leave the classroom. This ensures that we are prepared for any incidents that may occur outside of the classroom setting. Additionally, teachers will have access to emergency authorization information and emergency contact details through Procure on their class iPads.

For minor injuries, communication will be made through Procure to keep parents informed. In cases of more serious injuries, immediate contact will be made with parents or authorized pick-ups.

To enhance safety measures continually, the Director routinely reviews the injury log. This practice helps identify potential hazards within our environment so that we can take proactive steps to mitigate risks and ensure a safe learning space for all children.

Arrival & Departure Procedures

Parents are responsible for arranging safe transportation for their child to and from school. It is essential that parents accompany their child to the entrance of the school building. This ensures that children are safely handed over to our staff members. Children should not be left at school before opening hours. Parents must ensure that their child is received by a teacher or designated staff member upon arrival.

To facilitate safe pick-ups, we require parents to complete a Pick-Up Authorization List within each student's Procure account.

This list must include:

- The names of individuals authorized to pick up your child.
- Contact information for each authorized person.
- A recent photo of each authorized individual

Before releasing your child to anyone other than a parent or guardian, our staff will verify the individual's identification against the information stored in your child's Procure account.

Once you or an authorized individual has picked up your child, we kindly ask that you walk with them directly to your vehicle, bike, stroller, etc. Please do not leave your child unattended at any time during this transition.

Please Note

We kindly ask that you pick up your child on time, as they eagerly await your arrival and teachers have responsibilities after school. If you are unable to make it on time, please contact someone from your Procure Authorized Pick-Up List to collect your child.

After three late pick-ups of 10 minutes or more, a fee of \$25 will be charged to your Procure account for each subsequent occurrence

Saying Goodbye

We recognize that separation can be a challenging experience for young children, and this is completely normal. It's important to understand that feelings of anxiety during drop-off times are common. We want to assure you that we are always here to support both you and your child.

A confident goodbye reassures them that everything will be okay. If your child shows signs of distress, such as whining or clinging, extending the goodbye can often intensify these feelings. If this is the case a staff member will help take your child into school. OBS will help to comfort your child once you leave if needed.

Once you have gone through your good-bye routine a few times, your child will get to know what to expect, and the good-byes will be less difficult. Your child's anxiety about your leaving ends soon after you leave. Should this not be the case, we want you to know that we will call you to let you know how they are doing.

Please Note

We ask that you finalize your child's afternoon plans regarding lunch and extended day before drop-off. It is important to notify OBS at drop-off if your child will be staying for the afternoon. Students and parents cannot decide mid-day about staying for lunch or extended day, except in cases of emergency. This policy helps us ensure proper staffing and allows our staff adequate time to prepare activities and materials for the Extended Day program.

Tardiness

To ensure that your child enjoys a full and enriching day, we kindly ask that you drop them off on time. Timely arrival is crucial as it allows your child to fully engage with the curriculum and participate in all scheduled activities.

We understand that there may be occasions when your child has appointments during the school day. In such cases, please provide a doctor's note. This note is essential for us to accommodate your child's absence from school activities.

Please Note

Students who arrive after 10 AM without a valid note will not be permitted to attend school that day. We appreciate your cooperation in adhering to this policy, as it helps us maintain a structured school environment free of disruptions.

Daily Schedule

Our classrooms are thoughtfully designed to foster exploration and learning across various areas. Children engage with a diverse range of activities, including manipulatives, science experiments, math challenges, literacy activities, language development, art, music experiences, and dramatic play. Additionally, we provide a spacious gross motor room and two outdoor playgrounds and an outdoor classroom to support physical activity. While our daily schedule is structured, it may adapt to accommodate extracurricular activities and special programs.

Below are general outlines of the typical schedules for both preschoolers and toddlers.

Preschool

8:45 - 9:00 a.m. - School Drop off

9:00 - 9:15 a.m. - Morning Meeting
 9:15 - 9:45 a.m. - Free Play/Art
 9:45 - 10:15 a.m. - Bathroom/Snack
 10:15 - 10:45 a.m. - Circle
 10:45 - 11:20 a.m. - Free Play/Art
 11:20 - 11:30 a.m. - Clean up/Pack up
 11:30 - 12:00 p.m. - Outside Time
 12:00 p.m. Dismissal

Please Note

Preschoolers have a separate schedule for movement/outdoor classroom time to accommodate all three preschool classes.

Toddler

8:45 - 9:00 a.m. - Drop-Off
 9:00 - 9:50 a.m. - Free Play & Art
 9:50 - 10:00 a.m. - Cleanup
 10:00 - 10:30 a.m. - Circle
 10:30 - 11:00 a.m. - Handwashing/Bathroom & Snack
 11:00 - 11:30 a.m. - Movement
 11:30 - 12:00 p.m. - Playground
 12:00 p.m. - Dismissal

Early Drop Off for All Students

Students may be dropped off starting at 8:00 a.m. for an additional fee. It is important to note that students must be dropped off at the designated entrance specific to their classroom. For families who do not intend to utilize this early drop-off service, we kindly ask that you refrain from arriving at the school before 8:45 a.m.

Students who arrive for early drop-off will be welcomed into the large gross motor room, where they can engage in play activities until regular drop-off begins. During this time, early drop-off students are supervised by either toddler or preschool teachers.

Lunch & Extended Day

Our Lunch and Extended Day programs are designed for all enrolled students aged 2.9 years and older, available for additional fees. These programs provide a structured environment that helps children transition smoothly into a longer school day.

During lunch, all students signed up are grouped together and may have a teacher who is different from their regular classroom teacher. While at lunch students have the opportunity to enjoy their meals and engage in playtime. It is important for children who plan to stay for lunch to arrive at school with a clearly labeled lunch box and water bottle. To ensure that perishable items remain fresh, we recommend including an ice pack in the lunch box for any food that requires refrigeration. OBS will not

refrigerate any food.

Each day of the week, OBS offers a unique Extended Day activity. Students who participate in the Extended Day program are grouped together in the same manner as during lunch. This time is dedicated to a well-planned activity or project. Following these engaging activities, students will be provided with a nutritious snack supplied by OBS.

Please Note

Students who sign up for Soccer Shots must remain at school for lunch. This requirement is in place due to staffing considerations. Our staff members are dedicated to supervising their groups of children during activities and cannot leave their designated areas to collect a student at the door.

Plan for Nutritious Snack & Lunch

Parents are responsible for providing a daily snack and a water bottle for their child. If your child stays for lunch, you must also provide their lunch. During Extended Day, OBS will supply a snack for students. Teachers will assist children in opening bags and containers as needed; however, please note that sharing of food during snack or lunch is not permitted. Additionally, we do not heat foods for lunch, so please ensure that all items provided are ready to eat.

All food must be nut free. Please read labels carefully. Make sure that any food you send in for snack or lunch is free of nuts. The safety of all children in our program is our primary concern.

Please introduce new foods at home before sending them to school with your child. This can help to prevent unexpected allergic reactions.

OBS does not allow hard candy or chewing gum. Food should be cut into bite sized pieces to keep children safe while eating.

Establishing good eating habits early on can lead to a lifetime of healthy choices. Therefore, we encourage parents to provide nutritious foods for their children rather than high sugar and high fat treats.

OBS has put together the following guide of nutritional foods that are both healthy and appealing to young children.

Nutritious Snack and Lunch Suggestions

Fruit	Vegetables	Dairy/Protein	Whole Grains
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Berries Bananas Clementines Grapes (halved) Apples (whole or sliced) Diced fruits in juice Applesauce Cut-up fresh fruits: melon, pineapple, pears, peaches, plums mango, kiwi Raisins/dried fruit	Carrot Matchsticks Cucumber Slices Snap Peas Broccoli Cherry Tomatoes (halved) Edamame Avocado Guacamole	Low-fat Milk Yogurt Cheese Sticks Cottage Cheese Hummus Cream Cheese Chicken Ham Turkey Roast Beef Tuna Hard Boiled Eggs Chickpeas Tofu	Whole Grain Bread Whole Grain Crackers Graham Crackers Pasta Bagels Granola Bars Pretzels Rice
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Clothing

We recommend that parents dress their children in clothes that can get messy, as our curriculum involves various hands-on activities with materials that may stain. Avoid sending your child in good clothes or items you wish to keep clean. Sneakers are the ideal footwear for school, allowing for safe play. Students will go outside in all weather conditions, please ensure they are dressed appropriately for the season. We also recommend sending your child to school in clothes that make toileting easy for them. This means choosing clothing that allows for quick and simple removal when necessary, such as elastic waistbands on pants or skirts instead of buttons or zippers.

Please Note

Parents are required to send in a change of seasonally appropriate clothes, including underwear and socks, as well as an extra pair of sneakers to be left at school. Please make sure to label all items with your child's full name.

Plan for Toileting

Children have access to three bathrooms at OBS: two located on the first floor and another on the second floor. Each child will have a scheduled bathroom time, but they are also permitted to use the toilet as needed throughout the day. We understand that accidents may occur, and children will not be reprimanded for such incidents. In the event of a toileting accident, teachers will assist children in changing their clothes while ensuring respect for their privacy and promoting age-appropriate self-help skills. Soiled clothing will be placed in a plastic bag for parents to pick up at the end of the day. Children are encouraged to change into clean clothing that you have provided. After using the restroom, all children will wash their hands with liquid soap and running water, followed by drying their hands with a disposable towel.

Please Note

Once a child has been toilet trained, OBS will not provide assistance with toileting unless written consent is given by the parents.

Toilet Training

We prioritize a supportive and consistent approach to toilet training that aligns with the routines established at home. Staff will actively engage with parents to understand their specific requests regarding toilet training practices. Staff will be mindful of each child's unique physical and emotional readiness for this important milestone. Staff members will regularly check in with children by asking if they need to use the bathroom, ensuring that they feel comfortable and supported throughout the process. Assistance will be provided whenever needed. Potty seats are readily available and are thoroughly washed and disinfected after each use.

Diapering Procedure

Throughout the day each child's diaper will be promptly changed when it is wet or soiled to ensure their comfort and hygiene. During each diaper change, we will use individual washing materials for each child to maintain cleanliness and prevent cross-contamination. The changing table will be cleaned and disinfected after every use to uphold a sanitary environment. Following this, staff members will wash their hands with liquid soap and running water, drying them with a disposable towel as well. Any soiled clothing will be sealed in a plastic bag, clearly labeled, and returned to parents at the end of the day for proper handling.

Backpacks & Lunch Boxes

It is required that you send your child to school each day with a labeled backpack and lunchbox. At the end of the day, we encourage students to check their cubbies and take home all their work and belongings. Please ensure that your child has an adequately sized backpack; small backpacks can hinder their ability to pack up independently as they may struggle to fit all their belongings inside. The recommended size for backpacks applies to all students, including preschoolers and toddlers. Additionally, lunchboxes should be spacious enough to accommodate all food items while still fitting inside your child's backpack.

Please Note

All students are required to bring a lunch box, regardless of whether they stay for lunch. This policy is essential for keeping track of food items and ensuring that students can



easily manage their belongings while navigating stairs. Students can not walk down the stairs holding containers and a water bottle.

Toys from Home

Toys from home are not permitted at school. We explain to the students that our classrooms are filled with wonderful and educational toys designed to support their development. While we understand that some children may wish to bring personal items, these toys may not always align with our educational goals. If a child requires a transitional item for comfort, a small toy that can be kept in their backpack is acceptable. We encourage children to give their toy or animal a hug and place it safely in their backpack for the day.

Playgrounds & Outdoor Classroom

OBS has two designated playgrounds and an outdoor classroom to enhance our students' learning and play experiences. The smaller fenced playground is specifically for toddlers, while the larger fenced area is for preschool students and those aged 2.9 years and older. All students have access to the outdoor classroom, which is utilized by all age groups. Weather permitting, each class is assigned specific times to enjoy these outdoor spaces daily. Additionally, the playgrounds are available during extended day hours for students. Teachers are responsible for escorting students to and from these areas, ensuring that no student is present without a staff member.

Once inside the playgrounds, students are free to engage with the toys and equipment provided. Staff members actively monitor children's activities to ensure their safety and well-being while they play outdoors.

Outdoor Weather Policy

At OBS, we prioritize outdoor play and exploration for our students every day, adhering to the guidelines set forth by the EEC regarding safe outdoor conditions. We strive to provide outdoor time daily; however, during periods of extreme cold or heat, we will limit outdoor activities based on the EEC chart to ensure the safety and well-being of all students.

Understand the Weather

Wind-Chill



- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- -20° to 0° is **bitter cold** with significant risk of **frostbite**
- -20° to -60° is **extreme cold** and **frostbite** is likely
- -60° is **frigid** and exposed **skin will freeze** in 1 minute

Heat Index



- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)													
Air Temperature (F)	Relative Humidity (Percent)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100
	90	91	93	95	97	100	103	105	109	113	117	122	127
	94	97	100	103	106	110	114	119	124	129	135		
	100	109	114	118	124	129	130						
	104	119	124	131	137								

Procare & Staying in Touch

Procare is an essential tool for parents to maintain direct communication with their child's teacher throughout the school day. If you need to change who is picking up your child or have any questions about their day, please utilize Procare Messenger to contact your child's teacher directly. Procare also provides access to the school's monthly newsletters, which include important information such as curriculum details, upcoming events, important dates, and more.

Additionally, Procare allows parents to monitor when their child is signed in and out of school, ensuring peace of mind regarding their attendance. It also serves as a resource for teachers to access important information related to your child's file, including authorized pickup individuals and emergency contact numbers. Therefore, it is imperative that this information remains current and accurate.

For any inquiries directed towards the school director or matters that extend beyond daily communications, we encourage you to email the school directly.

Please Note

For absences please message through Procare AND email the school.

Parent Involvement & Volunteering

We highly value and encourage the active participation of parents in our community. Parents are invited to share their input, suggestions, and ideas with teachers, the Director, or the Parent Committee. While we appreciate all contributions, please note that it is ultimately up to the program to determine which suggestions will be implemented. We believe that collaboration between parents and staff enhances the educational experience for all children.

At OBS we welcome parent volunteers throughout the school year. Each October, a signup is distributed for parents interested in volunteering. Parents are encouraged to participate as often as they wish. It is important to discuss the volunteering experience with your child before you come to school. Please remind them that while you are present, you will be acting as a teacher, just like our staff. Some children may find it challenging to understand that their parent will be at school but will leave without them afterward. If we believe that your presence could upset your child, we will reach out to you directly before volunteering.

Please Note

Volunteer opportunities are specifically for preschool students, as toddlers may find it challenging to understand when their parent has to leave.

Parent Advisory Committee (PAC)

The Ocean Breeze Parent Advisory Committee (PAC) plays a vital role in creating a sense of community among parents, teachers, and students. This committee is composed of dedicated parents who organize social events, fundraising activities, and other community-building events. We encourage all parents to consider joining the Ocean Breeze PAC! Your participation not only benefits your child but also enhances the overall experience for everyone at OBS. If you are interested in becoming a member or would like more information about upcoming meetings or events, please reach out for contact details.

Open House/Back to School Night

Back to School Night is held each fall, designed to help parents become fully acquainted with their child's school environment, including the curriculum, staff, and classroom dynamics. This evening provides a wonderful opportunity for parents to further chat with their child's teacher, learn about the daily schedule, and ask any questions they may have. We encourage all parents to participate in this informative night.

Please Note

Students are not permitted to attend.

Student Progress & Conferences

We understand how important it is for parents to stay informed about their child's progress and development. To facilitate this communication, we have established several opportunities throughout the school year to do so.

1. Parent Conversations in October

Parent Conversations are held with your child's teachers. This meeting is an excellent opportunity for you to discuss your goals for your child for the upcoming year. It allows you to share insights about your child and collaborate with the teacher on strategies to support their learning and development.

2. Written Progress Reports in December

We will send home written Progress Reports that provide an overview of your child's development. These reports will highlight their achievements, areas of growth, and participation in various activities at school.

3. Kindergarten Conferences in February

For students who are eligible to enter Kindergarten the following year. These meetings ensure that there is adequate time for planning and preparation as your child transitions into Kindergarten. Prior to these conferences, teachers will assess students through engaging games and activities before discussing their progress with families.

4. Spring Parent-Teacher Conferences

For all other students not entering Kindergarten, we hold Parent-Teacher Conferences in the Spring. These conferences are a chance to review your child's progress and discuss any concerns or goals you may have. Students are assessed prior to the conference through engaging activities.

Please Note

We encourage parents to reach out at any time throughout the year if they have specific concerns or questions regarding their child's development or experiences at school. You can request a meeting with your child's teacher and/or the school director whenever needed.

Birthday Policy & Birthday Parties

At OBS, we celebrate your child's birthday in a special way! We invite parents to help their child select a special book to share with the class on their birthday. Families have the option to either donate the book to our school library in their child's name or lend it for the day. During circle time, we will sing "Happy Birthday" to your child. For families with summer birthdays, you are welcome to choose another day to bring in a "Birthday Book."

Please note

Outside treats are not permitted. If you wish to invite classmates to an outside party, kindly use the class directory to send invitations directly, as OBS staff will not distribute invitations or gifts at school.

Tuition & Attendance Policy

Tuition at OBS is structured as an annual rate, which is divided into ten equal monthly payments, with billing occurring for the upcoming month while any additional charges for services such as early drop-off, lunch, and extended day care are billed for the current month. Families with more than one child enrolled are eligible for a 10% discount on tuition, which is applied to the lowest monthly tuition amount. Invoices for tuition will be available in your Procure account on the 1st of each month, and payments are expected upon receipt. Please note that a late fee of \$15.00 will be incurred for any tuition not paid by the 10th of the month. Payments can be made through Procure via ACH transfer from your bank account at no extra charge; however, cash and personal checks are not accepted.

There are no "make-up" days for absences at OBS, and tuition will not be refunded for missed days. In cases of extended illness lasting more than two weeks, families should consult with the Director regarding potential adjustments to tuition. OBS observes certain holidays as outlined in the school calendar; however, tuition will still

be charged monthly without any credits for these holiday closures. OBS will also not refund tuition for closures due to inclement weather. If planning to enroll your child for the next school year, a deposit will be charged to your Procure account upon submission of your child's registration form in the winter.

If you choose to withdraw your child from OBS, please be aware that a two-week written notice is required. Following this notification, tuition will continue to be charged for the duration of the two-week notice period or until the specified withdrawal date if it extends beyond two weeks. We encourage you to inform us of your decision as soon as possible.

*** Please Note***

Failure to pay tuition or repeated late payments may result in termination of services. Should termination occur due to non-payment, we reserve the right to pursue collection of all outstanding amounts.

Snow Day/Inclement Weather

In the event that Marblehead Public Schools are closed or transition to a virtual day due to inclement weather, OBS will also be closed. The Director will communicate this decision to parents via email and/or Procure messenger as early in the morning as possible. Tuition refunds will not be provided for inclement weather. If Marblehead Public Schools experience a delayed opening or early dismissal due to weather conditions, the Director will assess the situation and make a decision regarding OBS. Please be aware that OBS may choose to close even if Marblehead Public Schools remain open.

Plan For Child Guidance & Behavior Management

This plan outlines the strategies and approaches that teachers will use to guide students in their behavior management. Our goal is to help students understand their emotions and develop problem-solving skills.

Understanding Situations: When a challenging situation arises, teachers will first help the child understand what has happened. This involves:

Active Listening: Teachers will listen to the child's perspective and validate their feelings.

Clarification: Teachers will ask open-ended questions to help the child articulate their thoughts and emotions.

Modeling Desired Behavior Teachers will model appropriate behaviors and language for children. This includes:

Demonstrating Positive Interactions: Teachers will show how to share, take turns, and express feelings verbally.

Using Role Play: Engaging in role-play scenarios can help children visualize appropriate responses in various situations.

Positive Language Use Throughout all interactions, teachers will employ positive language that encourages children to engage in problem-solving. This includes:

Affirmative Reinforcement: Praising efforts when children attempt to resolve conflicts or express themselves appropriately.

Constructive Feedback: Offering suggestions on how they might handle similar situations better in the future.

Redirection, we do not implement time-out as a disciplinary measure. Instead, if a child needs a break from an area or another student during a situation, teachers will redirect them. This may involve:

Changing Activities: Moving the child to a different area or engaging them in a new activity.

Offering Choices: Providing options for where they can play or what they can do next.

Please Note

If disruptive behavior continues despite redirection, teachers may limit the child's time at an area or with another child until they are ready to re-engage positively.

Setting Limits Clear limits are established regarding acceptable behavior:

- Children cannot hurt themselves or others (including staff and peers).
- Children cannot willfully destroy equipment or property.

Teachers will consistently communicate these limits using simple language that students can understand.

Additional Strategies To further support effective guidance and behavior management, teachers may also utilize:

Routine Establishment: Creating predictable daily routines helps children feel secure and understand expectations.

Emotion Regulation Techniques: Teaching simple breathing exercises or

calming strategies when children feel overwhelmed.

Social Stories: Using stories that illustrate social situations can help children learn appropriate behaviors in context.

By implementing these strategies consistently, we aim to foster an environment of respect, understanding, and growth for all our students.

Disciplinary Procedures for Students

We believe that learning self-control is an essential part of a child's development. We understand that some children may struggle to adhere to school rules at times. Our goal is to support students through disciplinary situations and instances as best we can, while ensuring the safety and well-being of all children and staff.

If a child seems unable to observe the school rules, the following procedure will be implemented:

Discussion with the Director: Teachers will first discuss the observed behavior with the Director to assess the situation and determine appropriate next steps.

Planning Curriculum or Program Ideas: Based on the discussion, teachers will collaborate to create curriculum or program ideas aimed at addressing and lessening the challenging behavior. This may include tailored activities that promote social skills and self-regulation.

Parent Involvement: Challenges faced by the child will be communicated with parents, and their input will be sought. OBS and families will work together to establish attainable goals. We believe that collaboration between home and school is vital for effective behavioral support.

Meetings or Referrals: If necessary, meetings will be scheduled with parents, teachers, and other relevant staff members to discuss ongoing concerns. Referrals to specialists may also be considered if additional support is needed.

Ultimately, our goal is to support each student in reaching their full potential. While it can be difficult to consider alternative options, there may be instances where another educational setting might better suit a child's needs. We are committed to working collaboratively with families throughout this process, ensuring that any transition is handled thoughtfully and respectfully should that be the case.

It is important to recognize that repeated violations of our policies cannot be overlooked. If a student is unable to follow our policies despite repeated

support and intervention efforts, it may ultimately lead to termination from the school. This decision is not made lightly; it is taken only after careful consideration of all factors involved.

Termination

It is crucial that every family adheres to the school's policies and procedures. In instances where a parent's or student's behavior disrupts these policies, OBS may need to implement corrective measures. These measures can range from verbal communication regarding the issue at hand to written notifications outlining specific concerns. In more serious cases, referrals to specialized agencies may be necessary, and in extreme circumstances, termination of enrollment may occur.

Should termination become necessary, families will receive notification two weeks prior to their child's last day in attendance. This advance notice allows families time to prepare for the transition. However, if enrollment is terminated due to a serious offense—such as behavior that poses a risk to others—enrollment will be terminated immediately without prior notice. This decision rests at the discretion of the director and is made with careful consideration of what is best for all students and staff involved.

Student Records

Information in student records is confidential, and OBS will not share or release any information from these records to individuals not involved in implementing your child's program plan without written consent from the parents. Parents have the right to access their child's records upon request, and OBS will provide this access within two business days. A written record will be maintained of anyone who has accessed, duplicated, or received information from the records; this record is accessible only to OBS staff and the student's parents. Additionally, parents can add comments, data, or other relevant materials to their child's record.

Procedure for Referrals & Diverse Learners

We prioritize the well-being and development of every child. If any staff member has a concern regarding a student's behavior or needs, they will promptly discuss this concern with the Director. Following this discussion, the Director and teachers will begin to document the student's behavior in class and review the child's records for further insights. Teachers will conduct careful observations and maintain detailed documentation of the child's behavior over time. The director and teachers will then reach out to the parents to schedule a meeting to discuss the observations and concerns about the student. During this meeting, teachers will provide parents with a concise summary of their observations and will explain why they believe a referral may be necessary. Prior to making any referrals, parental consent will be sought to ensure collaboration in addressing the child's needs. Ocean Breeze is committed to making every effort to meet the individual needs of each child; however, if it is

determined that we cannot adequately support a child's requirements, services may be terminated, and families will be referred to appropriate external services. Throughout this process, Ocean Breeze School is dedicated to aiding in the transition and preparing both the student and family in any way possible.

Services OBS may reach out to:

- MSPCC – (508) 688-5408
- Massachusetts Dept. of Early Intervention – (800) 905-8437
- Federation for Children with Special Needs - (978) 851- 7261
- Community Education Initiative of Boston Children's Hospital – (617) 355- 6000
- Aspire Developmental Services – (781) 593-2727
- Northeast Arc – (978) 762-4878
- Massachusetts Dept. of Early Childhood Education – (617) 988-6600
- Department of Children and Families – (781) 477-1600

Responsibility for Emergency Situations

In the event of an emergency during school hours, OBS will assume responsibility for all students until they are safely released to a parent, guardian, or another designated individual. If it is safe to do so and does not hinder emergency responders, parents may come to pick up their students. Parents are advised not to call the school during such emergencies; instead, they should stay informed by listening to local news broadcasts for updates and follow any official instructions provided by authorities. Once the situation has been assessed and it is determined that students are safe, OBS will reach out to parents or designated guardians. Please note that students will only be released to parents, guardians, or designated authorized pickups listed in Procure.

Child Protection Mandate

The staff of OBS has a duty under state law to report incidents of possible neglect or abuse to the Department of Social Services. As mandated reporters, OBS will cooperate in any investigation of such possible neglect or abuse. (Massachusetts General Law Chapter 119, Section 51A). Abuse includes physical, sexual, and psychological abuse. Neglect includes but is not limited to a child's basic need for good nutrition, shelter, medical care, bathing, clean clothes, appropriate discipline and a safe home environment. We will make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney as well.

School Procedure for Neglect & Abuse

- All staff are mandated reporters and shall report suspected child abuse, or neglect. The report shall be made either to the Department of Social Services pursuant to M.G.L.c.119, and 51A or to the licensee's program administrator or design.
- The licensee's program administrator or designee shall immediately report suspected abuse or neglect to the Department of Social Services, pursuant to M.G.L.c 119 and 51A.
- The licensee's program administrator or designee shall notify the EEC immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.
- The licensee shall cooperate in all investigations of abuse or neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to the EEC of information from, and allowing the EEC to disclose information to any person and/or agency that the EEC may specify as necessary to the prompt.
- Investigation of allegations and protection of the children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license.
- The licensee shall develop and maintain written procedures for addressing any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Social Services investigation is completed and for such further time.

Responsibility to Dept. of Early Childhood Education

The licensee must make available to EEC any information required to be kept and maintained under their regulations and any other information reasonably related to the requirements of the regulations. This includes information in a child's record. Authorized employees are not to remove, or duplicate identifying case materials from the center premises and are required to maintain the confidentiality of individual records.

Access to St. Stephen's & OBS

OBS is accessible to staff from Monday to Friday. The treasurer of St. Stephens Church also has access during these hours to oversee essential operations such as heating, snow removal, and landscaping, etc. The pastor of St. Stephens Church is permitted entry on their designated office day once a week.

To minimize disruptions and ensure safety, St. Stephens strives to schedule building maintenance and repairs during times when school is not in session. In instances where maintenance must occur while students are present, parents will be promptly notified to keep everyone informed.

OBS uses four entrances: two designated for student drop-off and two that provide access to outdoor areas for play. To enhance security, all doors at OBS are locked at all times; this measure is in place to safeguard our students while they are on the premises.

We also conduct tours throughout the year for prospective families and visitors. These tours are scheduled directly with the director and conducted by them to ensure that all inquiries are addressed thoroughly while maintaining a secure environment.

All visitors entering OBS are required to sign in upon arrival. This process includes providing contact information as well as stating their reason for visiting the school. This protocol helps us monitor who enters the church at any given time, further enhancing the safety measures we have in place.

Student Teachers

At OBS, we are proud to partner with North Shore Community College in the education of new early childhood educators. Each student teacher receives a comprehensive orientation, training, and supervision to ensure they can effectively contribute to our program. Importantly, student teachers do not have unmonitored contact with children and are not responsible for maintaining classroom ratios. Instead, they are closely supervised by our Director, experienced Teachers, and a College Supervisor throughout their time with us.

School License

Ocean Breeze School is licensed by The Department of Early Education and Care 3e(EEC). Parents have the right to contact EEC for information regarding Ocean Breeze School's regulatory compliance history.

Department of Early Education and Care
360 Merrimack Street
Building 9, 3rd Floor
Lawrence, MA 01843
(978) 609-0309
Licensor: Yesenia Ramos