



# Ocean Breeze School

## Parent Handbook 2022-23



Dear Families,

Welcome to Ocean Breeze School!

Our program strives to balance the excitement and celebration of learning with the safety and warmth of a nurturing environment. Our engaging classrooms and curriculum allow for children to explore, imagine, create, and grow.

A school group setting encourages children to learn an important social concept: respecting others and their rights in a situation that is separate and different from home. In this practical way, the school environment helps a child gain confidence as well as independence and readiness to meet future school success.

We are committed to helping you make an easy comfortable transition into our program by clearly communicating our policies, procedures, and philosophy. We hope this handbook helps introduce you to our school and serve as a reference to your child's enrollment here. For more details on all our procedures, please refer to the OBS Policy and Procedure book which you can find on our website.

We believe that communication between home and school is essential! If you would like to talk to us for any reason, please do not hesitate to reach out to us. With that, please understand that we need to devote our complete attention to the children during the school day. We will get back to you as soon as we possibly can.

Mrs. Kasandra DePauw & Miss Alycia Miceli

Co-Directors Ocean Breeze School

Email: [oceanbreezeschool@gmail.com](mailto:oceanbreezeschool@gmail.com)

Phone/Text: (781) 605-7611



## **SCHOOL PHILOSOPHY**

Our philosophy is reflected in our goals and principles:

- We respect and recognize the individual needs of the children.
- We strive to foster their intellectual, emotional, social, and physical growth.
- We provide individual, small, and large group experiences and encourage creative expression.
- We promote positive attitudes towards learning, self-confidence, independence, and readiness for future school experiences.

Our school is concerned with your child's social, emotional, educational, creative, and physical development. We feel all aspects are important and should be considered equally.

## **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.

## **DAILY SCHEDULE**

Our school is set up with many different rooms for the children to learn and explore in. Our rooms have opportunities for the children to explore, manipulatives, science, math, building, reading, language, art, music, and dramatic play. We are also equipped with a large gross motor room as well as two outdoor playgrounds.

## **SCHOOL SCHEDULE**

8:00 - 8:45 a.m.	Early drop-off
8:45 - 9:00 a.m.	School Drop off
9:00 - 9:45 a.m.	Free Play
9:45 - 10:15 a.m.	Circle
10:15 - 10:45 a.m.	Outdoor Playground
10:45 - 11:15 a.m.	Clean Up, Wash Hands/Bathroom, Snack
11:15 -11:45 a.m.	Outdoor Classroom
11:45 - 12:00 p.m.	Pack up & prepare for departure
12:00 - 12:15 p.m.	Pickup
12:15 – 2:00 p.m.	Optional Lunch
2:00 - 3:00 p.m.	Optional Extended Day

\*Times may vary depending on your child's individual group schedule.

## **ARRIVAL AND DEPARTURE**

Parents are responsible for arranging transportation for their children to and from school. Parents must accompany their children to the doorway. Please bring your child directly to the staff member waiting to greet you and your child. Parents may not leave a child at school prior to opening or without making sure that the child has been properly received by a teacher.

We need to know who will be picking up your child. A Pick-up Authorization List will be in each student's Procure account. A child will not be released to a person who is not on the authorized list. If you are planning on having someone other than yourself pick up your child, they must be on the authorized pick-up list or you **MUST** notify the school designating the pickup person. Before releasing your child to someone other than a parent, staff will check the driver's license to confirm identification. After you or your designated person has picked up your child, please walk with him/her to the car, bike, stroller, etc. We ask that you never leave your child unattended.

## **SAYING GOOD-BYE**

We understand young children often have difficulty with separation. This is quite

normal. We want **to reassure you that we are always ready** to talk to you and ready to comfort your child.

Always say good-bye in a warm loving way. Be firm, but friendly, about leaving. Good feelings are contagious, and your child will pick up on your feelings when leaving. If your child whines or clings, prolonging the good-bye will only make it harder for yourself and your child. Be consistent by following the same routine every day.

We are there to help during these transition times and will help to comfort your child once you leave. 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 he/she is doing.

## **EARLY DROP OFF FOR ALL STUDENTS**

You may drop off your child at 8:00 a.m. for an additional fee. Please do not come any earlier than 8:00 a.m. You may drop your child off at the designated entrance for their classroom.

If you are not planning on using this service, please do not arrive at school before 8:45 a.m. This provides the staff with the necessary time to prepare for a fun and stimulating day for your child.

## **TOYS FROM HOME**

We discourage children from bringing toys from home. We explain to the children that our school is full of wonderful and new toys for them to enjoy, and their own toys are for playtime at home. Toys and materials in the classrooms are selected to be educationally and developmentally appropriate. Toys from home may not always meet these criteria. If a transitional item is needed, a small toy that can be left in the backpack is permissible. We will ask the children to give their toy/animal a hug and put it in their backpack for the day.

## **SNACK**

Parents are responsible for providing a snack and a water bottle for their child each day. Your child's water bottle and lunch box must be clearly marked with their name. We recommend an ice pack for food that needs to remain cold. Teachers will assist

children in opening bags and containers. Children are not allowed to share foods at snack or lunch.

**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, nut oils and not “processed in a plant that may also process food with 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. We teach children about good eating habits and a good nutritional diet. Parents are asked to provide healthy foods rather than high sugar, high fat treats. Please refer to our policy book for snack and lunch suggestions.

Choking Hazards- OBS does not allow hard candy or chewing gum. Please cut grapes, cherry/grape tomatoes in half and carrots into matchstick size pieces. Food should be cut into bite sized pieces to keep children safer while eating. Please avoid sending these foods to school as they are common choking hazards: popcorn, baby carrots (sliced or cut into thin matchsticks are much safer), celery, hotdogs, whole grapes, fruit gummies.

## **LUNCH AND EXTENDED DAY**

Lunch and extended day are available for all enrolled children **2.9 years old and older** for an additional fee. Children planning to stay for lunch should come to school with a labeled lunch box. We recommend an ice pack for food that needs to remain cold. Please keep in mind, we do not heat food. A snack will be provided by OBS for students during Extended Day.

## **CLOTHING**

Our students are encouraged to explore and creatively play. Therefore, children **will get messy.** We recommend **you do not send your child to school in good clothes.** We do use washable paints and markers, but we cannot guarantee that all stains will come out of all fabrics. We use a wide variety of materials that are not always neat in nature. An essential part of our curriculum is exposing children to numerous different textures and experiences. This allows us to do all those messy things at school, so that you do not need to do them at home. We recommend that your child wears sneakers to school. It is helpful to **label your child’s clothing.** Also, many children have the same or similar items of clothing.

A change of seasonally appropriate clothes, including underwear and socks, should be always kept at school. All clothes sent or worn to school must be labeled with the child's full name.

## **BACKPACKS**

**Please send your child to school with a labeled backpack every day.** At the end of each day, we instruct the children to check their cubbies and to take home all their work. A backpack makes this job much easier for the child, and it also helps to develop responsibility. Teaching the children to be independent and self-functioning is a major part of our curriculum.

## **PLAN FOR TOILETING**

There are two bathrooms available for the children located in the hall on the first floor and one toilet on the second floor. Children will have a scheduled bathroom time. Children will also be allowed to use the toilet when needed.

Children who are learning to be self-sufficient in the bathroom will have an easier time if they wear clothing they can pull off and on by themselves.

Children will not be reprimanded for “accidents” which might occur. If children have toileting accidents, teachers will help them change clothes in a manner that is respectful of the child’s privacy and encourages age-appropriate self-help. Soiled clothing will be placed in a plastic bag for parents to pick up at the end of the day. The children will change into clean clothing, which has been provided by home. Children will wash their hands with liquid soap and running water. Hands will be dried with a disposable towel.

**\*Please Note\*** Once a child has been toilet trained, OBS will not assist with toileting unless written consent is given by the parents.

## **TOILET TRAINING**

The staff will comply with parent’s requests and consistent with physical and emotional abilities of the child. The staff will ask the child if they need to go to the bathroom. Children will be given encouragement during procedure. Each child will be given assistance. Potty seats are available and will be washed and disinfected after each



use. The staff will wash their hands with liquid soap and running water after assisting children on the toilet.

## **DIAPERING PROCEDURES**

Each child's diaper will be changed when wet or soiled. Each child will be washed and dried with individual washing materials during each diaper change. After changing, the child's hands will be washed with liquid soap and running water. Hands will be dried with a disposable towel. The changing table will be washed and disinfected after each use. The staff will then wash their hands with liquid soap and running water. Hands will be dried with a disposable towel. Soiled clothing will be sealed in a plastic bag, labeled, and returned to the parents at the end of the day.

## **HEALTH SCREENING**

It is the responsibility of the staff to greet each child upon arrival. It is at this time that the staff will also take note as to the child's health appearance, coloring, activity level, temperature, etc. If the teacher feels that your child is unwell, your child will not be allowed to attend school.

## **PROCEDURE FOR ILLNESS**

If your child should become ill while at school, you (or your designated contact person) will be notified. Your child will be isolated from the rest of the children in the conference room. A teacher will remain with the child and help comfort him/her until you (or your designated contact) arrive to pick him/her up. The teacher will stay with your child and provide him/her with books, and quiet games until you arrive. The teacher will note the time of departure in their attendance records.

### **When is a child too sick or contagious to be brought to school?**

To protect your child as well the other students and staff, we have established the following guidelines on illness.

### **Please keep your child home if they exhibit the following symptoms.**

- 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. 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.**

## **COVID POLICY**

Covid regulations are constantly changing and being updated by DPH (Dept of Public Health) and EEC (Dept of Early Education of Children). OBS will communicate any new Covid policies and updates with families via email.

## **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. 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. 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 be returned to the parents.

Any doctor prescribed non-prescription medication must be accompanied by a written, signed and dated note from the child's physician.

Topical, nonprescription ointments (for use on unbroken skin), creams and sunscreen may be administered by teachers with written parental consent.

Teachers need to be trained in the proper implementation of a child's individual health care plan. Parents, with written permission from a doctor, may train staff on this proper implementation of a child's health care plan.

The Head Teacher 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.

All staff must annually be evaluated to ensure that they are authorized to administer medication that follow the medication administration procedure specified in the EEC regulations.

## **IMMUNIZATIONS**

Parents must provide the school 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 TO MEET THE INDIVIDUAL HEALTH CARE NEEDS OF EACH CHILD**

We ask that parents provide us with allergy information or any other health care concerns at time of registration. This information will be listed on the child's forms. A list of children with allergies is then posted in each classroom. Names of the children will not be visible. All staff will be made aware of the list and the children identified.

Teachers will be trained in the proper implementation of a child's individual health care plan. Parents, with written permission from a doctor, may train staff on this proper implementation of a child's health care plan. Health Care Providers may also train the staff. Parents must complete the "Individual Health Care Plan Form" and given to the school. This plan must be renewed annually or when a child's condition changes. The "Individual Health Care Form" will be placed in a child's file and a copy will be placed with the allergy list in the classrooms.

In the case of Epi Pens, they must accompany the children and be within immediate access.

In the event of an unanticipated, non-life-threatening condition requiring treatment (as specified in the IHCP) the educator must make a reasonable attempt to contact the parents/guardians prior to administering the unanticipated medication or beginning the unanticipated treatment. If the parent/guardian cannot be reached, they should be notified as soon as possible after the medication has been given.

Teachers will document the administration of all medications and medical treatments in the child's medication log.

## **PARENT INVOLVEMENT**

Parent input, suggestions and cooperation are encouraged and welcomed either directly to the teachers, the Director, or the Parent Committee. OBS allows you to make suggestions, but it is up to the program to decide whether they will be implemented.

## **CLASSROOM VOLUNTEERS**

OBS has opportunities for parent volunteers to come into school, spend the morning with their child and participate in classroom activities. We enjoy parents offering their talents A sign-up will be provided when opportunities are available.

Both children and teachers appreciate the presence of a family member.

## **PARENT BULLETIN BOARD**

A Parent Bulletin Board is located on the first floor of our school. You can find helpful information there.

## **CONFERENCES**

We know that you are interested in the adjustment and progress that your child is making at school. Parent teacher conferences are held each Spring. At this time, we will discuss your child's development at OBS. You will be given a written progress report of your child's activities and participation at OBS. This report will become part of your child's record. You may request a meeting with the program's staff at any time throughout the year to address specific concerns

### OPEN HOUSE

Open house night is held in the fall every year so that parents can be fully acquainted with the school, the curriculum, and the staff.

### PARENT REPRESENTATIVES

The Ocean Breeze Parent Committee meets on a regular basis and makes suggestions and recommendations in formulating policy. The Parent Representatives sit on this committee. The Parent Representatives are responsible for representing the parents of the school. Please ask for contact info if you are interested in joining.

### STAYING IN TOUCH

Communication with parents is essential for children to achieve the goals of the program. Please feel free to call or email OBS about any concerns or topics you wish to discuss. If you need to notify us of a change in pick-up/drop-off, are calling your child out of school, have an emergency, please notify the school at (781) 605-7611. If for whatever reason your child has a concern at school, we will call you.

### **INJURY PREVENTION**

OBS provides a safe nurturing environment. The school purchases age-appropriate and safe toys, equipment, and materials. The Director, Teachers, and staff daily monitor the environment for hazards and safety concerns. All staff is trained in first aid and CPR.

### **MANAGING INJURIES AND FIRST AID**

In case of an injury the teacher nearest the injured person is responsible for providing first aid. Nearby teachers will be responsible for calling 911, poison control, doctor, or ambulance if necessary. When outside this person will make the same call using a cell phone.

If a child needs to be transported to a hospital, the attending staff will call 911. Every effort will be made to notify the parents or emergency contact as soon as possible. The arriving ambulance will transport the child to the nearest hospital. The attending staff will ride with the child to comfort him/her if necessary. The remaining staff will comfort the other children.

## **ORAL HYGIENE**

It is recommended that children who attend school for longer than 4 hours should brush their teeth at school. Parents of children who are staying for lunch may send a toothbrush and toothpaste in their child's lunchbox. After lunch, the children will go to the sink and brush their teeth. If you do not wish to have your child brush their teeth at school and feel that their oral hygiene needs are met at home, then you may sign a permission slip stating that you do not want your child to brush their teeth at school.

## **BIRTHDAY POLICY**

Ocean Breeze School will recognize this special day. We invite parents to help their child choose a special book to share at school on their birthday. Families may donate a book to the school's library in their child's name or lend it for the day. We will sing "Happy Birthday" to your child during our circle time. Summer birthday families are welcome to pick a different day on which to bring a "Birthday Book". We do not allow outside treats

If you plan to invite classmates to a party outside school, please do not send birthday party invitations or thank you notes to be handed out at school. Mailing lists for each class are available from OBS upon request.

## **SNOW DAY/INCLEMENT WEATHER POLICY**

If Marblehead Public Schools are closed or switch to a virtual day due to inclement weather, OBS will be closed. The Director will notify parents via email and/or text message as early in the morning as possible. Tuition refunds will not be given for snow days. If there are five or more snow days, the Director will consider the possibility of added time or other compensation to make up for the missed days.

If Marblehead Public Schools have a delayed opening or early dismissal due to inclement weather, the director will decide what decision to make and contact parents via email and/or text message.

## **TUITION AND ATTENDANCE POLICY**

### Payments

Tuition is based on a yearly rate, broken down into ten (10) equal monthly payments. There is a 10% tuition discount if a family has more than one child enrolled. This 10% discount is applied to the lowest monthly tuition. Invoices will be posted in your Procure account the 1st of each month. Payments are due upon receipt. A \$15.00 late fee will be charged for tuition not paid as of the 10<sup>th</sup> of the month. You may pay through Procure via ACH from your bank account at no additional cost to you. Cash and/or personal checks will not be accepted by OBS.

### Termination for Non-Payment

Non-payment or consistently late payment of tuition can be sufficient cause for termination of service. If service is terminated by OBS for non-payment, OBS will pursue collection of the full amount due.

### Absence

When your child is going to be absent, please call OBS as early as possible. If your child has a contagious illness, let us know so that we can alert other parents to look for symptoms in their children. There are no “make-up” days at Ocean Breeze school and tuition will not be refunded for absences. If a student has an extended illness of more than two weeks, the Director will discuss possible tuition adjustments.

### Holidays

Ocean Breeze School is closed for certain holidays which are specified on the school calendar. Tuition is charged monthly, without credit for those holidays for which we are closed.

### Withdrawals

A two-week written notice is required for withdrawals. Following such notification, tuition will be charged for two weeks or until the date specified if beyond two weeks.

### Fee for Late Pick-Up

Please be mindful that your children are waiting anxiously to see you and teachers have responsibilities after school. In the event that you are unable to pick your child up on

time, please call one of the individuals on your Procure Authorized Pick-Up List to have your child picked up at school.

**After 3 late pickups of 10 or more minutes, a late charge of \$25 will be added to your Procure account for each following occurrence.**

## **PLAN FOR CHILD GUIDANCE AND BEHAVIOR MANAGEMENT**

When a discipline issue arises, the teacher will first help the child learn the desired action. The teachers are the children's role models, and they will demonstrate and initiate the desired action. The teacher will next try to help the child create their own solutions through problem solving techniques. The teacher will provide the child with the opportunity to assess the situation, figure out what should be done, and then experience the consequences of their decisions. If the negative behavior persists, the teacher may also redirect the child to another activity, talk calmly to the child about the behavior, have the child sit for a minute to refocus or a combination of the above. If a child is still having difficulty with a situation, we may remove play privileges from that area for a period. The following limits will be set on the children's behavior:

- Children cannot hurt themselves.
- Children cannot hurt others.
- Children cannot willfully destroy materials or equipment.

When children test limits, teachers will remind them of the school rules using positive language. For example, "Walking feet in the hallway", "Use a softer voice", "Hands are not for hitting". Children, individually and as a class, are often encouraged to help problem solve, and help to establish class rules and acceptable behaviors. For example, "I've noticed all the markers are dried out, because the caps aren't on. What can we do to make sure we have nice markers?", "There are toys that got broken in the block area. How can we make sure the toys don't break?", "Some of the pages of the books in the book corner are ripped. What should we do about that?".

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

- Teachers will discuss with the Director.
- Curriculum or program ideas will be planned to lessen the behavior.
- Challenges will be shared with parents and parent input will be sought.
- Necessary meetings or referrals will be planned.



Learning self-control is a process. Sometimes children move through it quickly, more often they need extra time. We respect the feelings and safety of each child and consider discipline a learning opportunity for children to develop social skills.

Strictly prohibited are:

- Corporal punishment, including spanking.
- Denial of food as a form of punishment.
- Force-feeding children.
- Punishment for soiling, wetting or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.
- Subjecting a child to cruel or severe punishment, humiliation, or verbal abuse.
- Children cannot be confined to any piece of equipment for an extended period in lieu of supervision.

## **TERMINATION AND SUSPENSION POLICY**

Each family has an obligation to follow the school's policies and procedures. If at any time a parent's or student's behavior interferes with OBS policies or classroom procedures, it may be necessary for the school to take corrective measures. This may include but is not limited to verbal communication, written notification, referral to a specialized agency, and termination.

Ocean Breeze strives to meet the needs of all children. The school will continually work with parents to develop all aspects of a child's educational growth to the best of their ability. If needed, the Directors will pursue options for supportive services to the program including consultation and educator training. The school, if needed, will also help develop a plan for behavioral intervention at home and while in the program.

If, in the Directors' judgment, the school can no longer meet the physical or social-emotional needs of a child, the Director, the staff, and the family will meet to establish the specific needs of the child. The purpose of this meeting is to establish attainable goals in an agreed upon time frame. If these goals cannot be reached in the established time frame, it would constitute termination of services by the school.

The Director will be responsible for providing written references and/ or referrals to other schools, centers, evaluations, and diagnostic or therapeutic services. When any child is terminated from the program, the school shall prepare the child for termination from the program in a manner consistent with the child's ability to understand. Ocean Breeze School chooses not to use a suspension policy.

## **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 AND 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.

## **RECORDS POLICY**

Information in student's records is confidential. OBS may not share or release information in a student's records to anyone not related to implementing the program plan for your child without the written consent of the student's parent(s).

Upon request, parents may have access to their child's records. OBS will provide access to records within two business days. OBS will keep a written record of anyone who has had access, duplicated, or received any information out of the record. This record is only available to OBS staff and parents of the student.

Parents have the right to add information, comments, data, or any other relevant materials to their child's record. Parents also have the right to request deletion or amendments of any information contained in their child's record.

When a child is no longer in care, upon written request of the parents, OBS shall transfer the child's record to the parents or any other person the parents identify.

## **PROCEDURE FOR REFERRAL AND SPECIAL NEEDS**

If any staff member has a concern about a certain child, she will discuss the concern with the Director/Head Teacher. The Head Teacher will begin to document the child's behavior in the class and review the child's record. The teachers will observe and document the child's behavior. The Head Teacher will notify the parents to schedule a meeting with staff to discuss the child. The Head Teacher will tell parents the reason for referral. At this meeting, the teachers will give the parents a brief summary of the observation. The Head Teacher will request parental consent prior to making referral. Every effort will be made by Ocean Breeze to meet the needs of the child. The Director/Head Teacher will then refer the family to the appropriate service.

The following organizations may help:

- 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

Developmental Evaluation Clinics:

- Boston Children’s Hospital – (617) 355-7025
- Mass General Hospital – (617) 643-6010
- North Shore Children's Hospital – (978) 354-2705

**STUDENT TEACHERS**

OBS partners with NorthShore Community College in the educating of new early childhood educators. Student teachers are chosen on their ability to meet the needs of the children in our care. Student teachers will receive the appropriate orientation, training, and supervision to participate in our program. They do not have unmonitored contact with children, nor are they used to maintain the ratios of a classroom. Supervision is done by the Director, Teachers, and College Supervisor.

**RESPONSIBILITY TO DEPT OF EARLY CHILDHOOD EDUCATION**

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

**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, 3<sup>rd</sup> Floor  
Lawrence, MA 01843  
(978) 609-0309  
Licensor: Yesenia Ramos

