

Hingham Nursery School

# Policies and Procedures

Established in 1966

[www.HinghamNurserySchool.com](http://www.HinghamNurserySchool.com)

## TABLE OF CONTENTS

OUR PHILOSOPHY, CURRICULUM AND CLASSROOMS.....	1-2
HINGHAM NURSERY SCHOOL POLICIES.....	3 -9
HEALTH GUIDELINES.....	11-18
STATE MANDATED EARLY CHILDHOOD EDUCATION POLICIES.....	19-24
DROP OFF AND PICK UP PROCEDURE.....	25
PARENT INFORMATION, RIGHTS AND RESPONSIBILITIES.....	27-28
OUR HISTORY.....	29

Thank you for taking the time to read the following information. This information complies with the regulations of the Massachusetts Department of Early Education and Care, 1 Washington Street, Ste. 20, Taunton, MA 02780.

Phone 508-828-5025, ext. 568

Parents may contact EEC regarding our program's regulatory compliance history.

Please visit our website, [www.HinghamNurserySchool.com](http://www.HinghamNurserySchool.com). This handbook information and more is on our website.

## **Our Philosophy**

The philosophy of our school is based on the well-proven educational theory that a child interacting in a developmentally appropriate environment will develop socially and emotionally while learning cognitive readiness skills which are the foundation of later school experience.

Hingham Nursery School is committed to providing a nurturing environment that fosters the growth and development of each child. Young children learn best through hands-on, open-ended activities that encourage exploration. In all that we do, we respect the individuality of your children, giving them the tools they need to grow into enthusiastic lifelong learners.

## **Our Curriculum Supports Our Philosophy**

Our curriculum is based on the [Massachusetts Dept. of Education Guidelines](#), which were developed to ensure a strong foundation for learning. The philosophy behind our theme-based curriculum is that young children learn best by doing. Learning requires active thinking and experimenting to find out how things work, to learn firsthand about the world we live in.

Our Early Childhood teachers design the curriculum with **intent**, based on their knowledge of children and how they learn. They observe, assess and reflect on each child in the classroom to encourage participation and provide the best learning for each child.

Children go through developmental stages in cognitive, social, emotional, and physical areas as well as in language development. Every child's timetable is unique, and is viewed as an active and interactive process where children learn most effectively from their own discoveries.

Today, with the emphasis on standardized testing, the importance of content areas has increased. We teach content while respecting the developmental stages of each child.

## **Our Classrooms Support Our Curriculum**

Our Pre-K and Preschool classrooms contain the following areas:

- Dramatic play
- Block building
- Writing center
- Small manipulatives
- Science
- Book corner
- Free art areas
- Large muscle areas (indoors and outdoors)
- Playdough table
- Snack table

Interacting within these environments encourages growth in each of the following areas:

- Social and emotional
- Pre-reading and literacy
- Math and science
- Creativity
- Fine and gross motor

### **Our Language Supports Our Curriculum and Our Philosophy**

As the curriculum is developed with intent, our Language at school is also intentional. Here at HNS, **we want to be sure that the teachers and children have positive interactions with each other to develop social and emotionally. Learning and the imagination is extended through language as well.**

Our language with the children is positive and respectful. It:

Teaches and guides,  
Describes and doesn't judge,  
Helps children to communicate and problem solve,  
Encourages cooperation, ideas, independence and imagination, and  
Develops positive feelings of self: I can do it, I am valued and respected.

We believe the children of Hingham Nursery School are known by the skills they carry with them when they leave our care.

## **HINGHAM NURSERY SCHOOL POLICIES**

1. All of the following information is important
2. Transportation
3. Absences
4. Snacks and Allergies
5. Bathrooms and Toileting
6. School Clothing
7. Outside Play
8. Bags and Backpacks
9. Conferences
10. Birthdays
11. Visiting
12. Treasures from Home
13. A Difficult Day
14. Parents' Days
15. Communicable Diseases
16. Snow Day Policy and Procedure
17. Change of Address or Phone
18. Field Trip and Emergency Procedures
19. Holidays
20. Teachers Blocks
21. Parent Involvement and Building a School Community
22. Board of Directors
23. Forms Checklist



## **HINGHAM NURSERY SCHOOL POLICIES**

1. **All of the following information is important. Please read it thoroughly and save for future reference.** If you have questions, please ask.
2. **Transportation** All parents must sign and return a **Small and Large Group Transportation Plan and Authorization Form** which is included in the packet of materials you will receive in the mail. If a child is to be picked up by anyone other than the person/s on the list, written permission for this must be given to the school. **We will not allow a child to leave with an unauthorized person.** Please see Drop Off and Pick Up Procedure, p. 25.
3. **Absences** In case of an absence please call school. If we haven't heard from you by 9:15 (12:45 for the afternoon classes), we will call you.
4. **Snacks and Allergies** - **WE ARE A NUT- FREE ENVIRONMENT!** In the fall, we will send home a letter with specific information about appropriate snacks and allergens. There may be children with allergies that necessitate particular snack limitations. We cannot urge you enough to check with your child's teachers before you bring special snack. Thank you!

The school provides juice and a snack each day for the children. Snacks are posted. If you and your child would like to provide an occasional special snack, please check with the teacher in advance and use the special snack sign up calendar located outside each classroom. (See Birthdays, 10.)

**If we feel a snack or lunch item is inappropriate, we will send it home.**

5. **Bathrooms/Toileting** It is our expectation that children are toilet trained when they start school. Teachers are very willing to assist children in the bathroom with their clothing. The children do, however, need to be able to request help. We do not take children to the bathroom on a schedule. Clothing the children can manage themselves is very helpful. See toileting procedures in this handbook.
6. **School Clothing** (Please mark ALL clothing, etc.)
  - a. Play is the work of young children. Children learn through play. Play and art activities indoors and outdoors can be very messy for some children. Please send your child in clothes neither of you needs to worry about.

- b. **Snow pants** that go on easily (zippers at ankles), boots the child can manage themselves (Velcro, etc.), and mittens (gloves are difficult especially for 3s), all make it easier for the child to dress him/herself. Children feel good about doing it themselves. (Teachers like it, too!)
  - c. **Good fitting rubber-soled shoes** are recommended on the playground and in our large indoor play area. The child will slip less easily and have more control. **Flip flops cannot be worn outside.**
  - d. For the safety of the child, please remove drawstrings from clothing with hoods.
7. **Outside Play** We plan to be outside each day. The decision is made at the **beginning of each session**. Please dress your child warmly enough. The playground can be cold. **When in doubt, please bring outdoor clothing or dress your child for the playground.** If it is pouring rain or too cold (wind chill), we will play indoors. The weather can change. Whenever possible we will go out. If necessary, please apply sunscreen before your child comes to school. **By law, we are not able to apply sunscreen to children.**
8. **White Bags and Backpacks** We will provide white canvas bags for each child to use to bring home their work as well as parent newsletters and notices. Remember, if there isn't anything in the bag, it's OK! Some of your child's "work" doesn't fit in the bag! Please keep the bag handles clear of key chains and toys. Please check your child's bag every day. In addition, every child will receive a red bag for their snow clothes.
9. **Conferences** These are scheduled in the fall and in the early spring. Parents may request a conference at any time. The fall conference discusses the child's adjustment to school, from the parents' and teacher's perspective. Parents receive information about the various areas of their child's school experience. The spring conference will have a written report, one copy of which goes into the child's folder and one copy goes home with the parents. Communication between school and home is very important to us. Please see also **Parent and Staff Communication**, p. 20.

Teachers are uncomfortable to talking with parents about children when children are present, be it in the school building or at conference time. For conferences it is important to come without your children. If you want to talk with a teacher at any other time, please call the school so a convenient time can be arranged.

**Diverse Learners** If your child is receiving outside services, i.e., speech, occupational therapy, etc., we will arrange for conferences 3 times a year, or as needed.



10. **Birthdays** We are happy to share in celebrating at school. A simple treat that is special to your child is most appropriate. Please do not distribute birthday party invitations or thank you notes at school. It may result in hurt feelings for those who are not included.
11. **Visiting** We welcome and encourage parents to visit nursery school as we want you to know what is happening in your child's school. Parents are free to come and to visit unannounced anytime their child is in attendance. (It is our policy as well as a state regulation.)

When you visit the classroom or drive on a field trip, please arrange to come without other children. Your presence is very special for your child, and it works out much better when you come alone.

Sometimes your child will choose the day that you are visiting or driving on field trip to act up. Be reassured that your child is not the first to do that. We understand, and please do not be embarrassed about it.

12. **Treasures From Home** We know that children like to bring things from home, and occasionally it is nice to share something with the class. Valuable toys and ones with small pieces, however, should be left at home for there is no guarantee they will not be lost or broken. We do ask that weapons of any kind not be brought to school.
13. **A Difficult Day** If your child has had a difficult morning or if something has happened to upset him/her, please call and leave a message. We will call you back. Your child's well being is always our first concern.
14. **Parents' Days** We arrange "Special Person Week" in November. More detailed information will follow. This visit is a very special time for your child to share their school activities, and we think you will find it a rewarding experience.
15. **Communicable Diseases** Please notify the school office (781-749-0029) if your child has a communicable disease. See **Health Guidelines, pp. 11-18.**
16. **Snow Day Policy and Procedure** It is our policy not to make up snow days. When Hingham Public Schools close, we are closed. When Hingham Public Schools have a delayed opening, we will close in the morning and be open for the afternoon.

We will use the room parent email list for all communications **except** when the Hingham Public Schools are closed or delayed. If you are uncertain, please call the school. In early October we will send home a notice with more explicit snow-day procedures and the room parent list.

17. **Change of Address or Phone** Please notify us right away with any changes in your phone number or address. Also if any school list information needs correction, please let us know. It is important all information is current.
18. **Field Trip and Emergency Procedures** On all field trips we will bring the **FIRST AID AND EMERGENCY MEDICAL CARE CONSENT FORM**, a list of those children with allergies, and a First Aid kit. The teachers will bring cell phones. Parents will be notified in advance about all field trips. The field trip permission form is included in the packet.
19. **Holidays** Keeping in mind what is developmentally appropriate and respectful of all families, we try to maintain a regular routine during these exciting times. More information will be in the Teachers Blocks.
20. **Teachers Blocks** Teachers Blocks, with notes from each class and news about upcoming events in the classroom, are sent home monthly on green paper, and appear on our website.
21. **Parent Involvement and Building a School Community** We encourage close cooperation and open communication with parents. Parents are invited to visit their child's classroom to observe, participate, help with a special project, or share special talent with a class. Each class has two room parents. Parent conferences are scheduled twice a year or any time upon request.

The Board of Directors plans family and fundraising events throughout the course of the school year. All members of the school community are invited to participate in a variety of ways.

In the summer preceding the school year, we suggest a Summer Reading book for parents to read to their child. This book is woven into the curriculum at the beginning of school. Children's familiarity with the story forges a connection between home and school.

22. **Board of Directors** The management and fiscal policies of the school are set by the Board of Directors which consists primarily of parents of the school's children. Board members traditionally serve on one or more committees designed to insure the continued successful operation of Hingham Nursery School. The Board meets once a month with the Director to set policy and plan events.

23. **PLEASE SUBMIT ALL FORMS** Forms must be received by August 31 in order to complete each child's folder. State law requires children to have a current folder and current medical form, including immunizations, before a child can begin school. We also need time to process all the information.

The forms we need from you are

- Current Physical form
- Intake form
- First Aid and Emergency Medical Care and Consent
- Transportation Plan and Authorization
- Field trip and walking permission
- Photo permission
- Teacher communication permission – returning students only
- Parent volunteer form
- Toothbrushing form, if opting out



## **HEALTH CARE POLICY**

Massachusetts State law requires that all childcare centers develop a written Health Care Policy. Hingham Nursery School is committed to the well-being of all our enrolled children as well as our teachers and staff. This policy is subject to change as state or local requirements change.

### **EMERGENCY NUMBERS**

HEALTH CARE CONSULTANT		Lisa Fiascone, RN, (617) 64-1225
HINGHAM BOARD OF HEALTH		Kathy Crowley, RN, (781) 741-1466
HINGHAM POLICE	911	(781) 749-1212
HINGHAM FIRE/AMBULANCE	911	(781) 749-2424
POISON CENTER		(617) 232-2120
SOUTH SHORE HOSPITAL		(781) 340-8000
SOCIAL SERVICES		(781) 331-6600

Our licensing agent is DEPARTMENT OF EARLY EDUCATION AND CARE,  
(781) 727-5089. Regulations 606 CMR 7.00 are available in the office.



## **SICK POLICY\***

In accordance with state regulations, we have provided a list of illnesses which will warrant exclusion from our program. The director and teachers will use these guidelines as well their best judgment in making the decision to send your child home. Please remember that there may be circumstances when your child does not present these specific symptoms, but may not be feeling well and is unable to participate fully in the day. We will call you.

**\*Many times children really want to come to school when they are not feeling well. We ask that you as the parent make that decision, keeping in mind the well-being of your child, as well as the other children and staff members.**

### **Exclusion symptoms**

FEVER	A fever of 99 or higher
DIARRHEA	An episode of watery stools
VOMITING	An episode of vomiting
COLD	Breathing difficulties, severe cough, and/or other obvious symptoms of a respiratory illness
EAR INFECTION	Extreme pain in ear, redness in and/or discharge from ear
CONJUNCTIVITIS	Symptoms include swollen, irritated, red, oozing eyes, which may become encrusted during sleep
SKIN CONDITIONS	Impetigo, ringworm, and scabies
HEAD LICE	This applies to lice and/or nits
CONTAGIOUS AND VACCINE-PREVENTABLE ILLNESSES	Strep throat, staph infections, Measles, chicken pox, German measles, mumps, rubella, etc.

### **Return criteria**

FEVER	Must be fever free without the assistance of medication for at least 24 hours
DIARRHEA	Must be diarrhea free for at least 24 hours
VOMITING	Must be vomit free for at least 24 hours
EAR INFECTION	Free of symptoms
CONJUNCTIVITIS	Must be medically treated for at least 24 hours
SKIN CONDITIONS	Any weeping rash must have a written statement of non-contagion from a physician. Others may require a written statement from a physician.
HEAD LICE	Must be medically treated and nit/lice free
VACCINE-PREVENTABLE ILLNESSES	Must have a written statement of non-contagion from a physician.
STREP THROAT	Should have a written statement from your physician indicating when your child may return. Child should be on medication for 24 hours and fever free.
CHICKEN POX	All lesions must be scabbed over (approx. 5-7 days).

### **IMMUNIZATIONS AND LEAD TEST**

All children must have updated immunizations unless contraindicated by their physician or for religious reasons. Lead tests are required for each child. If you have a question, please speak to your pediatrician.



## **CARE OF MILDLY ILL CHILDREN**

A child who is not feeling well will be brought to the office and will be made comfortable. Parents will be notified. Every effort will be made to contact the parent, but in case that is not possible, we will call the person(s) designated on the *First Aid and Emergency Medical Care Consent* form. We will keep the child safe and comfortable until the parent or designated person is able to pick up the child.

## **MEDICATION AUTHORIZATION**

Hingham Nursery School will administer prescription medication and epi-pens when an authorization for medication form is filled out and signed by the parent and doctor. Please **call the school for this permission before your child starts school**. Parents need to sign the following forms:

The **Individual Health Care Plan** form, which includes the name of the child, a photo of the child, the health care condition, the name of the medication, amount to administer, the date, and the parent's and doctor's signatures. Each parent of a child with an IHCP will review the medication and procedure for administering the medication with the Director.

The **Medication Consent Form**, which specifies the name of the medication, the dosage and authorizes Hingham Nursery School to administer the medication.

The staff member administering the medication is required to pass a state Medication Administration Training test. He or she logs the date, time and amount onto the Medication Administration Record and then signs their full name. All forms, when completed, are kept in the child's file. The medication is required to be in its original container with the child's name, date, name of medication, physician's name, amount and administering and storing instructions. Non-prescription medication such as Tylenol or cough medicine will only be administered to a child if it is prescribed by a physician and the medication consent form is complete. Parents should check and make note of the expiration date of medications. This authorization is only valid for one year.

## **ALLERGIES**

It is important for parents to notify us of severe allergies that your child may have. All children's allergies will be posted in each room and in the office. Teachers and Staff are to be familiar with all children's allergies. The staff will be informed and educated on all precautions and procedures that must be followed.

## **NOTIFICATION OF COMMUNICABLE DISEASE**

Parents will be notified that there is a case of a communicable disease, including head lice, in their child's classroom. The name of the child will remain confidential to the parent population. In case of some communicable diseases, i.e., chicken pox, the director reports the name and disease to the Hingham Board of Health and the Mass. Dept. of Health.

## **INJURY PREVENTION**

Hingham Nursery School staff routinely inspects of all equipment inside and on the playground. We make every effort to provide a safe environment.

## **INJURY REPORTS**

Hingham Nursery School maintains injury log in each classroom. Staff is also required to fill out incident reports for all injuries. These reports include the child's name, date, time of incident, type of injury, location of injury, witnesses and how it occurred and recommendations or precautions. Parents are called after the incident to inform them. Parents sign the incident form.

## **INFECTION CONTROL**

In an effort to control infectious disease, staff and children wash their hands frequently during the day using wipes, running water, liquid soap, and disposable towels. Staff and children are required to wash their hands before eating, cooking, after toileting, after coming into contact with bodily fluids and/or discharge and after cleaning. All other hand washing is done as needed for both staff and children.

The school environment, including bathrooms and eating areas, is cleaned on a daily basis. Cleaning supplies are out of the reach of the children.

## **FIRST AID EQUIPMENT**

A First Aid Kit is permanently located in the office and classroom closest to the playground of Hingham Nursery School. It is clearly labeled for easy location and access. All teachers are certified in First Aid and CPR and can therefore administer either in an emergency. The First Aid Kit will be updated and maintained by the administrator. The First Aid Kit will at all times contain the following:

Adhesive tape	Disposable non-latex gloves
Band-aids	Instant cold pack
Compress bandage	Instant warm pack
Gauze roll bandage	Scissors
Gauze pads	Thermometer

## **EMERGENCY PROCEDURES**

When a situation arises where a child requires immediate medical attention, the Fire Department will be called to request an ambulance. We will inform them of the nature of the emergency and the address of Hingham Nursery School. We will never hang up the phone until told to do so by the Fire Department. While the Fire Department is being called, a qualified staff member will administer first aid to the child in question. The administrator will contact the child's parents to explain the situation and ask them to meet us and their child at South Shore Hospital. The administrator will accompany the child in the ambulance and carry along the child's file with the medical release in it. The administrator will stay with the child at the hospital until the parents arrive. When on field trips, teachers will carry medical releases, emergency cards, travel first aid kits and any pertinent medical information for all children involved. If an emergency arises the teacher will call for help and stay with the child in question until the parents can be notified and arrive at the child's side.



## **STATE MANDATED EARLY CHILDHOOD EDUCATION POLICIES**

**Non-Discrimination Policy** Hingham Nursery School attempts to provide appropriate space for all applicants. Its admissions procedure is non-discriminatory with regard to sex, race, color, creed, religion, socio-economic factors, cultural heritage, marital status, political beliefs, and disabilities. Toilet training status is not an eligibility requirement for enrollment.

**Behavior Management** Behavior management consists of helping children grow toward self-discipline. Limits and expectations are made clear to the children. Hitting is not allowed, and we assure children that we will not allow them to hurt others or themselves. When conflicts arise, we encourage children to resolve the issue. We may help them with the words, but it is our goal to have them use their own words. We also encourage children to participate in setting "rules" when appropriate.

Kind, but firm, is the basis for teacher/child relationships. If restraint is necessary, it would be done on a teacher's lap with the teacher talking to the child about the situation. Rarely, if ever, is time-out used. The length of the time-out would be no longer than 2-3 minutes. In extreme cases a child might be removed from the room and be with an adult -- either in another room or in the Director's office. We would explain that it was too hard for the child to be in that situation. We would never call a child bad or naughty. Instead, we make an effort to help children understand that it is their behavior that is not appropriate.

On the part of the staff there is no hitting, spanking, humiliation, severe punishment or verbal abuse, denial of food as punishment or punishment for soiling, wetting or not using the toilet. Children are respected as individuals and helped to grow toward self-discipline.

**Toileting** We expect some children may not be fully toilet trained, and toileting accidents can occur. We work with the parents and children. See below for Behavior Management policy. Toileting training status is not an eligibility requirement for enrollment.

Bathrooms are located in each classroom, and when children are in the classrooms, they may use them at any time. There is no scheduled toileting time. Children are asked to tell a teacher when they need to go to the bathroom for the purpose of accounting for each child. Teachers are willing to help the child with their clothing if requested.

When children are outside on the playground, a teacher will bring a child or children into the bathroom when they indicate a need.

In the event of a bowel movement accident, we will call the parent or caregiver to come and change the child.

**Toothbrushing** Massachusetts regulations require schools where children have a meal at school to assist them in brushing their teeth. The regulation and form is included in this mailing.

**Parent and Staff Communication** To ensure Parents and Staff can effectively communicate the following guidelines are in place. Parents or Staff may request a conference. The Director should be notified of any issue as soon as possible. After the conference, if either party still has questions, the Director should be made aware of any issue. The Director would contact both parties and arrange subsequent meetings as needed.

If the Director were made aware of an issue from a parent, she would ask permission of the parent to discuss the issue with the Staff member. At that time a meeting would be arranged with all three parties.

The Director and Staff of the school would make every effort to give the parent the time needed to reach a resolution to the matter keeping in mind the needs of the child.

Parents are also given a copy of the *Massachusetts Department of Early Education and Care's* **Parent Information, Rights, and Responsibilities.**

**Admission of a Child with Disabilities** The Hingham Nursery School is non-discriminatory in nature and philosophy and will accept through its regular Admissions procedure (lottery system) any child regardless of disabilities. The parent(s) and the Director will gather all pertinent information from the child's agency of record to determine in writing any specific accommodation for the child. See also the policy on Special Circumstances.

If it was determined that the program could not meet the needs of a specific child, the school would put the reasons in writing as well as meet with the parents of that child within 30 days of acceptance. The priority and focus of any decision would be what was in the best interest of the child and his/her family.

**Transitions** Children remain with their class for the entire school year. Before the end of the school year, the teachers talk about the “good-bye day.” Each class has a paper chain with links representing each day until the “good-bye day.” During circle time, each class talks about the chain and what happens after the chain is done. Teachers write letters to parents explaining the procedure and giving closure to the last days of school. Teachers do not announce to the class what each child is doing the following year – that is up to the parents. We say children are doing different things after the summer.

In the fall, we talk about last year’s class with returning students. Teachers have access to each child’s folder, with information from the previous year. The teachers are in contact with the child’s previous teacher(s). If the child attended another school, we never speak with the child’s former teacher until written permission is given by the parents.

Parents sign a form giving their child’s teachers permission to share information about their child’s previous year with the child’s current teachers in our school.

**Abuse and Neglect** Hingham Nursery School will protect children from abuse and neglect while the children are in the care of the program. The school has in its Personnel Policy the procedures to address allegations of abuse by a staff member.

**7.11(4), 7.11(18(a)) –**

- Any form of abuse or neglect of children while in care is strictly prohibited
- The Licensee and all educators must operate the program in ways that protect children from abuse or neglect
- Educators are responsible for abuse and neglect if:
  - The educator admits to causing the abuse or neglect, or
  - The educator is convicted of the abuse or neglect in a criminal proceeding, or
  - The Department of Early Education and Care determines, based upon its own investigation or report filed under M.G.L. c. 119, 51A and 51B, that there is reasonable cause to believe that the educator or any other person caused the abuse or neglect while children were in care.
- Every educator is a mandated reporter under M.G.L. c. 119, 51A and must make a report to the Department of Children and Families whenever he/she has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or from neglect, including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted

- The licensee must notify the Department of Early Education and Care immediately after filing 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 must notify the Department of Early Education and Care immediately upon learning that a report has been filed naming an educator or person regularly on the child care premises (including household members in family child care) an alleged perpetrator of abuse or neglect of any child.
- Abuse or Neglect. The licensee must ensure that any educator accused of the abuse or neglect of a child in a report to the Department of Children and Families, filed pursuant to M.G.L. c. 119 51A does not work directly with children until the Department of Children and Families investigation is completed and for such further time as the Department of Early Education and Care requires.

**Background Record Check and Fingerprinting Policy** Each new staff person is required to have a background record and fingerprints check before an offer of employment is confirmed. Current staff people have their Background Record Check completed every two years, and have been fingerprinted unless there is reason to have them done before that time. This is a requirement of the Department of Early Education and Care.

**Special Circumstances** While Hingham Nursery School is non-discriminatory, there may be special circumstance associated with a child's presence which may necessitate the parents assuming any additional costs that would be incurred over the cost of tuition.

There may also be special circumstances that warrant a child to be in an alternative program more suited to the child's specific needs. **See also Termination and Suspension Policy.**

**Termination and Suspension Policy** Hingham Nursery School's policy of **Termination or Suspension** would only be enforced as a last resort. Before this was to happen the parents would be part of an honest, non-judgmental, and on-going dialogue as to descriptions of the child's behavior with conferences and written reports. The Director and the Teachers would refer the child and parents for outside assistance as per our Referral Policy. The school would make every effort to support the child and parents by adding another teacher to the classroom as well as other areas to support the parents and child. If it became apparent that it was too difficult for the child or dangerous for that child and the other children as well, the school would terminate the child with the understanding to the child that it was too difficult for the child to be in the school setting at this time. We would in no way demean the child or his/her family.



The school reserves the right to terminate or suspend a child who is not toilet trained if the Director determines that the parents are not willing to support the efforts of the school by being available to change the child if necessary.

Financially, if a parent were unable to pay the second semester, it will be at the discretion of the Director whether to have the child continue at the school.

**Evacuation Procedure/Evacuation Drills** In case of an emergency, when the School needs to be evacuated, each group will follow evacuation instructions posted in each classroom. All children will line up and exit through the rear emergency EXIT. The teachers and children will walk out of the school and meet at the gate at the end of the outside play area. If the rear emergency EXIT is blocked, teachers and children will exit in accordance with the posted alternate plan. In both situations teachers will do a head count when assembled in a safe area. All groups will have one teacher at the head of the line and one teacher at the rear, checking to see all children exit safely. Groups will proceed to prearranged meeting areas. Teachers will wait for further instructions from the Fire Department as to when they may return to the building. Evacuation drills are unannounced and executed regularly at Hingham Nursery School. Evacuation routes are alternated. All evacuation drills are recorded in a central log including date and time.

**Intruder** Precautions and procedures are in place to respond to the presence of an unauthorized person at our school. The front and back doors are locked except for arrival and dismissal times. Your child's safety is our primary concern and greatest responsibility.

**Building and Site Evacuation** In the event of a building evacuation, children will be removed from the school and brought to the Hingham Middle School or Notre Dame Academy. Parents will be notified of any evacuation as soon as possible.

In the event of a natural disaster and/or an area evacuation, all children will be evacuated to Hingham High School by public school bus. The Hingham Fire Department offers shelter only in the event of a natural disaster or state of emergency.

All attempts will be made to contact parents and keep them informed. Teachers and the director will stay with the children in the event of an evacuation until such time that their parents can come pick them up.

**Integrated Pest Management** Massachusetts regulations require that schools and child care programs must ensure that their facility ("school property") has an Integrated Pest Management (IPM) plan on file with the Department of Agricultural Resources.

They are also required to ensure standard written notification of parents and staff whenever a pesticide application is being made outdoors on school property. Emergency situations may require an exemption from the conditions of the law. Exemptions are granted by their local Board of Health or Department of Agricultural resources. The Hingham Nursery School IPM plan can be obtained in the school office or on the web at [massnrc.org/ipm/](http://massnrc.org/ipm/).

**Policy on Research and Experimentation** There will be no research, experimentation or unusual treatment involving children without written authorization for need consent for each occurrence. There will be no observation by outside professionals or student teachers without notification of parents.

When visitors come to visit the program, we ask them to observe only. We ask them not to interrupt or interact with the children.

**Policy on Unauthorized Activities** We do not allow the children to participate in any activities unrelated to their program and care. We do not use children for publicity without specific consent from parents. We use pictures of children in school for classroom and in-school purposes only. Children are not used for fundraising purposes, i.e., "bike-a-thons, jump-a-thons."

### **Plan for Referral of a Child**

1. The Teachers and/or the Director would be the one who would pick up potential problems or special needs that a child might have. Also included would be referrals for dental, vision or hearing concerns.
2. They would confer and if it seemed appropriate, would ask for a conference with the parent(s). Staff will document the child's behavior and be in contact with the Director.
3. If there was agreement that a referral would be helpful, the following options would be suggested:
  - a. Contact with the local school system to see if the child would come under Chapter 766.
  - b. Contact with the child's pediatrician to get an opinion.
  - c. Direct referral to a doctor, hospital, testing service, or psychologist.
4. In any of the above options, the parent would need to make the contact.
5. All referrals will be made in writing on the **Referral Form** and placed in the child's file. The form has a follow-up plan section.
6. After a suitable amount of time, the Teacher and/or Director will review the referral and put in writing on the form what the follow-up has been.
7. The Director will act as the liaison to assist with the referrals, but only with the written permission of the parent(s).

## **DROP OFF AND PICK UP PROCEDURE**

### **PLEASE READ CAREFULLY**

**Please give this information to anyone who is picking up your child.**

Hingham Nursery School has a valet procedure for drop off and pick up. The **safety** of all is our first concern. Our second is to keep traffic from backing up on Rosemary Lane to Main Street.

Our goal is to ensure safety and traffic flow. Our parking lot and loop are one-way. We will only use the sidewalk side in front of the building when we take children in and out of cars. Please have car seats with uncomplicated buckles and straps on the passenger side of the car. We will not buckle a child into a car without a car seat.

Name sheets for your right hand side dashboard will be given on visiting day.

We need your full attention for the safety of all:

- Always **use your turn signal** on Main Street and Rosemary Lane.
- **Cell phones must be off** when you turn on to Rosemary Lane.
- **Put your car in Park when you are in the loop, dropping off or picking up.**
- **Please leave pets at home.**
- **Stay in your car**; a teacher will buckle your child if s/he is not able to do it.
- If the loop is full, pass through the parking lot and re-enter from Rosemary Lane.
- Avoid playing a DVD on the way to school. It can make for a difficult transition to school.

Please park in our lot if:

- Your child is uncertain that day about getting out of the car and needs extra time with you.
- You are driving another child and a car seat is left for you. We are unable to put car seats into your car. You can park and install the car seat.
- Your child is being picked up by a grandparent, friend, relative or someone we have not met. Please send a note, and have them park and come in.
- You wish to come in and see the classroom, sign up for snack, etc.
- **Please respect the marked handicapped parking places.**

When you are parking and walking into the school, for safety's sake, please use the crosswalk and **HOLD YOUR CHILD'S HAND.**

**Dismissal:** The children will be ready and on the benches in the lobby 5 minutes prior to pick up. It is important to be prompt in picking up your child. They can become anxious if left after the other children have gone.

## **Our History and Our School Today**

We are a school with a long and rich history.

- We began in 1966 as St. John's Community Nursery School, a non-profit/non-sectarian preschool
- In 2004, we became Hingham Nursery School.
- In 2006, we opened the doors to our new building at 1101 Main Street
- To date, over 2,200 students have spent their preschool years with us
- We are proud to have students today whose parents were also students

We are the largest preschool in Hingham.

- We are open 5 days/week with nine separate preschool programs
- Our staff includes
  - 15 dedicated teachers
  - A director, an administrative assistant, and a controller
  - A nursery school music specialist
- Our commitment to ongoing training keeps our teachers' skills and knowledge up-to-date
- A dedicated 14-member Board of Directors governs the school. We have operated with a balanced budget since our inception

We believe the children of Hingham Nursery School and Kindergarten are known by the skills they carry with them when they leave our care. These skills include:

- Tools and language needed to solve problems and make choices
- An ability to function as part of a learning community
- Self-esteem and an ability to self-direct; an "I can do it" attitude
- The power to communicate their feelings and face their fears
- A comfort with developing at their own pace

Our commitment to each child is articulated best by Lorraine Duggan, one of our teachers: *"As parents, caregivers, and teachers of young children we must always endeavor to honor the child as he is and strive to empower him as he seeks to make sense of his world."*