

PLYMOUTH HOUSE
NURSERY SCHOOL



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Parent/Guardian Handbook

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Introduction

Welcome!

At Plymouth House Nursery School, our primary focus is to establish a fun, engaging and positive environment for your child, making their first learning experience enjoyable. We aim to develop your child's social and communication skills and build the foundation for strong literacy skills. We want each child to leave Plymouth House with a positive outlook on learning and excitement for their next opportunity!

Our program provides a wide range of exciting activities for each child. There is a balance between the routine necessary to make children feel secure, and a variety of new, enriching experiences. The curriculum is play-based and flexible, allowing for the children's interests to lead the way. We place emphasis on creative play and self-expression. We value sharing and conversation time; stories, songs and finger plays; creative art activities; cooperative games; large muscle activities; science and nature activities; exposure to shapes, colors, numbers and letters; food preparation and the practice of self-help skills; and the celebration of birthdays and holidays. Your little ones will become more independent as they explore, discover and learn within our safe, welcoming environment.

Plymouth House Nursery School has been serving the community since 1959, in an attractive, well-equipped building designed specifically for young children. We have four bright classrooms each staffed with two EEC-licensed educators, a spacious all-purpose recreation room, and a large fenced-in playground. We provide enrichment programs which include music and movement classes. Throughout the year, we enjoy various social events and encourage parental involvement.

Philosophy

At Plymouth House Nursery School, we believe that early childhood should be a time of fun, warmth, security, exploration and discovery. Preschool children are creative and receptive, and learn best when they are encouraged to be active explorers who can test new ideas and think independent thoughts. Our experienced and dedicated educators design a stimulating curriculum that nurtures and encourages the unique qualities of individual children, while building a sense of community and belonging within a group. Our purpose is to provide an atmosphere that encourages social, emotional, physical and intellectual growth and development of the child as a whole. It is our goal that within this caring environment, your child will enjoy becoming a responsible, contributing, respected member of his or her peer group.

Mission Statement

Plymouth House Nursery School is committed to providing a nurturing child development program for children two years to six years of age. This goal is achieved through maintaining low educator to child ratios, appropriate classroom placement, and staffing early childhood educators who care about young children and are dedicated to providing an exciting and nurturing environment in which they can grow. We provide hands-on, open-ended and play-based learning experiences which allow children to work at their own pace and make their own discoveries through guided activities. We want each child

to leave PHNS with a positive outlook on learning and excitement for their next opportunity!

Equal Opportunity and Non-Discrimination Policy

Plymouth House Nursery School provides services to children and families without regard to race, religion, cultural heritage, political beliefs, national origin, disability, marital status or sexual orientation and accords to all the same rights, privileges, programs and activities.

Goals for Children

The long-term goal of Plymouth House Nursery School is to help children become enthusiastic learners. Our immediate objective is to ease the transition between home and school by providing a secure and predictable atmosphere for your child.

Teachers provide opportunities for the children to grow in all areas of development, including:

- *Social Development* – To help your child feel comfortable in school, trust his/her new environment, make friends, and experience a feeling of belonging within the group
- *Emotional Development* – To help your child experience pride and build self-confidence, gain independence and self-control, develop a sense of empathy, and have a positive attitude towards life
- *Cognitive Development* – To help your child become a confident learner by allowing him/her to try out their own ideas and experience success; To acquire skills to solve problems, ask questions and use appropriate words to describe ideas, make observations and express emotions
- *Physical Development* – To help your child practice fine motor skills, and strengthen muscles and coordination through gross motor activities

Goals for Families

Plymouth House Nursery School anticipates and supports the following goals for families:

- Families will feel welcomed and respected in our program.
- Parents/Guardians will feel encouraged to give input regarding their child's growth and development.
- Parents/Guardians will form a collaborative relationship with educators.
- Parents/Guardians feel positive about their child's education and care.

Educators

The Plymouth House Nursery School staff includes one Director, one Administrative Assistant, Educators, and Assistant Educators. All educators are licensed by the Department of Early Education and Care in Massachusetts. All staff are required to submit a Background Record Check prior to their employment and then again every 3 years. All staff regularly attend trainings and workshops to continue their education and enrich our program, and stay current on CPR and First Aid certifications. Our educators strive to develop a warm, caring relationship with the children and a collaborative relationship with families.

Getting Started

Hours of Operation

Plymouth House Nursery School operates during the following hours:

Toddler Program:

Early Drop-Off: 8:00am – 8:30am

Regular School Hours: 8:30am – 11:45am

Preschool Program:

Early Drop-Off: 8:00am – 8:30am

Regular School Hours: 8:30am – 11:45am

Extended Day Hours: 11:45am – 3:30pm (Available for children 2.9+)

Plymouth House Nursery School follows the Framingham Public Schools calendar for regular and snow closings.

Initial Visit

Before registering, it is suggested that you and your child visit Plymouth House Nursery School during school hours to learn more about our staff, program and facilities. The Director will be available for tours by appointment only. You and your child will tour the school for approximately thirty minutes, during which your child may interact with the students, teachers and classroom materials. There will be time for you to ask any questions you may have.

Enrollment Availability

Plymouth House Nursery School has programs for Toddlers, Preschoolers and Pre-K children. We offer two-, three-, four-, or five-day morning programs, based on availability. There is an early drop-off and extended day program offered either by contract or with 24-hour notice. The age groupings by classroom are as follows:

<i>Classroom</i>	<i>Approximate Age when Starting Program</i>
Toddler/Preschool	2.0 – 3.0
Preschool	3.1 – 3.8
Pre-K	3.5 – 5.5

A child must be 2.0 years old by September 1st of the current school year to begin in our Toddler program. We are unable to enroll any child who turns 2.0 after September 1st.

A child's placement in September will be their placement for the academic year. Any changes made during the year are extremely rare and would be at the Director's discretion.

Enrollment Procedure

You will receive an application during your tour. The Director will confirm acceptance into the program. To complete your enrollment, you will be asked to submit the following materials and fees:

- Registration Form / Face Sheet
- Authorization and Consent Form
- Pick-Up and Release List
- Permission Form
- Developmental History and Background Information
- Copy of Most Recent Physical and Immunizations (including record of lead testing)

- If your child has food allergies and/or asthma, additional forms are required
- A non-refundable registration fee of \$125
- A deposit equal to one month of tuition, which is applied as prepayment towards the 10th monthly payment of the school year for which you are applying (please see *Tuition and Attendance* section for further information and explanation)

Transition Plan / Transition Days

In order to help children feel comfortable and ease them into our program, we have a transition schedule. Prior to the first day of school, the class will be divided and your child will be invited to visit their classroom for one morning during the week of “Transition Days.” This will allow your child to become acquainted with their teachers, classmates and his/her classroom in a smaller group. We will send your child’s classroom placement and assigned transition day during the month of August.

What to Bring on the First Day of School

For our morning program, your child will need:

- Appropriate seasonal clothing for outdoor play (i.e., sweatshirt, jacket, hats, mittens, snowpants, boots, raincoat, sun hat)
 - Closed-toe shoes that have supportive backs are highly recommended for outdoor play
- Extra full change of clothing, labeled in a Ziploc bag
- If wearing diapers: diapers and if required, diaper ointment
 - We provide wipes (purchased from BJ’s) so you only need to send those in if you would like us to use a different brand
- If in underwear but still actively toilet training: several extra pairs of underwear, pants/shorts and socks
- Please apply sunscreen to your child before school

If staying for lunch, your child will need (in addition to the above):

- Lunch (we are a nut-free facility)

If staying past 1:00pm, your child will need (in addition to the above):

- Crib sheet (optional; crib size would be the size needed to fit over the rest mat)
- Blanket and one “sleeping friend” or “lovey” needed for resting
- Sunscreen bottle to keep at school (early fall, late spring); we are not able to use aerosol sunscreens – lotion only

****ALL ITEMS THAT COME TO SCHOOL NEED TO BE LABELED****

Family Directory

Our childcare app, Brightwheel, has a Directory that all families can access. This can be used to plan playdates or send birthday invitations. You will only have access to your child’s class, so if there is a friend from another class who you’d like contact information for, please ask Admin. **All accounts are opted in for the directory unless you actively OPT OUT.** We are not able to control this on our end, so it’s something you will need to do if you do not want your information to be shared. **You can choose to only share your phone number, only share your email, or to completely opt-out altogether.** For directions on how to OPT OUT or change what information is shared, please contact the Director.

Program Plan

Typical Daily Schedule

Toddler Program

8:00-8:30am Early Drop-Off (Offered by contract or 24-hour notice)

8:30-8:45am Arrival

Free Play

Activity Time

Snack Time

Playground

Books, Puzzles, Art

Clean Up

Circle, Music, Songs

11:30-11:45am Dismissal

Preschool & Pre-K Program

8:00-8:30am Early Drop-Off (Offered by contract or 24-hour notice)

8:30-8:45am Arrival

Free Play

Circle, Story & Lesson Time

Stations / Craft / Project

Clean Up

Second Circle

Snack Time

Playground

11:30-11:45am Dismissal

Extended Day / Stay-Day (Offered by contract or 24-hour notice)

11:45-12:30pm Free Play

12:30-1:00pm Lunch

1:00-2:30pm Story Tapes / Books / Quiet Rest Time

2:30-3:30pm Snack Time / Free Play / Outside

Arrival and Departure

Arrival

There is an Early Drop-Off program from 8:00am – 8:30am (please see *Tuition and Attendance* section for fee-related information). Early Drop-Off requires either a contract, or 24-hour notice. You will bring your child to the “Room 3 Penguins” Door.

For our Regular School Day, the doors open at 8:30am, with activities starting at 9:00am. Please do not bring your child into the school before 8:30am (unless enrolled for Early Drop-Off), as this is set-up time for the teachers. We highly encourage all children to be at school by 9:00am at the latest, as to not miss any program activities.

Between 8:30am – 8:45am, there are two options for drop-off. You may bring your child into the school and to their classroom. You may also enter our Drop-Off car line. Each family will be given a colored sheet of paper with their child’s name on it. You will place this in your windshield. Please drive up along the side of the building and a teacher will

help your child into school. While in the car line, we ask that you please stay in the car line. **Do not try to go around the car in front of you for safety reasons.**

When bringing your child into the school, please find a spot in the parking lot and walk your child in through the main entrance. Please do not park your car along the sidewalk or in the small lot directly across from our main entrance, which is used by the church office. **Never leave your car running unattended** – this creates a potential safety hazard.

Departure – Regular School Day

For our Regular School Day, pick-up is between 11:30am – 11:45am. Any pick-up after 11:45am, for a child not enrolled in our Extended Day program, will incur a Late Fee.

Between 11:30am – 11:45am, there are two options for pick-up. You may enter our Pick-Up car line. Each family will be given a colored sheet of paper with their child's name on it. You will place this in your windshield. Please drive up along the side of the building and a teacher will help your child to the car. While in the car line, we ask that you please stay in the car line. **Do not try to go around the car in front of you for safety reasons.** The second option is to park in the lot and walk to the sidewalk along the side of the building (where Car Line is), and a teacher will bring your child to you.

We ask that parents do not enter the building during mid-day pick-up. We have transitions happening during this time for children who are staying for Extended Day, so we use outside pick-up only (Car Line or sidewalk) to ensure this transition goes smoothly.

In order to keep the line of cars moving during pick-up time, we would appreciate if long conversations with teachers **not be held** during this time. If you would like to know more about your child's day, please ask the teacher to contact you when they are available. Keep in mind that the teacher's classroom time ends at 11:45am, at which time their lunch break begins. **Families are always welcome to call the office during the school day to check on their child, speak to their child's teacher, or ask any questions. You may also email or send a message through Brightwheel at any time.**

Departure – Extended Day

There is an Extended Day option starting at 11:45am (please see *Tuition and Attendance* section for fee-related information). Extended Day requires either a contract, or 24-hour notice.

If your child is signed up for 1:00pm Stay Day, pick-up is inside the building. Please park in a lined space in the parking lot, walk to the front door, enter the lobby, and ring the doorbell. Please do not park your car along the sidewalk or in the small lot directly across from our main entrance, used by the church office. Please use the lined spots in the large parking lot. **Never leave your car running unattended** – this creates a potential safety hazard.

If your child is signed up for 3:30pm Stay Day, there are two options for pick-up between 3:15 – 3:30pm. You may enter our Pick-Up car line. Each family will be given a colored sheet of paper with their child's name on it. You will place this in your windshield. Please drive up along the side of the building and a teacher will help your child to the car. While

in the car line, we ask that you please stay in the car line. **Do not try to go around the car in front of you for safety reasons.** The second option is to park in the lot and walk to the sidewalk along the side of the building (where Car Line is), and a teacher will bring your child to you. If you are picking up early between 1:00pm-3:15pm, please come inside the building.

Transportation Plan

Plymouth House Nursery School does not provide transportation. Each year, families acknowledge their transportation arrangements by signing the Permission Form. This form confirms that a parent/guardian is responsible for their child's drop-off and pick-up. Additional individuals may be authorized to pick up your child by completing the Pick-Up & Release List. Your child will be released **ONLY** to a parent/guardian or to individuals listed on the authorized Pick-Up & Release List. We ask that families provide advance notice of any changes to their child's usual drop-off or pick-up arrangements, even if the person picking up your child is already listed as an authorized individual.

If someone *not* listed on your child's authorized Pick-Up & Release List will be picking up your child, we require *written notification* from a parent or legal guardian. Phone calls will not be accepted for this purpose.

Any authorized adult who is unfamiliar to our staff must present a valid photo ID before your child will be released. Identification will be verified by an Admin and/or your child's teacher.

Transportation in the Event of an Emergency

In the event of a medical emergency, emergency medical services (EMS) will be called, and the child(ren) will be transported to the hospital by ambulance. The child will be transported with all required medical and emergency information, including parent/guardian contact information and emergency phone numbers. Parents/guardians will be notified immediately of the emergency. However, if a parent/guardian has not arrived by the time the ambulance is ready to leave, transportation to the hospital will not be delayed. The Director will accompany the child in the ambulance. If the Director is unavailable, one of the child's educators will accompany the child. A parent or legal guardian is required to meet the child and the accompanying staff member at the medical facility as soon as possible.

Extended Day / Stay-Day

The Extended Day program, also called "Stay Day" is open to any child 2.9 and older enrolled at Plymouth House Nursery School. Stay Day is an unstructured afternoon program offering crafts, stories and free play both indoors and out, available Monday through Friday from 11:45am-3:30pm.

To register for Stay Day, you may sign up as part of your monthly tuition, which guarantees your child's space in the program. You may also sign up with a minimum of 24-hour notice, by which all efforts will be made to secure space for your child in the program. There are pick-up options offered at 1:00pm and 3:30pm. Our Extended Day hours for the school year are set based on enrollment needs and may vary depending on the day.

Communication with Families

We ask that you always update any contact information, including change of mailing address, phone number or email. You will receive a monthly newsletter via email from the Director. You will also receive a weekly newsletter from your child's teachers. Parent/Guardian-Teacher Conferences are planned once during the year, at the time of your child's first Progress Report. Conferences can also be requested at the time of your child's second Progress Report, or at any other time during the year if a concern arises.

All informal and continuing communication between home and school enables the staff to best support your child's development and growth within a pleasant environment. We encourage you to share anything exciting happening at home, such as the discovery of a new loose tooth or a visit from grandparents, as well as problems to solve such as sleeping in their own bed or sharing with siblings. When discussing problems to solve, we suggest doing so without the child present. When all working together, we can help your child grow into their very best selves!

Child Guidance

We believe that children learn best through experiences. We believe that teachers must guide and redirect the children to help them learn to cooperate with their peers and to problem solve. In doing so, they will have positive, educational experiences to encourage and enhance their growth and development while in our care. Our first goal is always prevention. Following that, we believe in the following guidance strategies:

- Having a variety of activities available for the children
- The use of group management techniques, such as limiting the number of children in each area of the room to avoid overcrowding and to allow for sufficient availability of materials and the opportunity for constructive interactions
- Maintaining a low ratio of educators to students, almost always below the state recommended ratio of 1:10 for children 2.9 and above
- Using positive reminders for inappropriate behavior, such as "Walking feet, please," "This is the way we use that toy," or "We need to be gentle"
- We always use positive language with the children and give praise and recognition for appropriate behavior

If a child is having a problem after we have used the above techniques and given reminders, we will ask the child to move to another area for a while (for example, "We are going to be done with blocks for a little bit, let's go explore the sensory table"). As we progress through the year, the children understand that redirection to another area of play means that their behavior was inappropriate. We do not "over-explain" or take time out of your child's play, unless the behavior involves a matter of safety or the behavior continues after several attempts.

If after redirection to another area, the child is still having a problem with appropriate behavior choices, a brief, supervised separation from the rest of the group can help the child to regain control. During this separation, the teacher will discuss with the child how they could make a better choice to interact with other children, materials, etc. Time away lasts for approximately three to five minutes.

If a child is requiring multiple periods of separation from the group, this would indicate to the teacher that an informal conference is required with a parent/guardian to enlist their assistance in working with their child. For children with consistent, continuing difficulties, the parent/guardian will be consulted regularly. If necessary, outside assistance will be sought and ultimately, the child would be asked to leave our program. This is a serious consideration when all options have been exhausted, and the health, safety and welfare of this child, and/or another child or the group, is at risk.

Under no circumstances will Plymouth House Nursery School allow spanking or other forms of corporal punishment of children. We will not subject children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment. We will NOT deprive any child of food, and/or force feed. We do not discipline a child for soiled clothing, and we do not force a child to remain on the toilet nor use any other unusual or excessive practices for toileting.

Following EEC 7.05(07), all staff members of PHNS are to report to the Director if a problem or possible problem is suspected with any child in their classroom. Teachers will observe their students at all times and if they notice anything out of the ordinary, a notation will be made and placed in the child's file. If there is a consistent behavior change, then the records will be reviewed and a meeting will take place between the teachers, parents and director to decide what steps are to be taken, along with referrals given. A plan will be put into effect for a follow-up conference with the teachers, parents and director.

Group Guidance

If group behavior is a problem, the group is broken up and redirected to other activities in the room. Throughout the course of the year, the children learn to function as a group and a team. For example, if cleaning is a problem for the entire group, we will discuss it and incorporate a "logical consequence" technique. "If we take a long time to clean up, because the teachers have to remind, redirect and put everyone back on task, then we run out of time for fun things like singing, story, outdoor play, etc." This helps the children understand responsibility and control over outcomes.

Food Policies

In order to create a safe environment for our friends with nut allergies, we do not allow ANY nut-related food at PHNS. This includes peanuts, tree nuts, and all other nuts.

Please make sure the Director knows of all food allergies and preferences for your child. This information will be passed along to your child's teacher and will be made available to any educator in your child's classroom.

Lunches and Snacks

PHNS provides a morning snack that will include a variety of kid-friendly snacks, along with fruits, vegetables, and cheeses. A "Snack Menu" is sent via Brightwheel each month, as well as posted in the main hallway so parents can see what will be served for snack each day. Afternoon snack is also provided for any child in our later Extended Day program.

If your child is staying for lunch, lunch is to be provided by the parent/guardians. All new foods should be introduced for the first time at home. Some lunch suggestions include:

- Sandwiches – lunch meat, tuna fish, egg salad, sunbutter
- Hot dogs (cut length-wise)
- Pasta, macaroni and cheese
- Chicken nuggets
- Cut up pieces of chicken, meatloaf, ham, pork, cheese, etc.
- Cheese and crackers
- Yogurt
- Applesauce
- Fruits
- Vegetables
- Raisins and other dried fruits
- Any kind of leftovers –pizza, soup, etc.

****Please note that we are unable to heat food for your child. You must put hot items in a thermos to maintain the temperature for lunchtime.**

Sleep, Rest and Quiet Activities

If your child attends our Extended Day program past 1:00pm, there will be a designated “quiet time” following lunch. Mats are provided and parents/guardians are asked to provide blankets and any transitional objects such as a “sleeping friend” to make your child comfortable. Children are asked to rest during this time but are not required to sleep. Story tapes and/or soft music is played, and books and/or quiet activities are offered in an appropriate space with adequate lighting to children who do not sleep or who awaken early.

Change of Clothing

Each child must have an extra set of clothing at school at all times. Everything must be labeled with your child’s name and be seasonally appropriate. Please place this in a Ziploc bag in your child’s backpack or school bag. We have a place at school where we will store it.

Toilet Training

Toilet training will begin in accordance with the requests of a child’s parents, *in addition to* the school’s recommendation for individual emotional and physical abilities and readiness. Toilet training is not an eligibility requirement for enrollment. We will work with your child towards succeeding in their independence when they are ready.

Plan for Toileting and Diapering

Toileting

Toileting will occur at regularly scheduled intervals and children will also be encouraged to use the toilet as needed. Accidents do happen and will be treated with sensitivity. Children will be assisted in cleaning themselves and changing clothes. Soiled garments will be placed in plastic bags and sent home for cleaning. Parents are requested to ensure there is a replacement set of extra clothing available for the next day. Proper sanitary techniques and hand washing are taught to the children and practiced during toileting.

Diapering

All children will be kept clean and dry through regular diaper changes throughout the day. A changing table, disposable gloves, water and paper towels will be provided and used in our diapering procedures. Disposable diapers will be provided by parents. Wipes will be provided by the school, unless you would like a specific brand for your child. Soiled or wet diapers will be disposed of in a separate covered container labeled for diapers.

Educators will follow the procedures below for diapering at PHNS:

1. Place disposable changing paper on changing table or mat
2. Put on disposable gloves
3. Place child on changing table or mat, keeping one hand on the child when diapering on an elevated surface
4. Remove soiled diaper
5. Put soiled diaper in diaper pail
6. Clean child thoroughly with disposable wipes
7. Diaper child with new diaper
8. Throw away changing paper
9. Throw away gloves
10. Remove child from changing table or mat
11. Wash changing table or mat with soap and water
12. Disinfect changing table or mat with disinfectant
13. Wash educators' and children's hands

Toys

We discourage children from bringing "home toys" to school. We are a large school with plenty of toys and manipulatives. We cannot guarantee that a child's personal toy will not become lost or broken. Transitional objects such as a lovey can help, but please do not let your child bring in a toy to play with.

Special Activities

Plymouth House Nursery School incorporates special activities to enrich our program. We strive to offer music classes, movement/gym classes and a storyteller. Our special activities vary from school year to school year, both in what is offered, and the day of the week.

Holiday Traditions and Birthday Celebrations

Holiday Traditions

Plymouth House Nursery School regards the exploration of different cultural traditions and holidays as an important part of education. We believe that an informed respect for other cultures and beliefs is an important part of a child's development. Families are invited and encouraged to share their traditions with other children and their families. We will and do celebrate holidays with the children including Halloween, Thanksgiving, Valentine's Day and more, which are part of popular American culture. Please see the Director if you have any questions regarding the celebration of holidays.

Birthday Celebrations

Birthdays are a very special event!! Birthdays can be celebrated with a special food item. Any birthday plans must be discussed and approved by your child's classroom teacher in advance so we can prepare accordingly. Please keep in mind when choosing a special food item that we are a **nut-free** facility. There may also be children in your child's class who have allergies to eggs or special food preferences. We must be able to be vigilant

about allergies, and have an alternative for a child with a food preference. Store-bought items with ingredient labels attached are preferred. Please see the Director with any questions.

Families' Rights

Family Involvement Information (EEC Regulations)

The General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of family child care, small group and school age and large group and school age child care.

These regulations, 606 CMR 7.00, establish standards for operation of family child care, small group and school age and large group and school age child care programs in the Commonwealth. The regulations require certain things of licensees (program owner) in regard to their work with families. A summary of the required parent information, rights, and responsibilities are identified below:

Family Involvement. The following 606 CMR 7.08 requirements apply to all programs, including family child care, small group and school age and large group and school age child care. Additional requirements for family child care are found at 606 CMR 7.08(9). Additional requirements for small group and school age and large group and school age child care are found at 606 CMR 7.08(10).

The licensee must support and encourage a partnership with and the involvement of parents in the early education and care of their children.

Parent Communication. The licensee must develop a mechanism for and encourage ongoing communication with parents, and must be able to communicate effectively with families whose primary language is not English or who require alternative communication methods.

Parent Input. The licensee must have a procedure for allowing parental input in the development of program policies, which may include, but need not be limited to a suggestion box and individual or group parent meetings.

Parent Visits. The licensee must permit and encourage unannounced visits by parents to the program and/or to their child's room at any time while their child is present.

Enrollment Meeting. The licensee must provide an opportunity for and encourage parents to meet with the program administrator or his/her designee prior to admitting a child to the program.

- The licensee must offer children and parents an orientation to the program.
- The licensee must provide an opportunity for parent(s) and children to visit the program and meet educators before the child is enrolled.
- The licensee must seek information about each child's and family's interests and needs.
- To support transitions and coordinate with services offered by other providers, the educators must request that parents share with them information about other therapeutic, educational, social and support services received by the child.
- For children younger than school age, educators must discuss each child's developmental history with his or her parents at the time of enrollment. The

developmental history must be updated annually and maintained in the child's record.

Written Information for Parents. The licensee must provide the following information to families in writing prior to enrollment of their child:

- notification that parents are welcome to visit the program unannounced at any time while their child is present; and that input from and communication with parents is encouraged;
- the frequency of children's progress reports;
- the program's policy regarding administration of medication;
- the procedures for meeting potential emergencies;
- the transportation plan;
- a program calendar noting closed days and hours of operation;
- the program's fee schedule, including any fees for late payment, late pickup, field trips, special materials, etc;
- the program's plan to provide positive and consistent guidance to children based on their individual needs and development;
- the program's criteria for excluding children from care due to serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health;
- information regarding SIDS risk reduction practices, including the practice of sleeping infants on their backs;
- the procedures relating to children's records;
- notice that child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families;
- notice that the program is licensed by EEC, including the telephone number and address of the EEC regional office responsible for the program;
- a statement that parents may contact EEC for information regarding the program's regulatory compliance history.

Parent Conferences. The licensee must make educators available for individual conferences with parents at parental request.

Notifications to Parents. The licensee must inform parents:

- immediately of any injury which requires any medical care beyond minor first aid or of any emergency administration of non-prescription medication;
- immediately of any allegation of abuse or neglect involving their children while in the care and custody of the licensee;
- prior to or as soon as possible following any change in educators;
- at the end of the day regarding any minor first aid administered;
- in writing within 48 hours of any incident;
- whenever special problems and significant developments arise;
- whenever a communicable disease or condition has been identified in the program;
- in writing seven days prior to the implementation of any change in program policy or procedures;
- prior to the introduction of any pets into the program;

- of the use of any herbicides or pesticides, prior to their use whenever possible; and
- whenever the program deviates from the planned menu.

Additional Requirements for Small Group and School Age and Large Group and School Age Child Care. The licensee must provide the following information to parents in writing prior to enrollment:

- the program's written statement of purpose including and, where applicable, information on the administrative organization of the program;
- the suspension and termination policy

Open Door Policy

Parents are encouraged to become involved at PHNS through the Open Door Policy, which allows parents to visit their child unannounced any time that the Center is open and their child is present. Children may change their behavior when their parents are in the Center. Visiting parents should try not to interrupt the classroom routine and should encourage their children to continue to abide by the rules of the classroom. If you are unclear about the routines or rules, please ask the teachers for clarification. If your child is having difficulty with your visit, teachers will make suggestions to ease the situation. We want your visit to be pleasant for you, your child, and the class, and we will make every effort to assist you.

We also encourage parents to come read to the class, or share a special talent or skill. Please speak to your child's teacher or the Director to schedule any of these more structured visits.

We do have a *Mystery Reader Program* that is great fun. We are always looking for family members to come in and surprise our students by reading a favorite book.

Diverse Learners

Plymouth House Nursery School does not discriminate in providing services to children with special needs and does not deny them access to program services based on the lack of a special needs license. The Center shall accept applications for any child with a disability and shall determine whether to accept or serve a child with a disability pursuant to 102 CMR 71.10(2)(a). In determining whether to accept or serve a child with a disability, the Center shall, with parental consent and as appropriate, request information related to the child's participation in the Center's programs from the Local Education Agency, Early Intervention Program, or other health or service providers.

Based upon available information the Center shall, with the parent's input, identify, in writing, the specified accommodations, if any, required to meet the needs of the child at the Center, including, but not limited to:

- Any change or modifications in the child's participation in regular Center activities
- The size of the group to which the child may be assigned and the appropriate educator/child ratio
- Any special equipment, materials, ramps, or aids

If the accommodations required by 606 CMR 7.04(13) to serve the child would cause an undue burden to the Center, the Center shall then provide to the parents written notification within 30 days of receipt of authorized, requested information and the reasons for this decision. In addition, the notification shall inform the parents that they may contact the Department of Early Education and Care to review the decision and determine if the Center is in compliance with 102 CMR 1.03(1) and 606 CMR 7.04(13). The Center shall maintain a copy of this notification in its records. The accommodations related to the toileting needs of a child with a disability that is not toilet trained shall not be considered an undue burden. The Center shall consider the following factors in determining whether the accommodations required are reasonable or would cause an undue burden to the Center:

- The nature and cost of the accommodations needed to provide care for the child at the Center
- Ability to secure funding or services from other sources
- The overall financial resources of the Center
- The number of persons employed by the Center
- The effect on expenses and resources, or the impact otherwise of such action upon the Center
- Whether the required accommodation alters the fundamental nature of the program

The Center shall, with parental permission, participate in the development and review of the child's program plan in cooperation with the Local Education Agency, Early Intervention Program, and/or other health and service providers.

The Center shall, with parental permission, inform the appropriate administrator of special education, in writing, that it is serving a child with a disability.

The Center shall identify an educator to serve as the Center Liaison for each child with a disability. The Center Liaison shall be responsible for coordinating care in the program and with service providers and communicating with the child's parent, service providers, and center educators. The Center shall complete a written progress report of the child's development every three (3) months, and provide it to the parents.

Children's Records and Assessment

Children will be assessed according to their developmental level after three (3) months of beginning the program, and every six (6) months thereafter. If your child has modifications or special needs, you will receive a progress report every (3) months. Upon receiving the report, conferences may be scheduled to discuss any topic related to your child's activities and participation in the program. Conferences may also be scheduled at any other time that you request. The Director or classroom teachers will bring special problems or significant developments to the parent's attention as soon as they arise.

Information contained in a child's record is privileged and confidential. This school does not release the information in a child's record to anyone not directly related to implementing the child's program plan without written consent of the child's parent or guardian. This school will notify a parent should his or her child's record be subpoenaed. Parents shall have access to their child's record at reasonable times with no delay of

greater than two business days following such a request. If the parents request a copy of any records, this school will provide the requested copies free of charge. Occasionally, a duly authorized licenser will review children's files to substantiate proper record-keeping by the school. However, no material is removed, and confidentiality is always maintained.

A child's parents may add information to the child's record at any time. The parents may request to have information in the record deleted or amended. If the Director feels that the information needs to remain in the record, the Director will meet with the parents to discuss the issue. If, after the conference, the Director still chooses to deny the request, the Director will provide the parents with a written explanation and will explain to the parents how to file an appeal with the licensing agency.

Upon written request of the parents, this school will send a copy of the child's record, at the parents' expense, to any other person or agency so designated.

Confidentiality

Plymouth House Nursery School believes in protecting the confidentiality of all families who choose to enroll in our school. We will not discuss the affairs of one family with another family without prior mutual consent, nor will we release family information to parties outside of school or to the general public without written consent. We also ask for written consent when requesting outside records from other agencies or families. It is also against school policy for staff members to discuss the affairs of families in casual conversation within the school or in any inappropriate way at any time. We expect all families to follow the same principles of confidentiality with respect to all other families and staff members.

Resolving Conflict

Plymouth House Nursery School hopes that all questions of care will be decided based on what is in the best developmental interests of the children. Occasionally conflicts will arise between parents and staff. While either side can, as a practical matter, terminate the relationship, progressive steps toward prompt resolution are often effective. The following steps are designated to help in the resolution of problems or disputes:

- Please bring any grievance to the Director's attention. We ask that you do not initiate any conflicting situation through an individual teacher. We also encourage your grievance to be put in writing when possible.
- The Director will respond as soon as possible and always within one week of receiving your grievance.
- If this first step of communication and suggested solution or problem solving does not result in a mutually satisfactory resolution, you may pursue your concern through direct interaction with the Director's supervisors, the school's Board of Directors. The Director will honor this request in a professional manner, and the Plymouth House Nursery School Board of Directors' Chairperson will respond within one week of your request.

Plymouth House Nursery School believes that the above steps should be taken first, notwithstanding any recourse available under state licensing regulations or developed in association with the Plymouth Church in Framingham. Upon request, the Director will provide parents with the details of any other resolution rights or procedures that apply.

Referral Procedure

The Director and teachers evaluate and monitor children's behavior and progress through weekly team meetings, consistent observations, progress reports, and daily notes. Records are confidential and access to them is limited. Parents have a right to review their child's file at any time.

If a behavioral incident occurs, or there is a reason to be concerned about a specific developmental issue, our procedures for observing, evaluating and referring the child or family to an appropriate agency or professional resource are as follows:

- Teachers are responsible for recording information about a child's behavior and development in an accurate and factual manner which states specific behaviors and the date, time and duration of observations made.
- The Director will review and sign all documentation regarding such behaviors.
- The designated Co-teacher, the Director, or other qualified Plymouth House Nursery School educators may be asked to observe the child in the classroom for three half-hour periods, unless the situation requires the Director to act immediately. Parents will be asked to review documentation and concerns about their child's behavior or development and sign a statement acknowledging the school's concerns.
- The Director and parents then develop a plan to help identify both the child's needs and source of help available to address those needs. This may include any state regulatory agency, the child's pediatrician, the Early Intervention team, or the local public school system if the child is over three years old.

Termination of Enrollment

Even when the preceding referral procedure has been followed, there may be a circumstance which warrants termination of a child's enrollment at Plymouth House Nursery School. Although every effort will be made to avoid taking this step, the following situations may necessitate discontinued enrollment:

- Excessive biting
- Parent's refusal to seek professional help
- Physical or emotional problems that require constant one-on-one attention
- Severe behavioral problems which cannot be controlled and may endanger the child or other children
- Physical or emotional impairment which the school cannot reasonably accommodate
- Failure to pay tuition for two consecutive months
- Failure to provide health forms and other paperwork required for enrollment
- Failure to cooperate with the school's policies
- Parent's disrespectful behavior toward other parents, children, teachers or any Plymouth House employee
- Discriminatory, humiliating, intimidating or harassing behavior of any kind which contributes to the creation of a hostile environment

Before a decision to terminate enrollment is made, the following steps will be taken:

- Documentation will be prepared by the Director to be shared with the parents
- If parents have sought outside help and the child's behavior has not improved and the school cannot provide an appropriate environment, the parents will be given a

list of other schools or programs in the area, with two weeks to find alternative care whenever appropriate. The child will be told approximately one week before termination, in a manner such as for a child who is moving; i.e., a party, goodbye card, etc.

Under no circumstances will the child's termination be treated any differently than the usual routine for other children who leave the school.

If a child's departure from the school must be sudden, for whatever reason, and the child and the school do not have a chance to say goodbye, the teacher will write a simple note addressed to the child. Photos, drawings, and other mementos may be included.

Availability of EEC Regulations

Plymouth House Nursery School maintains a copy of the regulations *606 CMR 7.00: Standards for the Licensure or Approval of Family Child Care; Small Group and School Age and Large Group and School Age Child Care Programs*, on the premises of the center, which can be made available to any person upon request. If you have a question about any of the regulations, please see the Director for further information.

Health and Safety

The full “Health Care Policy” Handbook can be accessed on our website, in Brightwheel, and in the school office.

Health Care Policies

Preventing the Spread of Illness

Our goal is to promote preventive health care and maintain a healthy environment for all children and staff. With your cooperation, we can help minimize the spread of illness throughout our school community. If your child is ill, we encourage you to keep them home to rest and recover fully before returning to school. This allows your child to regain their strength and resistance to other illnesses, while also helping to protect classmates and staff from becoming sick. PHNS is not licensed for the care of ill children.

Health Requirements

A physical examination and immunization record from your child’s physician is required at enrollment and must be updated annually. When your child has their well visit exam, please provide a copy of the updated form to the office. The state also requires lead screening. Pursuant to the Department of Public Health regulations, all children, regardless of risk, shall be screened for lead poisoning according to current state requirements.

Illness

Staff members will continually observe the children in their care for signs of illness. If, upon arrival or at any point during the school day, any of the following symptoms of illness are noted, you will be requested to take your child home:

- Temperature of 100 or higher
- Inflammation of eyes or production of mucus from eyes
- Unidentified rash or hives
- Signs of severe cold symptoms
- Sore throat
- Wheezing
- Vomiting or diarrhea
 - A phone call will be made after one episode of vomiting, or after two episodes of loose stools during the school day

If these symptoms develop during school hours, your child will be isolated away from other children in the Director’s office. Parents should have a plan in place that allows their child to be picked up **within 30 minutes** of being notified that their child is sick.

Care for Mildly Ill Children

If a child becomes ill during the school day, they will be brought to the Director’s office, away from other children in a quiet, supervised space. We will provide a mat for resting and offer something to drink and eat, if appropriate. The child will be offered toys and books until a parent or guardian arrives. The staff person that remains with the child shall be trained in CPR and First Aid, which includes knowledge of symptom recognition, and the ability to properly document the illness.

Returning to School After an Illness

Children must be well enough to fully participate in the normal activities of the program, meet the exclusion requirements for their specific illness, and no longer pose a risk of spreading a contagious disease to others.

Any of the symptoms listed above require that your child remain home until they have been symptom-free for at least **24 hours** before returning to school, unless otherwise noted. Some illnesses or conditions may require a longer exclusion period and/or written clearance from a healthcare provider before a child may return. Please refer to the specific requirements outlined below for individual illnesses and conditions.

Children may return to school under the following conditions:

- **Fever** – Fever-free for at least 24 hours *without* the use of fever-reducing medication
- **Vomiting or Diarrhea** – At least 24 hours have passed since the last episode, *and* child is eating and drinking normally
 - This exclusion period may be extended during periods of widespread illness or at the discretion of the Director based on public health guidance.
- **Conjunctivitis (Pink Eye)** – At least 24 hours after treatment begins, *along with significant improvement and no active discharge*
- **Illnesses requiring antibiotics** – At least 24 hours after beginning antibiotic treatment; however, return to school also depends on the specific diagnosis, the child's improvement, and the recommendation of the healthcare provider. Beginning an antibiotic alone does not automatically permit a child to return to school.
- **Head Lice:** After appropriate treatment has been completed. Plymouth House Nursery School maintains a **no live lice or nit** policy. Additional screening may be required before the child returns.

Conditions Requiring a Healthcare Provider's Clearance

The Director reserves the right to require written medical clearance before a child returns to school following any contagious illness, in addition to what is detailed below.

Children may return to school only after meeting the requirements below and providing written clearance from their healthcare provider:

- **Impetigo** – After appropriate treatment has begun, lesions are healing, and any affected areas can be covered if necessary
- **Unidentified, Contagious, or Widespread Rashes** – After the rash has resolved or a healthcare provider has determined that the condition is not contagious
- **Parasitic Diseases (such as scabies)** – After appropriate treatment has been completed
- **Chickenpox (Varicella):** When all lesions have dried and crusted over
- **Measles:** Four days after the rash first appears, unless otherwise directed by public health officials.
- **Rubella (German Measles):** After the rash has resolved
- **Hepatitis:** As determined by the child's healthcare provider and public health guidance
- **Mumps:** Five days after the onset of swelling

Medications Taken at Home

If your child is taking medication at home that does not need to be administered during school hours, parents/guardians must still notify the Director. Some medications may affect a child's behavior, alertness, or participation in daily activities, and it is important that staff are aware in order to appropriately support your child while they are in our care.

Management of Infectious Disease

Plymouth House Nursery School is committed to maintaining a healthy environment for all children and staff. Children who have a contagious disease, serious illness, or reportable disease may not attend school if they pose a risk of transmitting illness to others.

If a child becomes ill or is suspected of having a communicable disease while at school, they will be brought to the office and separated from other children until a parent or guardian arrives to take them home.

The program's Health Care Consultant will be consulted as needed, and PHNS will follow the recommendations of the healthcare provider, the Massachusetts Department of Public Health, and other applicable public health authorities to help prevent the spread of communicable diseases.

Children may return to school only after meeting the return-to-school requirements outlined in this handbook and any additional recommendations provided by their healthcare provider or public health officials.

Reporting of Contagious Illnesses

To help protect the health of our school community, parents/guardians are required to notify the Director immediately if their child is diagnosed with or suspected of having a contagious illness or disease, even if symptoms develop on a day when the child is not scheduled to attend school.

Plymouth House Nursery School is required to notify families when children or staff may have been exposed to a contagious illness or disease during the period in which it may have been contagious or incubating. Notifications will protect the confidentiality of the affected individual(s) and will be provided in accordance with applicable public health guidance.

Infection Control

Plymouth House Nursery School shall practice proper hand washing skills and instruct the children to wash with liquid soap and running water, using friction, in accordance with Department of Public Health guidelines. Staff and children shall wash their hands before and after water play, before and after eating or handling food, after toileting or diapering, and after coming into contact with bodily fluids or discharges (including sneezing, coughing, etc.). In addition, staff must wash their hands before and after administration of medication, and after performing cleaning tasks, handling trash or using cleaning products.

Plymouth House Nursery School regularly sanitizes and disinfects toys, dishes, surfaces, bathrooms and bodily fluids. All equipment, items or surfaces will be washed with soap and water using 1 part soap to 3 parts water, then disinfected. We shall use a commercially prepared disinfectant that has been registered as a sanitizing solution by the Environmental Protection Agency (EPA).

All staff members are required to wear disposable gloves for the clean-up of blood or bodily fluids. The affected area shall be disinfected, then used gloves shall be properly disposed of in a lined, covered container. Any contaminated clothing will be placed in a plastic bag, labeled and returned to the parent/guardian at the end of the day. All cleaning supplies shall be kept out of the reach of children. All staff shall be trained during their orientation period on the procedures of infection control and sanitation.

Allergies and Chronic Health Conditions

Upon enrollment in our program, parents shall indicate on required paperwork whether their child has allergies, a special diet, or a chronic health condition. This information is confidentially posted in each classroom and in the office. Allergies or chronic health conditions require additional paperwork, including an Individualized Health Care Plan (IHCP) as detailed below. This plan describes the condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment and the potential consequences to the child's health if the treatment is not administered. All medications related to an allergy or chronic health condition are required to be on-site; we cannot and will not provide care to a child without their necessary life-saving medications.

Administration of Medication

Plymouth House Nursery School can administer medication to children with written consent from a parent or guardian. To administer prescription medication, the following conditions must be met:

- A written doctor's authorization or prescription for the medication
- A written, dated note from parents providing permission to dispense the medication and specifying the medication, its dosage and frequency, what symptoms warrant giving the medication, as well as its potential side effects, if any
- All prescription medication must be in the original packaging with a current prescription label that includes the child's name, the doctor's name, the purpose of the medication, the dosage, and an expiration date
- Both the medication itself *and* the prescription must be current and not expired
- **PHNS staff are not allowed to administer the first dosage of any medication**

We will not administer any medication contrary to the prescription unless a written order or a Plan of Action is given by the child's physician. All medication will be kept in a safe location out of reach of the children, and in accordance with storage instructions.

If a child must take prescription or non-prescription medicine during school hours, a Medication Consent Form must be filled out and signed by the child's parent or guardian. The medication should be left in the Director's office and must be in the original packaging. Under no circumstances can medications be left in the child's belongings. The medicine will be given at the appropriate time by a teacher or the Director, and each dose will be noted on the Medication Administration Record, including the time, date,

dosage and signature of the person administering the medication. Both the Consent Form and Administration Record will be permanently maintained in the child's file. If a child needs to be given medication for longer than one week, new forms are required at the start of each week. All unused medication shall be properly disposed of or returned to the parent or guardian.

Non-prescription topical medications (i.e., diaper creams and sunscreens) must be in original containers with current expiration dates, and can be administered to children provided written parental authorization has been received.

Injury Prevention Plan

All staff shall observe and monitor their classroom and playground at all times for any hazards which may cause injury. We do not permit smoking on school grounds. We shall keep all toxic substances out of the reach of children.

Injury Reporting

If a child is injured and requires first aid or medical attention, an Injury Report Form will be filled out providing information about the child or children involved, the date, time and location of the incident, and how it occurred. It will also indicate steps taken to prevent this injury or incident in the future, if applicable. The names of staff who administered first aid or medical care will also be included. In addition, the incident will be recorded in a school-wide central log, which shall be monitored periodically to recognize patterns and identify any problem areas.

First Aid

All educators are certified in First Aid and CPR within 6 months of hire at PHNS. All First Aid is administered by a First Aid certified staff member. There is one fully maintained First Aid Kit located in the hall closet, as well as smaller kits located in each classroom and in emergency bags. This Health Care Policy is located in the hall closet as well. All staff members are trained during the orientation period as to where the First Aid kits are located and how to use the contents. The full First Aid Kit includes all of the following items: Adhesive tape, band-aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold pack, scissors, tweezers and thermometer. The smaller kits contain, at minimum, band-aids, gauze pads and disposable non-latex gloves. All kits shall be checked on a monthly basis.

Emergency Procedures

Emergency phone numbers to contact families are kept in the Emergency Book located in the main office on top of the file cabinet in the back of the office. All children also have a copy of their emergency information in their personal file. Our emergency support contacts are:

EMERGENCY – 911 (FIRE, POLICE, AMBULANCE)

FIRE – 1-508-620-4951 (RTE 9) or 508-532-5930 (DOWNTOWN)

POLICE – 1-508-872-1212

POISON – 1-800-222-1222 OR 617-232-2120

HOSPITAL – 1-508-383-1000 (METROWEST MEDICAL CENTER)

HEALTH CARE CONSULTANT – 1-774-279-2467 (Denise Beliveau)

DESIGNATED ADULT – 1-781-864-5212 (Jenn Gunnell)

MA DPH – 1-800-487-1119

Emergency Evacuation Plan

In case of an emergency whereby the school must be evacuated, the following procedures will be adhered to:

Room 1 –

Exit 1: All children shall exit the room into the hallway, turning right, left, and right, before exiting through the main doors. Meet in grassy area between the school and the church.

Exit 2: All children shall exit through the door into Room 2, continue to Room 3, and exit out the rear door. Meet in grassy area between the school and the church.

Exit 3: All children shall exit the room into the hallway, turning left and exiting through the playground doors. Meet at far corner of playground.

Room 2 –

Exit 1: All children shall exit the room into the hallway, turning left, right, and right, before exiting through the main doors. Meet in grassy area between the school and the church.

Exit 2: All children shall exit through the door into Room 3, and exit out the rear door. Meet in grassy area between the school and the church.

Exit 3: All children shall exit through the door into Room 1, then exit the room into the hallway, turning left and exiting through the playground doors. Meet at far corner of playground.

Room 3 –

Exit 1: All children shall exit the room through the rear door. Meet in grassy area between the school and the church.

Exit 2: All children shall exit the room into the hallway, turning right and right, before exiting through the main doors. Meet in grassy area between the school and the church.

Exit 3: All children shall exit the room into the hallway, then exit through the playground doors. Meet at far corner of playground.

Room 4 –

Exit 1: All children shall exit the room through the rear door. Meet in grassy area between the school and the church.

Exit 2: All children shall exit the room into the hallway, turning right and right, before exiting through the main doors. Meet in grassy area between the school and the church.

Exit 3: All children shall exit the room into the hallway, turning right and exiting through the playground doors. Meet at far corner of playground.

Classroom teachers shall take attendance information with them during an evacuation. Attendance will be checked outside the building and again upon returning to the building.

The Director shall hold evacuation drills monthly. They will be held on varying days so as to include all children. The times and dates will be noted in the evacuation log located in the Emergency Binder.

Child Protection Mandate

The safety and well-being of every child is the highest priority at Plymouth House Nursery School. We are committed to protecting all children in our care from abuse and neglect.

All Plymouth House Nursery School employees are *mandated reporters* under Massachusetts law. Any staff member who has reasonable cause to believe that a child is suffering from abuse or neglect is required to immediately file a report with the Massachusetts Department of Children and Families (DCF) in accordance with Massachusetts General Laws, Chapter 119, Section 51A.

If a report is filed, or if the program becomes aware that a 51A report has been filed alleging abuse or neglect of a child while in the care of Plymouth House Nursery School, the Director will immediately notify the Massachusetts Department of Early Education and Care (EEC), as required by EEC regulations.

Plymouth House Nursery School will fully cooperate with all investigations conducted by DCF, EEC, law enforcement, or other authorized agencies. This includes providing information and records as permitted or required by law and assisting with any investigation necessary to ensure the safety and protection of children.

The program will document any concerns regarding staff conduct related to suspected child abuse or neglect. Any employee alleged to have abused or neglected a child will be removed from direct contact with children while the matter is under investigation, as required by EEC regulations, and will not return to a position involving direct care of children until authorized by the appropriate agencies.

Plymouth House Nursery School will maintain all records related to suspected abuse or neglect in accordance with applicable confidentiality requirements and state regulations.

Tuition and Attendance

Enrollment Fees

To enroll at Plymouth House Nursery School, the following fees apply annually:

- A non-refundable registration fee of \$125
- A deposit equal to one month of tuition, which is applied as prepayment towards the 10th monthly payment of the school year for which you are applying

The non-refundable registration fee is per family and is submitted at initial registration as well as annually to re-enroll your child(ren) for each school year.

The deposit equal to one month of tuition is per child and is submitted at initial registration as well as annually to re-enroll your child for each school year. This deposit is applied as a prepayment towards your 10th monthly payment of the school year for which you are applying. This payment cannot be applied toward any other month of payment, regardless of early withdrawal from the program. Please see *Withdrawal* information below for terms regarding a refund of deposit.

Tuition

Tuition rates are published prior to re-enrollment for each school year. There are both morning program as well as extended day program rates. Tuition is determined as an annual amount, invoiced as an equal monthly rate for a total of 10 payments. As such, the monthly amount does not adjust for shorter/longer months. *No reductions are made for absences, holidays, school vacations, or school closures such as snow days or otherwise.*

Invoices for monthly tuition are sent through Brightwheel on the 1st of the month. All payments are due by the 5th of each month, September to May. The 10th payment is prepaid as your Enrollment Deposit. There is a Late Fee of \$20 for tuition not paid by the 10th of the month.

Payments can be made through Brightwheel via ACH transactions. We also accept checks, money orders and cash. We do not accept credit card payments.

Early Drop-Off Fees

Early Drop-Off hours are between 8:00am-8:30am. You may enroll on a contract for Early Drop-Off, which guarantees care during that time. When enrolled on a contract, refunds will not be given for days that you choose not to utilize this care. You may also request Early Drop-Off with 24-hour notice to the main office, at which time we will try to coordinate care and confirm availability. *If you request Early Drop-Off and it is confirmed, payment is due even if your plans change and you do not require this care, as the school will staff accordingly to care for your child.*

Extended Day / Stay Day Fees

Extended Day hours are between 11:45am-3:30pm. You may enroll on a contract for Stay Day, which guarantees care during that time. When enrolled on a contract, refunds will not be given for days that you choose not to utilize this care. You may also request Stay Day with 24-hour notice to the Office, at which time we will try to confirm staffing and

confirm availability. *If you request Stay Day and it is confirmed, payment is due even if your plans change and you do not require this care, as the school will be staffed to care for your child.*

Sibling Discount

For families with more than one child in the school, a sibling discount of 5% per child will apply to the morning tuition. Discounts do not apply to Early Drop-Off or Extended Day tuitions.

Late Fee Policy

If an emergency arises and you know you will be late picking up your child, please call the school to inform us. We do have a late fee policy that applies to late pick-ups based on your child's schedule. For example, if your child is enrolled in our morning program only, late fees will apply beginning at 11:45am. If your child is enrolled through lunch time, late fees will apply beginning at 1:00pm. Families should allow enough time to gather their children's belongings, talk with educators if needed, and get their child ready to go home, **prior to the child's contracted dismissal time**. Late pick-ups will be charged a penalty of **\$5 per minute per child**. This payment will be invoiced with your monthly tuition and will go directly to the educator who stayed with your child.

Late Payment Penalties

A late fee of \$20 will be charged if your tuition payment is not received by the **tenth of each month**.

More specifically, the following penalties will be assessed when payment is overdue:

Day 1 – Invoice Sent

Day 5 – Payment Due (If on autopay, will pay automatically)

Day 10 – Late fee of \$20.00 applied

Day 15 – Written notice of overdue payment

Day 22 – Verbal notice of overdue payment

Day 30/31 – Failure to pay the balance by the end of the month in which payment was due can be sufficient cause for termination of service. Reenrollment can occur following complete payment of the overdue balance.

Termination for Non-Payment

Failure to pay the balance by the end of the month in which payment was due can be sufficient cause for termination of service. Reenrollment can occur following complete payment of the overdue balance. If service is terminated by Plymouth House Nursery School for non-payment in which complete payment does not occur, the school will pursue collection of the full amount due.

Returned Checks

If paying by check and a check is returned for any reason, the check must be replaced with an additional \$25 penalty charge. Upon notification of a returned check, the parent will have one week (or an alternative time agreed upon with the Director) to replace the payment. Two returned checks will be cause for the requirement to submit future payments by cash or money order only.

Schedule Change

Space permitting, permanent **increases** in a child's regular schedule may be made immediately upon approval. Tuition rates will be prorated for the effective date of the change. Permanent **reductions** in a registered program may be approved *with a minimum of one month's notice* and will only take effect at the start of a month. For example, if notice is given on November 15th, the change would apply for January 1st.

Extra Days

If you need to bring your child in for an extra unscheduled day, please check with the Director to ensure that space is available. An extra morning from 8:30-11:45am is \$52.00. Additional drop-in rates apply if you need Early Drop-Off or Extended Day hours as well.

Absence

If your child is going to be absent from school, or later than their usual drop-off time, please inform the Office by phone, email, or a message in Brightwheel. We request that you notify the office by 9:00am on the day your child will be absent. If you are planning an extended absence from school for your child (family vacation, trip, illness, etc.), please notify the Office through the same methods.

Vacation / Leave of Absence / Absence Due to Illness

Parents are responsible for tuition payments when a child is unable to attend school due to illness or for other reasons, including vacations. Credits or refunds cannot be given. A child who attends part-time and misses one of their scheduled days may not "make up" that day by coming in on an unscheduled day. If a child comes in on an unscheduled day, this would be considered an "Extra Day."

If you choose to leave the program for an extended period time, Plymouth House Nursery School will accept 50% of the tuition to hold your child's place. If you choose not to accept this financial obligation, we cannot guarantee placement upon returning to our program.

Withdrawal

In the event of permanent withdrawal from the program, a thirty (30) day written notice is required. The Enrollment Deposit is nontransferable, regardless of early withdrawal, and is nonrefundable after July 15th of the upcoming school year.

Enrollment Deposit Reimbursement

In the event of early withdrawal, the following conditions pertain to the reimbursement of the Enrollment Deposit:

- Notice given prior to July 15th (for the upcoming school year) = Refund of Enrollment Deposit minus \$75.00
- Notice given after July 15th (for the upcoming school year) = No Refund

School Calendar

Plymouth House Nursery School follows the Framingham Public School's calendar for all holidays and closings, with a few exceptions. A school calendar will be published yearly which includes the current dates for closings.

After a week of “Transition Days,” Plymouth House Nursery School opens for full school hours, typically the Tuesday following Labor Day. Our school calendar is based on a set number of days and we do not make up “snow days.” The last day of school is published annually and does not follow Framingham Public Schools.

Inclement Weather

Plymouth House Nursery School follows the Framingham Public School’s decision in regards to snow days. If Framingham Public Schools have a delay in opening, we will close for the day. We do not have delayed openings. We reserve the right to close early on days when we feel weather conditions present a risk to your child’s safety. If we are in session during a severe storm and road conditions worsen during the day, parents will be contacted and asked to pick up children for early closing. It is absolutely necessary that either you, or another adult properly designated by you, is always reachable during the hours that your child is at the Center.

Plymouth House Nursery School will be closed for any State of Emergency, as well as building emergencies that would create an unsafe environment for children.

Unanticipated School Closings

Plymouth House Nursery School shall not be liable for delay or closure of the school when our ability to open is prevented by a force majeure event, and tuition will not be refunded.

A force majeure event includes, without limitation, a flood, storm and other acts of god or nature, actual or potential pandemic, epidemic or other possible spreading of, or exposure to, a disease, actual or threatened health emergency or quarantine restriction, actual or threatened acts of war or armed conflict, riot, civil commotion or act(s) of terrorism or insurrection, compliance with any law, rule, regulation, direction or other governmental order, delays or cancellations of airlines, mass transit or other common carrier, malicious damage by an unrelated third party (and provided that in the case of a data breach, that the party claiming relief hereunder was in compliance with the applicable laws and this Agreement at the time), strikes, lock-outs or other industrial disputes (except involving the workforce of the party claiming relief hereunder), failure of a utility service (including shortages or disruption of electrical power supply) or transport or telecommunications network (other than due to a failure of the party claiming relief hereunder), or an accident, breakdown of plant or machinery (other than due to the acts or omissions of the party claiming relief hereunder).

Organizational Structure

Plymouth House Nursery School is organized by the following structure:

Department of Early Education and Care

Board of Directors

Director

Administrative Assistant

Classroom Educators

Classroom Assistant Educators

Children and Parents

The Department of Early Education and Care is the licensing authority. A copy of regulations is available in the main office. You may contact the Department of Early Education and Care at any time for information regarding our program's regulatory compliance history. The information for our Regional Office is as follows:

Department of Early Education and Care Central MA Office (Region 2)

10 Austin St.

Worcester, MA 01609

1-508-798-5180