

BROOKSIDE NURSERY SCHOOL
403 WOBURN STREET
WILMINGTON, MA 01887
(978) 658-9024

2014-2015 School Year

Since nursery school is usually the child's first encounter with an unknown educational situation, it is most important the experience be shared in atmosphere of love, warmth, and care. Brookside Nursery School serves as a child's first exposure to school. The major effort of the program is to make this a positive experience. Emphasis is placed on social adjustment and developing relationships with other children. The three classes of groups are small and are determined by age. The teachers are fully aware of the main objectives of such an atmosphere, and that is to give the child a sense of security and to help the child to begin to realize some of his or her own potential as an individual.

A meeting with parent(s) will be held prior to each child's registration, at which time the parent(s) will visit the center's total facilities. The parent(s) will be given a written statement of purpose, services, and procedures for parent conferences, visit and input to center policy; procedures relating to children's records; and procedures for providing emergency health care.

Ages of children accepted by the school are from 3 years to 5 years. At the present time we offer a three-day program and a two-day program.

QUALIFICATIONS OF SCHOOL AND PERSONNEL

Licensing of the School comes under the jurisdiction of the Department of Early Education and Care. The Town Building Inspector and the Wilmington fire Department as well as the Department of Early Education and Care inspect the school building. All personnel must meet the education and health requirements as specified in the Rules and Regulations of the Department of Early Education and Care. Parents have the right to contact the Department of Early Education and Care for any back ground checks on compliance history of the Brookside Nursery School. The licensor for the school is:

Ms. Karen Gale
Department of Early Education and Care
360 Merrimack St., Bldg. 9, 3rd Floor
Lawrence, Ma 01843
(978) 681-9684 Ext. 307

RECORD KEEPING AND CONFIDENTIALITY

All records kept by the School are for the use of the staff only. The records are available to the parent(s) at any time. If a parent(s) wants the records or wishes to share the records with a physician or other persons, a written request must be made to the school by the parent before copies of the record are released. If a child's record is subpoenaed we will notify the parent(s). There is no charge for copies made. This would include medical forms, evaluations or classroom observations, etc.

All records kept by the school will be available upon request to an authorized employee of the Department of Early Education and Care. These authorized employees shall not remove identifying case material from the center's premises and shall maintain the confidentiality of individual records.

Parents have the right to ask information or request deletions of amendments to the child's records. If the parent(s) are of the opinion that adding the information is not sufficient or if the school feels that the deletions or amendments should not be made, the parent(s) shall have the right to a conference with the school. A decision in writing will be given to the parent(s).

The staff of the school is willing and anxious to cooperate with public school personnel, physicians or social service agencies concerning the development and well being of any child attending the school.

PROGRAM

The program is balanced between free time and group activities or between quiet and active things to do. A playtime is provided, using both indoor and outdoor facilities. A daily snack of juice and crackers is provided. The program is planned to be fun for the children and at the same time contain many learning experiences.

Brookside is set up with two distinct programs.

A. Tuesday – Thursday program

This program runs from 8:45 – 11:30am. Children in this group are typically but not exclusively the age of 3 turning 4. There are some children that are summer birthdays and will turn 5 during the summer months. Most of these children will return to Brookside the following year prior to starting kindergarten. The curriculum is in place to help these children to socialize with their peers and teachers and to become accustomed to being separated from their parents during school time. The curriculum also includes letters, numbers, rhyming, coloring, cutting etc.

B. Monday- Wednesday-Friday program

As state above mostly all of the children from program A will transition into the three day program. We designed our curriculum to prepare children for kindergarten the following year. Once the children have been assigned a classroom they will stay in the classroom for the entire year. While we still believe that socialization is the primary goal of preschool we also work with the children on writing, recognizing and sounding letters along with writing and recognizing their names. We work with numbers in counting, cutting and gluing. We work on math, reading and science curriculum to ensure their readiness for kindergarten.

At the end of the year we take the children on a tour of the local kindergarten to help them get ready for their transition to a new school.

- C. The children that will be leaving our two day program for kindergarten are also taken on a tour of their new school. We work one on one with these children to ensure their readiness for kindergarten as well.

SCHOOL CALENDAR

School calendar will follow the Wilmington School Calendar with the following exceptions: School will open on Monday, September 8th. The last day of school for summer vacation will be June 5th. A calendar with all school vacations and holidays will be sent home on the first day of school.

TUITION

- A. Charge for school is \$8.80/hr.
 - \$22.00 per day for the T-Th session
 - \$26.40 per day for the MWF session
- B. Payment schedule is included with the school calendar.
 - Payments will be due during the first week of each month.
- C. Tuition is required for holidays and snow days.
- D. In the case a child is taken out of school:
 - 1. A two week notice must be given
 - 2. The school cannot hold the opening for the child unless arrangements are made.
- E. Insurance fee of \$30 per child is payable according to the fee schedule.
- F. There is a \$30 non-refundable registration fee for all new students.

CLASS HOURS

Classes will run from 9:00am to 11:30am for the Tuesday – Thursday group and 9:00am to 12:00pm for the Monday-Wednesday-Friday group. We do ask that the children arrive to school promptly. The children need this time to prepare for the days activities. Young children feel secure when they can start the day the same way each time. Parents should establish a calm school day routine. Rushing into school after a frazzled morning can be stressful to a young child.

There will always be a teacher at the front door to greet the children. The parents should bring the child to the front door where the teacher will check off his/her name on the attendance sheet.

If anyone other than a parent will be picking up your child from school, please let us know with a written note of consent. Brookside Nursery School may ask for identification before releasing a child to a person who is unfamiliar to us.

SAFETY AND PARKING

In order to insure the safety of all the children, we ask that when you are picking up your child you stay in your car and drive up to the appropriate spot in the driveway where a teacher can take your child to the car. This system has proven to be the most efficient and safe.

If a parent needs to talk to a teacher, please park your car off to the side so the other cars are able to get by.

HEALTH

Each child entering school must have a physical examination. The necessary immunization shots and a lead test are required. An exemption form is required if immunization is not given.

Brookside Nursery School operates on a half-day schedule. A mildly ill child should remain at home. The Board of Health suggests that parents keep the child home in the event of a fever or if there are any signs of a contagious disease. If a child must be kept home for communicable disease, please notify the school. A quiet area will be kept for the child who becomes sick at school until the parent is contacted and arrives for taking the child home.

It is very important that the school be notified if your child is on medication. Very often there is a change in a child's behavior when on medication, and the teacher can adjust the youngster's activities to make the morning a more comfortable one.

There may be times when children will be prescribed medicine while they are in school. When possible, the child's parents and physician should minimize the need for medication while in school. Medicines ordered twice or three times during the day should be given, if possible, before and after school as opposed to during school. If a

medication needs to be given during school hours then the first dose cannot be administered at school. All staff has been trained in the administration of medication by the Department of Early for Childhood and Care. All staff has been trained in the administration of medication by the Department of Early for Childhood and Care. Medication training will be reviewed annually with all staff during the September staff meeting prior to the beginning of school.

All children with special health care needs will need to have an Individual Health Care Plan. The plan must describe the medical condition, symptoms and any treatment necessary while the child is in school. The plan must also include side effects of the treatment and any potential consequences to the child's health if treatment is not administered. This plan needs to be signed by the parent as well as the licensed care practitioner.

All attempts to contact a parent will be made prior to administering any medication except in the case of any emergency.

All administrations of any medications will be recorded in the medical book. Each entry will contain time, date, child's name, medication, amount of medication, and shall be signed by the staff member administering and one other staff member.

All equipment and washable surfaces are sanitized using state guidelines. All staff is trained in infection control procedures.

The staff will never make a definite decision as to the severity of an accident. In case of an accident or other emergency the staff will administer first aid and the parents will be contacted. If a parent cannot drive, an ambulance will be called. The hospital of the parent's choice will be called ahead to let them know what has happened and whom to expect. The accident will be logged in the accident report log. If a parent cannot be reached after administration of first aid, a person on the emergency contact list will be called. If the emergency contact cannot be reached, then a teacher will accompany the child to the hospital. The parent authorization form for emergency treatment will be taken, along with phone numbers, to the hospital. All information will be logged into the injury report log. A plan to allow parents with the written permission of their child's health care practitioner to train staff in implementation of their child's individual health care plan.

In case of an emergency during a field trip, first aid will be administered. If needed, an ambulance will be called. Parents will be contacted. Parent authorization and emergency information forms will be taken for each child on every field trip. First aid kits are taken on all field trips.

Information for identifying and protecting children with allergies is requested on the Developmental History Form, which is completed by the parent and

kept in the child's file. A notation of all allergies is posted conspicuously in the classroom.

The complete Health Care Policy for Brookside Nursery School is posted inside the school.

EMERGENCY PROVISIONS

It is important to keep the child's records updated as to any changes in:

Emergency Information

Home telephone number or cell phone numbers

Name and number of family physician

Name and numbers of person(s) to contact of emergency

Telephone/pager number of parent(s) place of employment

CURRICULUM

ART - for creativity with a variety of media.

MUSIC - for singing, rhythmic movements and just for the pleasure of listening.

LANGUAGE DEVELOPMENT - to help the child express himself or herself and increase his or her vocabulary

SCIENCE - to make the children more aware and curious about the world around them

VISUAL DISCRIMINATION - to provide a foundation for future learning skills by using visual aids, pictures, books, etc.

PHYSICAL DEVELOPMENT - to help the children to reach physical ability using both the outdoor and indoor equipment

TRANSPORTATION

Parents will need to provide their own transportation. Car pools with other children who are attending the school and live in or near your area can often be worked out. If someone other than a parent will be picking up their child then they need to authorize someone in writing with advance notice. Please fill out the appropriate Transportation Section of the Authorization and Consent Form to let the staff know how your child will be arriving and departing from school premises.

NO SCHOOL ANNOUNCEMENTS

Brookside Nursery School will be closed due to inclement weather in accordance with the Wilmington Public Schools. If the Wilmington Schools delay the opening of school due to weather, Brookside will close school for the day.

PARENT-TEACHER CONFERENCES

Conferences are held twice a year but they may be arranged at any time the parent or teacher feels the need for discussion about the child. A written progress report of the participation of each child in the school's program will be prepared by the staff twice a year and placed in the child's records. All special needs children will receive progress reports every three months and the parents may meet with the teachers during these times. Parents are welcome to visit the school for a conference at any time provided an appointment is set up. **A parent also has the right to make an unannounced visit while their child is present.** We welcome any suggestions and input you may have to help us implement our program. If your suggestions are not adopted we will explain the reason why and if you request so we will respond in writing.

APPROPRIATE CLOTHING

Because the children will be painting, cooking, etc., we suggest washable play clothes. Long pants in cool weather are best as we do use the outdoor playground area. Please label outerwear with the child's name, especially boots and raincoats.

TOILETING

While toilet training is not an eligibility requirement to attend Brookside Nursery School, all the children are encouraged to use the bathroom when needed. The bathroom will be monitored and the children are taught to wash their hands properly by using soap and warm water.

Parents should keep an extra set of clothes in the child's backpack to be brought to school each school day. Soiled clothes will be sealed in a plastic bag and sent home.

FIELD TRIPS

Several field trips are planned during the year. School buses or private cars are used and parents provide additional supervision. No child is allowed on a field trip without a permission slip, which is provided by the school in advance. Field trips can vary from year to year. There will be an additional charge for field trips and parents will be given advance notice on the time, location and cost of each field trip. There will be parent volunteers acting as chaperones on each field trip. If parents have any issues

regarding field trips or cost of field trips, they need to discuss this with the staff so that all concerns can be dealt with in a timely fashion.

The lead teacher, Cristina Warren, is the transportation coordinator for Brookside. During school hours she may be contacted at (978) 658-9024. During times when the school is on a field trip, Mrs. Warren may be reached by cell phone (781) 572-6519. While transporting the children by bus, teachers and parent volunteers will ensure that all children are seated and buckled in with seat belts. The drive will not move on until all persons are seated. In the event of a medical emergency the bus driver will be instructed on how to proceed. First aid kits and all emergency contact information will be brought to ensure that parents can and will be notified in the case of an emergency such as a disabled bus. Brookside uses a fully licensed and insured bus company that will handle any moving violations and accidents. However, all parents will be notified in the case of any traffic violations.

EVACUATION PROCEDURES

Power Failure – In case of power failure or loss of heat or water, the school will close early and parents will be called to come and pick up their child.

Natural Disaster – In case of a natural disaster, the school will be evacuated to the Wildwood School with assistance from the Wilmington Fire Department. Prior to evacuation the staff at Brookside will be in contact with the Wilmington Fire and Police Department to determine the safest and most appropriate place for evacuation.

The Health Care Policy along with the Evacuation Plans in case of an emergency can be found in the Health Care Policy on line or is available on site at Brookside Nursery School.

DISCIPLINE

Discipline and guidance of the children shall be consistent and based on an understanding for the child's needs and development of the child. The goal of discipline is the growth and development of the child and the protection of the group and the individuals within it.

Corporal punishment is not used. Spanking, humiliation, verbal abuse, physical abuse, neglect or any abusive treatment of any kind is also prohibited. A child will not be deprived of outdoor play or snack time as a punishment. No child is ever forced to eat as a consequence. No child is punished for soiling, wetting or not using the toilet. In the case a time out is necessary, it will not exceed one minute for each year of the child's age and the child will be placed where he/she will be supervised at all times. A child will always be supervised and never left unattended in any area or equipment in or outside of school.

When there is a problem with a child, the teacher will set him or her aside and quietly try to resolve the matter. The attitude of the staff is that the deed is wrong, bad or dangerous - not the child. When the child is ready he or she is then taken back to the group.

TERMINATION & SUSPENSION POLICY

A child will not be terminated or suspended from school. In the case of a continuous problem with a child, the teacher and administrator will request a meeting with the parent to handle the situation. The staff will work with parents as to the necessary procedures to keep a child in school and help him/her thrive in the school environment. The staff will help with parent consultations, referrals to appropriate agencies, parent meetings and possible home/school treatments. Our goal is to help each child grow and prosper and help them prepare for their continued education.

NON-DISCRIMINATION

In accordance with the rules and regulations set by the Department of Early Education and Care, Brookside Nursery School does not discriminate on race, sex, religion, cultural heritage, political belief, national origin, marital status, disability status or sexual orientation. Toilet training is also not an eligibility requirement to attend the Brookside Nursery School.

Volunteers

At Brookside we will use volunteers from time to time to help us out in the classroom or during any field trips. If a parent comes in as a volunteer to the classroom then they will be assigned a task in the classroom. They will be supervised by trained and licensed staff and not be left alone with any child at any time. Background Record Checks are not required for the parent volunteer in the classroom.

During field trips where a bus is used, parents are asked to act as chaperones. A parent will never be left alone with any child and will be under direct supervision by a trained and licensed staff person. We also take smaller more local field trips where children are driven in the private cars of parents. A parent will take only their child in the car unless otherwise asked by school staff. With the permission of the absent parent and supervision of a trained and licensed staff person, a child may be driven in another parent's car. Permission slips for all field trips are obtained prior to the field trip. Background Record Checks are not required for the parent volunteering as a chaperone on a field trip.

Any volunteer in the classroom for a long period of time will be required to have a Background Record Check. All Background Checks will be kept on file and be updated every year.

BROOKSIDE NURSERY SCHOOL

All staff members should be well versed on the availability of various social services in the area.

An up-to-date file of all agencies affording services to children shall be kept and made available to staff members. These agencies would include referral agencies, guidance centers, resource centers, public school services for learning disabilities, speech therapy and other special needs children, child advocacy groups, medical and mental health clinics.

If a staff member feels a referral to an agency or the public school Children's Services Department is indicated, contact would be made with the parents to discuss the child's problem and help would be offered in contacting the proper agency if the parents are in agreement.

When a parent approaches a staff member requesting information about social service agencies available to parents and children the teacher will confer with the director and the name, address and phone number of the appropriate agency or agencies will be given to the parents. If requested the school will provide whatever information deemed helpful to the agency in working with the family and its problems. All staff members will consider all such requests for aid confidential.

Listed below are the names and numbers of the Special Education Offices as well as child care services. All other information will be obtained the staff when requested.

Wilmington Special Education	978-694-6032
Dept. of Early Childhood Education and Care	617-727-6853
Child Abuse Hotline	1-800-792-5200
Parental Stress Hotline	1-800-632-8188

The school personnel will be available for conferences with parents and social service agencies if it would be helpful to the situation.

Children may be observed in the classroom setting, by appointment, if it is helpful.

All members of the staff are to be mindful of their obligation to report any indication of Child Abuse; and through the Director, such abuse is to be reported to the proper authorities. The director is also mandated to report any alleged abuse or neglect of a child while in the centers care. A 51A will be filed and any allegedly accused staff person will have no contact with the children at any time until an investigation has been completed. The Director will comply with all agencies and procedures will be maintained in writing.