

## Parent Page Policies and Procedures

For complete description of all Mrs. Murray's Nursery School Policies and Procedures please consult handbook or contact the director Eileen Richard at 978-462-2441.

**Arrival:** Arrival time is 8:45am for the morning session. Outerwear may be hung in the appropriate class section in the hall upon arrival, and children should be brought directly to their classrooms and placed in the care of the attending teachers - no child should be left in the hall after the parent has gone from the building.

**Departure:** Children should be picked up promptly at the end of the session (11:30 am for morning) Children will not be dismissed until the parent or care person is in evidence. The doors to the classrooms will remain closed and locked until the teachers are ready to dismiss. The teacher will stand at the door and dismiss the children one by one.

**Release of children:** If the "regular" person is not picking up the child, the child's teacher needs to be informed of this when he/she is dropped off. If the person is not on the registration consent form, then a note with permission and the person's name needs to be given to the teacher upon arrival. Photo identification will be required if the person picking up a child is unknown to the teacher. Make sure the person designated to pick up your child is someone your child knows and trusts.

**Communication with Parents:** Every month you will be receiving newsletters in an effort to keep you informed of what is happening at school. All three classes will be receiving report cards twice a year. Please refrain from distracting your child's teacher with a "doorway conference." We respect our children greatly and do not want to discuss any concerns we have in front of them. It is more appropriate to set up an appointment with your child's teacher for a conference. Teachers are also available for phone conferences. We want all parents to know that we take conferences very seriously and you should feel comfortable about setting something up with the teacher(s). Our main goal is your child's happiness and well-being. We want to make sure that things go smoothly and there is open communication between the school and home. This one factor is of great importance for a child's total, uninterrupted development. Parents are invited to stop in anytime.

**Discipline Policy:** Guidance and behavior management shall be consistent and based on an understanding of the individual needs and development of the child. We introduce the children to nursery school and social interaction by explaining to them what acceptable behavior is. We discipline the children about unacceptable behavior by speaking to them. Our goal is to have a friendly, "warm and fuzzy" environment for everyone, where children grow and develop within a safe atmosphere. Reading stories and having discussions at circle time that encourage appropriate behavior, balanced with consistency in discipline is what we strive for. Our goal is positive behavior through positive discipline. Children need to be able to verbalize their feelings, have reasonable limits with appropriate choices and whenever possible, a say on the rules, policies and procedures. Corporate punishment shall not be used, including spanking. No child shall be subject to cruel or severe punishment, humiliation or verbal abuse. No child shall be denied food as a form of punishment.

**School Closings:** Mrs. Murray's Nursery School will close whenever Newburyport Schools announces they will be closed due to inclement weather. If Newburyport schools call a delayed opening, Mrs. Murray's will still open at 8:45 am unless you receive a call from your child's teacher stating otherwise. Even though an inclement weather closing is a big inconvenience for everyone, the safety issue must be considered first, and that is why we depend on the Newburyport School system to make this informed and carefully thought out decision.

**NOTE: There are no refunds/deductions for snow days, sickness, or circumstances beyond our control.**

**Illness:** We want the school to be a healthy environment for all. Please contact the school if your child will be absent with any contagious disease. (chicken pox, pink eye(conjunctivitis), lice, etc.) so we can discreetly inform the other parents.

All children must be free of an elevated temperature 24 hours before he/she is to come to school. If your child is on an antibiotic, we ask that the child remain out of school for 24 hours after the medication has been started.

**Please keep your child at home when he/she displays diarrhea, vomiting, an unusual rash, eye inflammation, severe cough, or heavy congestion or runny noses they cannot attend to themselves.**

Children will be excluded from the program if they are running a temperature or showing other symptoms of illness; such as vomiting, infectious diarrhea, pain or severe discomfort, or are too sick to participate in school activity, or, have a contagious disease or infection.

**If your child becomes ill at school:** In the event that your child should become ill while attending school, the following procedure will be used:

- 1) see that the child's immediate physical needs are cared for
- 2) take the child to a quiet area with an adult supervisor
- 3) Contact the parent, inform them of the illness, and follow their instructions until they arrive.

**Absent:** If your child will miss school, for any reason please call 978-462-2441

**Allergies:** If your child has allergies, please make sure that you have made a note of this on the health form and on the child's history page. Speak to the teacher about the situation during Open House. A bulletin is posted for children with allergies and conditions. This bulletin is checked before we have parties or do special activities that could pose a threat. The symptoms of an allergic reaction, procedures and emergency numbers will be included. All staff will be informed of these children and the necessary precautions will be identified.

**Medication:** It is hoped that you can administer any medication before and after school hours. If a child is sick enough to require medication during these 2-3/4 hours, then he might be better off at home for the day. If there are any exceptions to this situation, we will be glad to discuss the situation and work out a plan.

**Snacks:** Children bring their snacks in a lunch box or paper bag with their name on it. Good snack foods for school would be apple slices or whole apples if they eat the skin, bananas, vegetables, yogurt, crackers and cheese, or pretzels. All children need a napkin and a juice box, water bottle or thermos drink (please provide straw with thermos). At snack time we try and teach the children to be independent, to bring their lunch box to the table and set the snack up by themselves. Please provide snacks that they can get ready by themselves. We will help peel a banana, and open packages and straws for juices. **PLEASE DO NOT SEND IN PEANUTS OR ITEMS CONTAINING PEANUTS OR PEANUT BUTTER - as we are a PEANUT FREE SCHOOL. Thank you!**

**Toileting:** Children are allowed to use the bathroom as needed. One of the two classroom teachers will accompany the child to the bathroom beside the office. If your child needs to be reminded to use the bathroom, please inform the director at enrollment and also make note of the fact in the registration questionnaire. You should also tell your child's teacher at Open House. We will put your child on a reminder schedule for just that purpose. If your child is not quite potty trained yet, we will work with you on this skill development. Please make the first thing you do at drop-off time be going to the school bathroom and using the facility. This will give us a little extra time before he or she needs to go again and it lets your child become more familiar with the system. If a child should have an accident and wet their clothing, they will need a change of clothing. The teacher will comfort the child, cleanse the child and put on clean dry clothing. The teacher should wear plastic gloves to keep away from bodily liquids. Parents have sent in clothing and we have a box of clean boys and girls clothing in school. The wet clothing is put in a plastic bag to be taken home at the end of the day. When a child has soiled clothes the parent or emergency family contact will be called. There is never any punishment for soiled/ wet clothes and we deal with the situation as discretely and compassionately as possible.

**Clothing:** All children should have a complete change of clothes (including socks and underwear) in a gallon size Ziploc bag, seasonally appropriate. Please put your child's name on the bag and on all clothing as well as their coats.

**Birthdays:** We celebrate school year birthdays and half birthdays for summer birthday children. Please see your child's teacher one week prior to the birthday .

**School Insurance:** Each child will be covered while in school by a group insurance plan. This coverage is paid for with registration fee at registration time. This fee is non-refundable.

**Immunizations: The following Immunizations are required for children attending nursery school in Massachusetts:**

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| ≥ 4 doses of DTaP vaccine  | 3 doses of hepatitis B Vaccine  |
| ≥ 3 doses of Polio vaccine | 1 dose of Varicella vaccine or a physician certified reliable history of chickenpox disease |
| 1 dose of MMR              | ≥ lead screening and screening results. Results in normal range or re-screened.             |
| 4 doses of Hib vaccine     |   |

**Medical Forms, Consent Forms, and CORI FORMS:** Please make sure that your child's health form, consent forms and CORI request are turned in during the summer. Any time after June 15<sup>th</sup> and before August 15<sup>th</sup>. This is a state law that health forms must be current, no older than one year at the beginning of the school year. We go on two field trips at the very beginning of the year, the Apple farm in September and the fire station in October, you have to have a CORI done before you can drive in a car pool. **All forms must be current in order for your child to start school.**

**Process for notifying parents of emergency situations:** Group Teachers carry Emergency contact Lists, which contain all home and business contact information for each student as well as additional emergency contacts.

**CPR and First Aid:** All teachers at Mrs. Murray's Nursery School are certified in CPR and Basic First aid.