

Dear Parents,

Welcome to Mrs. Murray's Nursery School. We believe the early childhood years are a pivotal time in a child's life. It is a time for learning and exploring the world around them. Our goal is to provide a learning environment that provides each child the opportunity to develop new skills in a warm and safe way.

This handbook is designed to ensure your family has a positive and rewarding experience while your child attends our program. This handbook outlines our policies and procedures. We feel communication and a sense of trust between parents and teachers are very important to ensure the success of your child's transition from home to school.

The information in this handbook may be edited to ensure that our policies adhere to the current state standards. Any changes will be posted on our informational bulletin board at the front entrance and will be sent to you in writing via email.

Also, every month you will be receiving a newsletter via our website to keep you informed of what is happening at school as well as weekly newsletters via email or class dojo from your child's teacher. If you would like a hard copy of either newsletter, please notify the office.

Our History

Mrs. Murray's Nursery School was established in the early 60's and is in Newburyport, MA. Frances Murray opened the school to provide a social and educational opportunity for preschool age children in the city. In 1978, she retired and one of her teachers, Eileen Richard purchased it. In July 2014, Eileen retired. Two of her teachers, Donna Riley and Joanne Wilson are the current owners.

Mrs. Murray's Nursery School specializes in educating children from 2 years and 9 months to 5 years of age. We have a proven teaching philosophy that is derived from over 50 years in business.

Facility

Our Center is in a wing of the Hope Community Church, 11 Hale Street, Newburyport MA. It is independently owned and not affiliated with the church. There is plenty of parking. The school's entrance is on the right side of the building. The office is located after Room 3. Please direct any business-related concerns (registration process, tuition, refund policy, placement, etc.) to the office only.

The Teaching Philosophy of Mrs. Murray's Preschool

With over 50 years of teaching preschoolers, our teaching philosophy has been time-tested, and parent approved. We teach the fundamentals of learning which encompass the development of the "whole" child; their emotional and social awareness as well as the building and reinforcement of cognitive skills.

Our teachers provide a welcoming inclusive atmosphere to ensure that each child attending our preschool feels that school is a warm, friendly and comfortable place to learn. Each child is greeted in the morning with a smile. Emphasis is placed on making your child feel relaxed with their teachers through individual conversations throughout the day.

Our rooms are designed to encourage children to interact freely with others and to play cooperatively. A good portion of our day is spent fostering children's social and emotional development through verbal expressions of thoughts and feelings and to promote acceptable ways of expressing their feelings.

We promote the growth of independence by helping children accomplish self-reliant tasks, such as toileting needs, putting on and zippering their coats, setting up and cleaning up after their snacks.

Our curriculum builds a foundation for learning language arts, reading & literature, mathematics, science, history and enhance creativity through age appropriate, hands on, open ended and teacher directed activities.

Our indoor gym provides a great opportunity for our children to develop their gross motor skills daily.

In an ever-changing world, learning about diversity is important. We encourage parents from different cultures to come in and share with our children where they are from. We read multi-cultural stories and celebrate many different holidays.

To promote a sense of belonging to a community we go on local field trips, participate in charitable activities and encourage parents and community members to come visit with our classes.

Our goal for your child is to leave our classrooms with the ability to make new friends, have respect for oneself and others, and to have the love of learning.

Licensing Authority

The Department of Early Education and Care, "EEC" is the licensing authority of this program. Each staff member working with your child is qualified by the EEC. If you would like to check the school's regulation compliance history, they can be reached at the following address:

Department of Early Education and Care
360 Merrimack Street, Building 9, 3rd Floor
Lawrence, Massachusetts 01843
Phone Number: 978-681-9684

A copy of the EEC's regulations is in our office and is available upon request.

Administration

Owners/Directors: Donna Riley and Joanne Wilson
Assistant Director/ Daily Program Administrator: Elizabeth Tingley

The Daily Program Administrator under the direction of the Directors will be responsible for registration and tuition payments, updating and maintaining children's records, staff schedules and supervision, parent involvement, social services, daily activities including any special considerations for children with disabilities, and parent's concerns. The Directors will be responsible for all accounting and financial documentation, staff orientation, training and professional development and the development and maintenance of the early childhood education program.

Enrollment

Our preschool school is designed for children ages 2 years 9 months to 5 years old. Our programs run from September through June, and are exclusively preschool/pre-k - intended to prepare your child for the emotional, social and cognitive facets of kindergarten (and beyond). For Pre-K we offer a Four/Five Day, Three Day and Two-Day Program (mixed age group). For 2 years 9 months through four years olds we offer a Two Day and Three Day Program. All programs operate between the hours of 8:45 – 12:30.

Non-Discrimination Policy

Our preschool program does not discriminate based on race, religion, cultural heritage, political beliefs, marital status, national origin or sexual preference.

Registration

Registration for our youngest class is ongoing. *

In house students/siblings will receive a registration form in late November to register for the upcoming school year. *

Public registration starts right after in house. Calls will be made to schedule appointments for prospective students on our registration list. Our handbook is available on our website. On the day of the appointment, the parent(s) and child will meet with the director or assistant director for a one on one guided tour of the school. An opportunity will be given to ask questions, meet the teachers and “get a feel” of how our program runs. You will be able to see current students participating and interacting with their classmates and teachers. This is the ideal time to decide whether this is the type of program best suited to your child's needs. *

*If you wish to register your child in our program, a deposit of \$300.00 is required to secure your child's spot for the upcoming school year. This deposit is non-refundable for any reason you choose not to send your child to our program.

In June, you will receive your child's enrollment packet which needs to be filled out and returned

on or before July 1st. All children are required to have an annual physical exam, updated immunizations and a lead screening at the time of enrollment. ***State law mandates that health forms must be current and not older than one year at the beginning of the school year.***

The dates for our Meet and Greet and School Calendar will be sent to you in this packet.

Tuition Payments:

Tuition payments are nonrefundable and are due the 1st of the month. There are 10 monthly payments beginning August 1st. Your tuition only includes the days your child attends school. Holidays and school vacation days are not included in this payment. There are no deductions or make up days for snow days, sickness, and circumstances beyond our control or personal holidays/vacations.

Payments may be made online through an email sent by MMNS, mailed or in person.

Parental Rights

Parents are always welcome to visit our program unannounced at any time while their child is present. We encourage parent participation. A form is included in our enrollment packet. We welcome parent suggestions on curriculum, policies and procedures and enrichment programs. Parents can communicate with us in person, by phone or via email.

A report of your child's progress will be sent home twice a year at the beginning February and at the end of the school year.

Teachers are available for conferences by appointment or by phone. *Please refrain from having a "doorway" conference with your child's teacher.* We respect our family's privacy and do not wish to discuss any concerns we have in front of their child or another parent. We take parent conferences very seriously and you should feel comfortable about setting up a time to meet with your child's teacher with the Program Daily Administrator via in person, by phone or email. Great communication between school and home ensures a child's happiness, well-being and total, uninterrupted development.

It is the policy of MMNS, that all concerns be directed to the attention of the Daily Program Administrator via a phone call, letter or email. A response addressing the issue will be given either immediately or within 48 hours.

Parents Living Apart Policy

This policy is an attempt to minimize any impact and to clarify to all parties what is expected from parents who live apart and what can be expected from the school and its staff.

Parents are entitled to share in the decisions that are made about their child and to be treated equally by MMNS. These entitlements include:

- Having access to school records and to receive copies of school reports, newsletters, invitations to school events, school photographs relating to their child and information about school field trips.
- To attend parent meetings/school events

MMNS recognizes that while the parents of some pupils may be divorced, or estranged they are entitled to the above and this entitlement cannot be restricted without a specific court order. MMNS does not have the power to act on the request of one parent to restrict another.

The information provided to the school when the child was enrolled detailing whether parents have parental responsibility for the child will be presumed to be correct unless a court order or original birth certificate proving otherwise is provided to the school. Similarly, the information provided on the address(es) where the child resides will be presumed to be correct unless a court order proving otherwise is provided to the school.

At MMNS, we would like to promote the best interests of the child, working in partnership with all parents unless otherwise directed by a court order.

Upon receipt of any court order restricting access to a parent, the school retains the right to consult the Local Authority before taking immediate action. The school is only obliged to comply with an order if it is properly notified and has received a copy for its files, and only to the extent that it relates to the school. The school also has no responsibility for enforcing any court order. If the school is not informed of the existence of such an order, neither parent will have rights superior to the other.

Parents are encouraged to resolve contact issues without involving the school directly.
Change in parent responsibility:

- It is the responsibility of the parents to inform the school when there is a change in family circumstances. The school needs to be kept up to date with contact details, arrangements for collecting children and emergencies.
- We encourage parents to tell us at an early stage if there is a change in family circumstances. Whenever possible, staff will be informed of such changes so that suitable support can be offered. We will however recognize the sensitivity of some situations and maintain the level of confidentiality requested by the parents as far as possible.
- Newsletter and general school/class information will be sent via email to the email addresses included in the child's paperwork.

- All correspondence pertaining to the child will be sent to both parents.

Progress Reports and Student Records

Any parent has the right to receive progress reports and review pupil records of their children. For parents living apart, progress reports will be sent home to the parent whom the child resides with the expectation that he/she will share the report with the other parent. If the child is subject to a joint residence order and the school's records indicate that the child resides at two addresses, then progress report will be sent to both addresses.

The school will send copies of the progress reports to a parent with whom the does not reside only if the parent submits a written request.

Disagreements between parents must be resolved between the parents and cannot be resolved by the school. In the event that the parents are unable to agree with one another on decisions regarding their child's educational program, including but not limited to placement, participation in extracurricular activities, and consent to evaluation and service, the school will arrange a meeting with all parents (preferably together or separately if required) to attempt to assist the parents to resolve the situation and if it cannot be resolved may refer the matter to the relevant department of the Local Authority.

The school will release children to parents in accordance with arrangements notified to the school. If one parent seeks to remove the child from school in contravention of the notified arrangements, and the parent to whom the child would normally be released has not consented the following steps will be followed.

- The Program Administrator will meet with the parent seeking to remove the child and in his/her presence, telephone the parent to whom the child would normally be released and explain the request.
- If the parent to whom the child would normally be released agrees, the child may be released, and the records will reflect that the permission was granted orally.
- If the parent to whom the child would normally be released to cannot be reached, the Program Administrator dealing with the issue may decide based upon all relevant information available to him/her.
- The Program Administrator or staff member may have to refuse permission if consent cannot be obtained.
- During any discussion or communication with parents, the child will be supervised by an appropriate staff member in a separate room.
- In the extreme circumstances if there is a belief that possible abduction of the child may occur or if the parent is disruptive or in violation of a court order, the police will be notified immediately.

All parents can have equal access to all school information, we will maintain our open-door

policy with all parents, and the Directors, Program Administrator and Classroom teacher will be available by appointment to discuss any issues.

Confidentiality and Distribution of Records

Information contained in your child's record shall be privileged and confidential. MMNS shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without written consent of the child's parent(s) or guardian(s).

Upon request you will have access to your child's entire file. It will be made available on or before two business days after the initial request.

If information is released from your child's file, a written log with the date, name, signature and position of the person releasing the information, the purpose for the release, portions released and the signature of the person receiving the information. This log shall only be available to the child's parents or guardians and center personnel responsible for record maintenance.

Parents or guardians will be notified if a child's records are subpoenaed.

There will be no charge for the copying of a child's file.

Amending Your Child's Record

You have the right to add information, comments, data or any other relevant materials to your child's record. In addition, you have the right to request deletion or amendment of any information contained in your child's record by setting up a conference with the directors. Within one week of the conference, the directors will render a decision in writing stating the reason(s) for the decision. Immediately after, steps will be taken to put the decision into effect.

Transfer of Records

Upon written request, you have the right to have your child's records released to you or any other person you identify when your child is no longer attending our school.

Health Care

We want the school to be a healthy environment for all. Please contact the school if your child will be absent due to illness. Any contagious disease (chicken pox, pink eye (conjunctivitis), lice, etc.) needs us to discreetly inform the other parents. A notice will be sent home via email. All children must be free of an elevated temperature, diarrhea and vomiting 24 hours before he/

she is to come to school **without the use of medication**. 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, congestion or an extremely runny nose.

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

If your child should become ill while attending school, the following procedure will be used:

- See that the child's immediate physical needs are cared for
- Take the child to a quiet area with an adult supervisor
- A cot, pillow and a blanket will be provided to them.
- Contact the parent, inform them of the illness, and follow their instructions until they arrive.

If the parents cannot be reached, messages will be left, and the emergency contact will be called.

The First Aid Kit is located on the shelf over the mirror in the bathroom by the office. If the kits are used, any used items will be replaced by the Program Daily Administrator. The First Aid Kit will be checked monthly. Additional first aid kits are located on top off the white shelf in each classroom and hanging on the wall in Classroom 2.

All teachers at Mrs. Murray's Nursery School are certified in AHA Heartsaver Pediatric CPR and First Aid.

In the event your child has a serious accident or illness at school that requires emergency care, the following procedures will be used:

- Take care of the child's physical needs using emergency first aid techniques.
- In a matter that is defined as an emergency, 911 will be called and your child will be transported to the nearest hospital along with a staff member your child is comfortable with.
- After 911 has been called, a staff member will contact you ASAP.

The EEC's licensing office will be notified as required.

Plan for Meeting Specific Health Care Needs

If your child has allergies or a medical condition, an Individual Health Care Plan Form needs to be filled out by your child's physician. When you receive your enrollment forms, the cover sheet will let you know if your child has allergies or a medication to request an Individual Health Care Form. The office will mail or email you this form. It will need to be filled out by your child's health care practitioner and returned with your enrollment packet. If the staff needs special training to adhere to the IHCP for a child, the parent will be able to provide the training to the

staff only with written permission of the child's health care practitioner. This training will be done prior to the child's first day of school. The IHCF will be discreetly posted in every room as a reminder to the teachers.

Epi-pen Training is incorporated in our CPR training.

Note: When your enrollment packet is returned, it will be reviewed. If a parent has listed an allergy or medical condition and an IHCF has not been requested or returned, the parent will be notified, and a form will be mailed to them to be filled out and returned.

Plan for Administering Medication

Your child attends MMNS for 3-3/4 hours, **please try to administer any medication before and after school hours**. In the event, medication needs to be administered during school hours, the following procedure will be followed:

A Medical Consent Form will be filled out by the parent and child's health care practitioner.
A Medication Administration Record will be kept in your child's file.

All medication needs to be in their original container. We will NOT administer the first dose of any medication unless it is an emergency medication and addressed on an Individual Health Care plan.

If the medication is a prescription the doctor's prescription needs to be attached to it.

Any non-prescription medication will be given according to the directions on the package. A different dosage will only be given under the direction of your child's health care practitioner. The medical consent form would then need to be signed by the child's health care practitioner.

All medication, not addressed on Individual Health Care Plan, will be administered by the Daily Program Administrator. At the time your child needs their medication, she will retrieve the Medication Record, go to the child's classroom and walk the child to the bathroom located by the office. She will ask your child their name and check the medication to make sure it matches. She will check the label for dosage. She will wash her hands, check dosage again and pour out the correct dosage. She will check the dosage one more time before administering it to your child. After she will wash her again. She will walk your child back to class and return to the office to fill out the Medication Administration Record and place it back in your child's file.

All medication will be kept out of the reach of children and in accordance with the directions on the label. *Epi-pens and inhalers* will be kept near the first aid kit in the room the child attends.

Sanitizing and Disinfecting/Infection Control

MMNS uses the following commercially prepared disinfectants to sanitize and disinfect our school: Clorox Anywhere Daily Sanitizing Spray, Clorox Disinfecting Wipes, Clorox Toilet

Bowel Cleaner Lysol Disinfecting Spray or Wipes. Other brand names may be purchased at times. All products used will be registered as a sanitizing solution by the Environmental Protection Agency and used according to the instructions on the product label. All products will be stored out of the reach of children.

Daily Sanitizing: Toilets and toilet seats, sinks and sink faucets, door knobs, and classroom tables (before and after snack), toys in classrooms are sanitized in a rotating system and/or on an as need basis*. Toys are taken out of bins when the children have left, sprayed or wiped with disinfectant and left to air dry until morning. Classroom sanitizing schedule is posted in the classroom.

When necessary and when no child is present, tables are scrubbed down with a Mister Clean eraser and then washed with a Sanitizing spray.

*If a child puts a toy/item in their mouth or coughs or sneezes on it, the teacher or the child will place that item in the “germ” bucket located in the classroom. This item will not be used until one of the teachers wipes that item with disinfectant and it air dries for at least 2 minutes.

Rugs will be steamed cleaned as needed. If a child has an accident or throws up on the rug, the rug will be cleaned and wiped with a disinfectant. At the end of the day or when children are not present, the spot will be cleaned again.

Referral Plan

If your child’s teacher feels that one of the social, mental health, education or medical services would be helpful or beneficial to the parent and/or the child in the school, it is that teacher’s responsibility to make the recommendations to the Program Administrator (PA). The PA will first review the child’s records; then she will observe this child and record her findings. The PA will determine how many times the child needs to be observed. The PA and teacher will then meet and discuss the recommendations. The PA and teacher will then meet with the parent(s) to notify them of the Center’s concerns. The Center will issue a written statement to the parents relative to referrals made. A copy will be placed in the child’s file. The PA shall offer assistance to the parent(s) in making referrals. The PA will follow up the referral, with parental consent, contact the service and use their assistance in helping the school meet the child’s needs at school. A progress report will be issued to the parent(s) every three months and a copy placed in the file. A current list of referral resources is included in this handbook, posted in the school and updated every September.

Child Abuse Procedures

Abuse is defined as: “A threat to child’s health or welfare by, mental or emotional injury or impairment, sexual abuse of exploitation, deprivation of essential needs or lack of protection from these by a person in a care taking position.”

If there is suspect that your child has been abused or neglected, this will be reported immediately to the Department of Children and Families. All staff members are mandated reporters and are required by law to report suspected child abuse or neglect.

If a 51A report is filed on a staff member or we learn that a 51A has been filed alleging abuse or neglect of a child while in the care of the program, the program administrator will notify our EEC Licensor immediately. The alleged staff member will not be allowed to work directly with children until the DCF investigation is completed. At that time, results of the investigation will be followed.

All staff has taken 51A Training.

Child Abuse Policy Statement

No child is left alone in the building with only one teacher. There are two teachers to every classroom. All Doors have windows on them, rooms are ground level and each classroom has at least two full windows (the classroom is visible from these windows. Parents drop off and pick up at classroom door. When using the main bathroom there are stalls. If we need to help a child the door to stall is ajar and there is another teacher in the bathroom as well. If someone from the building comes to use the bathroom we make them wait outside until all our children have left the bathroom. One teacher in front of the line and one behind. When using the single bathroom (located next to the office), door is left ajar and teacher is outside door, when the child is finished, door is then opened wide and the teacher goes in to assist child.

Volunteers are never left alone with a child, by state law a teacher must be present always.

All staff members are:

- Carefully screened and trained.
- Have had a BRC done.
- All staff members have references which are verified
- All written policies will be issued to new staff @ orientation.
- Changes to written policies will be presented to staff at time of change

Classroom activities will be periodically monitored to provide support and accountability.

Main entrance to our school is locked and all classroom doors are locked but the main entrance to building is unlocked but visible by their office. All other doors in building are locked. Once at the school’s main entrance parents will need to call the office to be let in, if coming in any

other time than drop off and pick up. We have an open-door policy with a locked door,

Policy on Missing Child

Should a child become missing, the teacher in charge will immediately call 911 to notify the Newburyport Police Department then will notify the Daily Program Administrator. The child's parent will be notified immediately. The teachers will reassure the other children should they be aware of the missing child and let them know they are safe and everything is being done to find the child. Any extra staff will be sent out to look for the missing child. The incident will later be reported to all the parents within 24 hours. The EEC licensing office will also be notified as required. The incident will be reviewed to learn what mistakes were made and how to prevent them from occurring again

Child Guidance 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 preschool and social interaction by explaining to them what acceptable behavior is by using Five I-Care Rules*. We guide the children towards acceptable behavior by speaking to them and/or redirecting them. If a child needs additional time to calm down, we may ask them to sit for a moment or take a walk with a teacher. 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 is what we strive for. Our goal is positive behavior through positive guidance. 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.

If the above is not working, a conference with the parent(s) or guardian(s) will be requested by the Daily Program Administrator and teacher to work on an alternative behavioral guidance plan for the child.

***The Five I-Care Rules**

- We listen to our friends.
- Hands are for helping; not for hurting
- We use I-Care language.
- We care about each other's feelings
- We are responsible for what we say and do.

Corporate punishment shall never be used, including spanking. No child shall be subject to cruel or severe punishment, humiliation or verbal abuse. No child shall be denied food or gym as a form of punishment.

Toileting Policy

Children can 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 make note of the fact in the registration questionnaire. You should also speak with your child's teacher. 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 is to take your child to the school bathroom. 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, a teacher will comfort the child, cleanse the child and put on clean dry clothing. We will use the child's change of clothing, if possible or the school will provide clothing. The teacher should wear plastic gloves to keep away from bodily fluids. The wet clothing will be put in a plastic bag to be taken home at the end of the day. There is never any punishment for soiled/ wet clothes and we deal with the situation as discretely and compassionately as possible.

Note: Some children will refuse to have a teacher help them. If this situation occurs, their parent is called to have them come to the school to take over the situation.

Bathroom Procedure

Children can use the bathroom as needed. When there is a single child needing to use the bathroom, a teacher will walk them to the bathroom to the left of the office. The child enters the bathroom alone, the door is left slightly ajar. The child takes care of all his/her toileting needs by themselves. When they have finished going to the bathroom, they adjust their clothes and flush the toilet. Now the teacher will assist the child in washing their hands. If a child needs help in the bathroom, the teacher will enter the bathroom with the child, but the door is left open. The teacher will assist in the needs of the child while encouraging him/her to try it on their own.

When the whole class goes to the bathroom, they use the six-stall bathroom beside the gym. Two teachers always accompany the group. One teacher at the front on the line and one at the back. As they enter the bathroom, the first teacher instructs one child to go into the stall and close the door and one to stand on the dot in front of the stall. This continues until every child is either in a stall or on a dot. The child goes to the bathroom, flushes the toilet and then goes to the sink. The child on the dot then enters the stall.

At the sink, children form a line as they leave the stall. The teacher at the sink, instructs each child to pull up their sleeves and then puts liquid soap on each children's hands. The first child steps up on the stool and washes his/her hands. After the teacher hands them a paper towel to

dry their hands. After drying their hands, they will throw their paper towel in the wastebasket and form a line at the door. One of the teachers will supervise the line. At this time, that teacher might sing songs or play a game (Simon Says, What name of the person in front of you? etc) with the children in line.

Staff will wash their hands, using the same procedure as the children, before leaving the bathroom. Disposable gloves will be used when assisting children with their toilet needs or coming in contact with bodily fluids and discharges.

Snack Policy

Snack Times: please refer to your child's classroom schedule

Prior to heading to the bathroom, a teacher will wash down the tables with Clorox Anywhere cleaner. After the bathroom, the entire class will walk to their classroom, getting their lunch boxes off their classroom bench in the hallway.

Due to limited space, lunch boxes over back packs are preferred. To promote independence please make sure your child can open his/her own lunch box.

The Four and Five-year-old classes play a matching game to find their seat for snack. This enables children to socialize with a variety of children. The three-year-old class will find a chair at the table.

After finding their match or chair, your child places their lunch box on their chair, opens it and takes out a small healthy snack*, drink and napkin. The lunch box is placed on floor under their chair. They open the napkin and place their snack and drink on top. A teacher will assist them with this task if necessary. Once all the children are done setting up their snack, a teacher asks them if they would like to join in saying grace** and then everyone eats together. If your child needs help with their snack, they are asked to raise their hand and a teacher will come and help them. As the teacher helps, she is showing the child how to do it so they will learn how to do it themselves. We do not allow children to share snacks. When your child is finished they clean up their snacks, throw away their trash and put away their lunch box in the designated area in the classroom or shelf in hallway. A teacher will assist them with this task if necessary. After their lunch box is put away, your child is able get a puzzle or book until everyone is finished with snack. After snack time, the tables are washed down with Clorox Anywhere cleaner.

*Healthy Snack suggestions: yogurt, fruit, granola bars, small muffins, pudding, a wrap, crackers and cheese, veggies and dip. Drinks: juice, water, milk

All snacks should be "child ready", apples peeled if your child does not like the skin, oranges peeled, grapes cut in half etc. *ALL SNACKS SHOULD BE PEANUT/TREE NUT FREE*

**We thank thee for the world so sweet

We thank thee for the food we eat.

We thank thee for the birds that sing

Thank you, God, for everything.

All staff is trained in a USDA recognized nutrition program for the healthy growth and development of children.

Transportation Policy

Mrs. Murray's Nursery School does not provide transportation. Parents are responsible for transporting their children to and from the preschool. Parents complete an offsite permission form and transportation plan as part of the enrollment forms and it is up-dated at least once per year or as needed. Parents are advised to follow State Law requirements on appropriate car seat and seat belt laws for children and adults. No child will be left alone in a vehicle unsupervised by an adult. Parent must walk child into school, notify the teacher the child has arrived and inform the teacher/child they are leaving. Parents should call school by 8:30 am to report all absences and if an alternative person will pick up or drop off their child. The program administrator will call parents of all students whose parents have not notified the school of their absence by 9:15AM. The program shall note on the attendance sheet the absence or late arrival or early pick up for each day. Same policy for pick up as drop-off. A list of authorized persons to pick up is maintained in child's folder. The name of the alternative person is noted in the daily log book and person's ID is checked.

Field Trip Transportation and Supervision Policy

We will go on two field trips during the year one in September and one in May. The places will be local, and we will require you to drop off and pick up your child at these locations. The times for drop off and pick up may be different than our regular school hours.

Before we embark on any trips outside of school, you will be given advanced notice in the monthly school newsletter. You will need to sign a permission slip for your child to attend the field trip in registration packet. Please let your child's teacher know if you plan on chaperoning. Due to the size of our group, these field trips are not sibling friendly. Chaperones need to pay the cost associated with the field trip. Cell phones will not be permitted to be used during the trip. Once you arrive at the destination, your child's teacher will be waiting for you and your child. Attendance will be taken by the classroom teacher and by the Program Administrator. The teacher will give each child a name tag. The classroom teachers will be responsible for their students. Chaperones will be asked to assist the teachers, but MAY NOT leave the group with any child but their own. If a child needs to go to the bathroom, a teacher and a chaperone must accompany them.

During the field trip, each class will stay together. If you have two children in the program and are chaperoning, we will put your children together in one class.

At the end of the field trip, we will come together as a group and a head count will be taken. We will sing a "thank you" song and your child will be dismissed to you at the same spot you drop them off at.

If you are not chaperoning, please make sure you are home, or have you cell phone on in case of an emergency.

The Program Administrator will carry a first aid kit, a copy of each child's identification/emergency cards, any necessary medications if the parent is not in attendance, wipes, a cell

phone for emergencies and items pertinent to the field trip. She will oversee the field trip and will not be assigned to any children

Illness or Injury on Field Trip Procedure

In the event your child should become ill, the following procedure will be used:

See that the child's immediate physical needs are cared for

Take the child to a quiet area with teacher or daily program administrator supervision.

Contact the parent, inform them of the illness, and follow their instructions until they arrive.

If the parents cannot be reached, messages will be left, and the emergency contact will be called.

In the event your child should have a minor injury, the following procedure will be used:

- See that the child's immediate physical needs are cared for by giving first aid.
- Notify the parent when they come to pick up their child.
- Once back at school an injury report form will be filled out.

In the event your child should have a severe illness or injury, the following procedure will be used:

- See that the child's immediate physical needs are cared for by performing CPR/First Aid.
- In a matter that is defined as an emergency, 911 will be called and the medical release retrieved from the Daily Program Administrator. Your child will be transported to the nearest hospital along with a staff member your child is comfortable with.
- After 911 has been called, a staff member will contact you ASAP.

The EEC's licensing office will be notified as required.

Emergency and Evacuation Procedure

Upon notification of an emergency, MMNS shall:

Provide attendance and secure transportation needs with the Local Emergency Management Director or the Newburyport School Dept.

Contact parents/guardians as appropriate, to arrange pick up of children.

Stand by for further updates

If instructed to shelter in place:

We will remain indoors, and we will close and lock all windows and doors.

We will turn off heating and cooling systems that bring in outside air or exhaust air out (use such system only to protect life or health)

Wait for further information from the Emergency Alert System radio station:
WQSX 93.7FM WXRV 92.5FM WNBP 1450AM

If instructed to transfer to the Reception Center as a precaution or the Host School Facility to evacuate:

We will again account for all children present

We will group the children and assign a staff member to each group

When the vehicle arrives, we will help the children board and accompany them. Attendance will be again taken to ensure all children have boarded.

We will make a list of all students and staff that boarded the vehicle and proceed to the appropriate center:

Our Reception Center: Masconomet Regional School, Boxford MA

Our Host Facility Center: Minuteman Regional High School
758 Marrett Road, Lexington MA

If we have a situation at the school, such as a power outage (i.e. heat, telephone, fire detection alarms, lighting or water pumps), MMNS will notify parents via phone calls, emails, and/or texts, using the supplied home phone numbers, emergency numbers and/or cell phone numbers. We will not conduct school when the necessary services are not in working order. School will not resume until all services are restored.

Please update your child's records when there is a change in your address, emergency contacts and phone numbers.

Note: all staff are required to take their clipboards when evacuating the building. These clipboards contain home, cell, work phone numbers and additional emergency contact numbers.

Evacuation Plan

The fire alarm will always be observed unless instructed otherwise.

During the first day of school, each teacher will go over the fire drill procedure with their class.

Fire Drills will be conducted once of month. Each drill will be at a different time and/or location. The Daily Program Administrator will set off a portable smoke detector in the hallway and start the timer. One teacher from Room 5 will open the classroom door and proceed to the school entrance. She will hold the door and count the children as they exit. Upon exiting the door, the children are instructed to go to the left, stay on the sidewalk and stop before they get to the rocks. Remaining teacher takes the clipboard and ushers the children out the entrance door. Classrooms 3 & 4, one teacher from each class will take the clipboard while the other is ushering their children through each classroom and out the entrance doors.

Classroom 2: one teacher will open the door and proceed to exit to the left. This teacher will count children as they exit the building. The other teacher is ushering the children out of the

classroom and to the exit. Once outside a quick headcount is done and the class walks to the designated spot near the school's main entrance. Once a class reaches the designated area outside, the classroom teacher will take attendance. The children are instructed to say "here" and raise their hand when they hear their name. The Program Administrator will close all doors, checking for children as she makes her way through the classrooms and out the entrance door. She will ask the teacher holding the door, how many children exited the building and check with the teacher from Room 2, check her attendance sheet and mark the time. We explain to the children that it was only a fire drill, congratulate them and then line them up to go back inside. Alternate route: the teacher in Room 2 or 3 depending on the day will open Room 2's classroom door and head to the exit door near the classroom using the same procedure as above except that one teacher in classroom 5 will close the doors and look for children as she walks through the classrooms to the exit door.

If a class is in the bathroom, they will use the exit door near Classroom 2 and take a headcount and then walk the class around building to join the other classes. If in the gym, we will use the gym doors near the school entrance unless instructed otherwise. Same procedure as above except one teacher is last to leave the gym making sure all the children have exited the gym.

If a child is scared or crying because of the alarm, a teacher will do their best to comfort them as they walk outside. Once outside the child will be comforted and the teacher will explain the need for fire drills one on one with them.

At least one time during the year, usually in the first few weeks of school, the Newburyport Fire Department will conduct the fire drill.

**EMERGENCY OPERATIONS PLAN
FOR
Mrs. Murray's Nursery School (MMNS)**

Purpose

This Emergency Operations Plan has been developed to assist MMNS in protecting the health and safety of the children in its care in the event of an active shooter event or armed intruder. The safety of the children and staff is the primary goal of MMNS.

Assignment of Responsibilities

MMNS Staff members are responsible for implementing the Emergency Operations Plan, ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities.

Location of Daily Children's Attendance and Emergency Contacts

Children's daily attendance records are kept in the Office (Daily totals) and in the Classrooms (classroom totals along with daily). The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept on the office clipboard and individual classes on a clipboard located near the door of each classroom.

Children in Care

All children in care are between the ages of 2.9 and 5.

Types of Response

ALICE Response Plan (Active Shooter)

ALICE is a set of proactive strategies that increase chances of survival during an active shooter event (ASE). ALICE is an acronym, and is not meant to be sequential, rather in a manner that is determined by staff. Different parts of the building are likely to respond to an ASE or intruder differently. ALICE can be utilized for lower level emergencies, including but not limited to unknown persons, custody disputes, and mental health emergencies.

Any staff member can initiate ALICE procedures. If an ASE or other emergency occurs, whoever observes it should make an announcement. For example, "There is a gunman in the lobby of the building. Initiate ALICE procedures." This person should also ensure that 911 is contacted and all relevant information (shooter's description, location, any victims, etc.) is relayed to the Newburyport Police Department. If possible, they should stay on the line until directed to hang up by the dispatcher.

Alert: This is how students and staff are made aware of an ASE on intruder/unknown person. It is recommended that plain and specific language is used. Code words should be avoided.

Lockdown: Students and staff should get to the closest room that they can secure themselves in. The room should be barricaded. Students and staff should be silent. Staff should be prepared to evacuate or counter if the situation dictates.

Inform: Communicate the shooter's location, direction of movement, and description to the rest of the school. This information should also be relayed to law enforcement. Staff are empowered to make decisions based on their perception of the incident with the most information possible.

Counter: Counter is the absolute last resort in an ASE. Staff and students should be running and making noise. Objects can be thrown at the intruder in an effort to distract.

Evacuate: If it is safe to evacuate this is often the best option. Staff can make the decision based on the most up to date information that is available to them.

Shelter in Place and Lock down.

Location: 11 Hale Street, Newburyport MA (located in the right wing of Hope Church)

All staff are to stay in the lock down / shelter in place areas until an all clear is given unless the staff feels it is safe or there is a need to evacuate.

Shelter in place: If a staff member or Hope Church Member informs the classrooms that an unknown person (s) is around the building, teachers will make sure their classroom door is locked and door stop is put in place, window is covered, and shades are down. The teachers will continue their day remaining in the classroom unless instructed area is clear or initiate ALICE procedures.

Lock down:

Although ALICE is designed for an ASE, it can be utilized for lower level emergencies at MMNS, including but not limited to unknown persons on campus, custody disputes, or mental health emergencies.

If the threat is at MMNS's door, one teacher calls 911 and other teacher starts informing other classrooms of situation at hand and barricades the door as much as possible. One teacher from every classroom calls 911 via cell phones and the Program Administrator will call office of Hope Church. Emergency numbers are listed next to every classroom phone. Once connected to 911, the teachers will not hang up. The other teacher with the assistance of teacher calling 911 will take quick attendance and gather the children as quickly as possible (comforting those who need it) and lead them through the classrooms to CLASSROOM 2 (REAR). There they will stay until help arrives or the need to evacuate the children through the classroom windows arises. **DOORS WILL REMAIN LOCKED UNTIL POLICE CARS ARRIVE, AND AN OFFICER COMES TO EACH DOOR.**

Note: If there are children in the “Big” Bathroom, one teacher calls 911 and they will either lock down in the bathroom or evacuate. Staff will be making the decision based on the available information

If there are children in the gym, one or more teachers will call 911 while helping the other teachers lead the children to the exit located on the far-right side of the gym. Once through exit they will continue to the café exit doors or lockdown down in the closest room. Staff will be making the decision based on the available information

If the threat is on the church side of the building the Hope Church office personnel will notify us via telephone. Teachers will then be instructed to lock down. Same as above except teachers will make their way through the classrooms to Classroom 5. There they will stay until help arrives or the need to evacuate the children through classroom windows or MMNS’s entrance door.

Note: If there are children in the “Big” Bathroom, one teacher calls 911 while helping the other teacher to lead the children to through the gym and exit out the MMNS entrance doors or lockdown if necessary. Staff will be making the decision based on the available information

If there are children in the gym, one or more teachers will call 911 while helping the other teachers lead the children to the exit located near the MMNS entrance. Once through exit they will continue right out entrance doors or will lockdown in the closest room. Staff will be making the decision based on the available information

If there are multiple threats, same as above except teachers will stay in their rooms until help arrives or the need to evacuate the children through classroom windows arises. Staff will be making the decision based on the available information

Note: If there are children in the “Big” Bathroom and Gym, teachers will try to find the safest route out of the building or lockdown in closest room. Staff will be making the decision based on the available information

Once safe, attendance will be taken, and parents will be notified via phone calls, texts or email.

Staff Training & Drills

All staff and children will participate in a lock down drills at the facility. Lock Down/Shelter in Place drills will be conducted twice a year. All drills must be documented.

Daily Schedule

This is a general outline. Daily activities times will vary, depending on the needs of the students.

Arrival: (8:45) your child hangs his/her coat and places their lunch box on their classroom bench in the hall **with parents help**. They enter their classroom and a teacher greets them.

Free Play: Child's choice of an activity.

Once all the children have entered, around 9:00, we will then have **Meeting Time**. At Meeting Time, we will sing the Good Morning Song, say the Pledge and My Country Tis of Thee, check the chart for the line leader, do Calendar (month, day of the week, date and pattern piece) and share our thoughts.

Tuesday/Wednesday: (9:15-9:45) Every month except September and January. Switch rooms: the whole class goes to a different room for free play under the supervision of that classroom's teachers.

Thursday/Friday: (9:15-9:30) Whole School Music Class

Circle Time (9:45) this is the time of the day we will discuss what we will learn for that day. We might listen to a story, sing songs, chart our thoughts etc.

Busy Work: We will transition from the circle time area to the tables. Here we will do the whole class activity for the day. Activities could be creative art, following the directions paper, practicing writing, science, math etc. All activities are age appropriate.

Bathroom: Please refer to our bathroom policy.

Snack Time: Please refer to our Snack Policy.

Gym Time Mon/Wed/Fri: PreK: (11:00-11:30)

Younger two classes: (10:30-11:00)

Gym Time Tues/Thurs: Whole School (11:00-11:30)

Free Play and/or small group activities (11:30-12:20)

Dismissal: We go over what we learned for the day, thank the line leader and sing our good bye song. We would like all parents to be back to pick up at 12:25. We begin dismissing as soon as all the children are ready.

Enrichment Programs/Holidays:

In house programs are usually scheduled for Thursdays and Fridays. Holiday Parties are scheduled on or before the date of the Holiday.

Some of our In-house programs: Newburyport Fire Department Visit, Police Department Visit, Nutrition Program, Pre-K Literacy Program, Science Programs, Joppa Flats Education Center, Blue Ocean Society, Puppeteers, Musical Programs, Crazy Hat and Ice Cream Day, Pajama Day, Teddy Bear Day, Dinosaur Day.

Parent's Day Program: Last day of school for each program. Children sing songs they have learned throughout the year. Program usually run approximately 40 mins and a Cast Party immediately follows.

Holidays/Celebrations celebrated but not limited to: Children's Birthdays, Halloween Party with a Sing a long, Thanksgiving Feast, Christmas Party with a Sing a long, Hanukah, Valentine's Day Party, and St. Patrick's Day Party.

We are more than happy to take suggestions for In house programs or Holidays to celebrate.

Substitutes/Volunteers/Student Interns Policy

Any substitute, volunteer or student intern who **DOES NOT** hold a Massachusetts EEC teacher license will not be left alone with a child, the classroom teacher will be with them. If a student needs to use the bathroom, the substitute, volunteer or student intern will use the doors located in the classrooms to walk that child to the bathroom next to our office. At that point the Program Administer or one of the teachers in Room 3 will assist the child in the bathroom. If the teacher needs to leave the room, the co-teacher from the adjoining room will take over until the classroom teacher gets back.

This applies to any substitute, volunteer or student intern who holds a Massachusetts EEC license but has not had a CORI/BCR done by MMNS.

Parent Participation:

Parent participation is always welcomed and encouraged. There are many ways to become involved. You can spend the day with us, an hour or 10/15 minutes. Your child would be happy no matter how much time you are able to spend.

Not sure what to do, come in and read a story, do an arts and crafts project, share your heritage or assist the teacher in what they have planned for the day. Maybe you play an instrument or

like to sing, come in and teach the children a song. The possibilities are endless because it doesn't matter what you do, your children will love just having you there.

Newsletters:

Every month you will receive a newsletter via our website to keep you informed of what is happening at school as well as weekly/daily newsletters via email or Class dojo from your child's teacher. If you would like a hard copy of either newsletter, please notify the office.

Cancellation of School Policy: There will be no school if the Newburyport School System cancels school due to inclement weather. We will **OPEN** at regular time if Newburyport calls a 2-hour delay with or without no morning pre-k classes listed.

For ALL School Cancellation: No school announcements will be sent via Email, will be posted on the school calendar of our webpage: www.mapreschools.com and on our Facebook page.

The voicemail at the preschool will state closures as well. We will try to have NO SCHOOL announcements posted as soon as possible.

Transitions

Daily Activities: Each classroom has a visual time line of our daily schedule. The pictures show children doing various daily activities. The children can easily check what comes next, by locating the current activity on the time line and looking to see what goes next. During circle time or meeting time, the day of the week is discussed and the special activity we do that day, reinforcing

the activities on the time line.

Moving on to the next Preschool Classroom: Each classroom is designed for a specific age group/skill level. Room #3 is geared toward the youngest students. Room #2 & 5 is geared towards the older threes and young Pre-Ks. Room #4 and #5 are geared toward Pre-K. All children during gym time, music class and by switching rooms are able to spend time in different classrooms and interact with all the teachers in the school. By meeting the teachers, being in their classrooms and engaging in less formal activities will help our returning students transition easily the following school year.

Out of our program and on to new schools: When requested, our teachers will try and lend assistance to your child's transition to a new school. Our teachers will fill out public school child surveys, meet with staff members or host a visitation day, and attend meetings so that your

child is able to move smoothly from our preschool to the next program, private or public kindergarten.

Termination and Suspension Policy

A child could be terminated/suspended from the school under the following circumstances:

Tuition payments and fees were not made in a manner consistent with the school's contracts and handbook

Enrollment forms, including but not limited to physicals and permission slips were not turned in and/or kept up to date.

Unmanageable behavior which could be more adequately handled elsewhere. A child could be terminated from the school ONLY after a parent has been given sufficient time to remedy the problem and/or a workable solution is found not possible. The Director(s) or Assistant Director needs to inform the parents of the availability of services that might eliminate the need for termination and offer assistance in obtaining these services.

If a child needs to be terminated from the school, then that child will receive some age-appropriate help in dealing with that situation which is consistent with the child's ability to understand.

A statement from the school will be issued to the parents informing them of the above information.

Parent Handbook Acknowledgement Statement

This statement acknowledges that I have received a copy of the Parent Handbook of Policies and Procedures, Amended April 17, 2018 for Mrs. Murray’s Nursery School. I read the book and I understand its contents. I understand that it is my responsibility to be familiar and comply with these standards. I further understand that the policies and procedures stated herein are guidelines that can be modified by the Preschool if necessary.

***This form must be returned to MMNS with your enrollment packet.**

Signature of Parent or Guardian **Date**

Signature of Parent or Guardian **Date**