

Evergreen Garden Playschool

Parent Handbook

School Year 2011-2012

Evergreen Garden Playschool
270 Barnum Road
Devens, MA 01434
978-772-9595

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Introduction

Welcome

Coming to preschool is exciting for families and teachers. We hope this handbook will serve as a helpful reference to the policies and practices of Evergreen Garden Playschool.

Evergreen Garden Playschool is a not-for-profit preschool, serving children aged 2.9-7 years old. We have a two morning young nursery program, a three morning mixed age nursery program, and a four morning kindergarten program. We are located at 270 Barnum Road, Devens, MA. A Board of Directors oversees the operation of Evergreen Garden Playschool. It is licensed by the Commonwealth of Massachusetts DEPARTMENT OF EARLY EDUCATION AND CARE (EEC) (the requirements for licensure, regulations of the Commonwealth of Massachusetts, and bylaws of the corporation are on file at the school and are available at all times).

History

Evergreen Garden Playschool began as a heartfelt wish shared by three mothers to establish a Waldorf preschool in their community. They looked for Waldorf trained teachers who would share their enthusiasm and join the project. In the summer of 2001 this small group began to work together and soon three more families joined their efforts. In the autumn of 2001 a Home Day Care program was formed in Harvard, to the delight of all.

In 2002 a site that would hold a larger group was found, and with the space at the Fellowship building of The Unitarian Universalist Church as a new home, Evergreen Garden Playschool became a Group Day Care.

In 2006-2007 we created a parent-toddler program for children 1 year 9 months and older in the Fall to attend with a parent. In 2008-2009 a second preschool class was added. In 2009, a new site at Devens was located, which allowed the birth of a Kindergarten program.

It is the hope of the founding members that as others join our community Evergreen Garden Playschool will flourish and be a gift to the children, their families, Devens, the surrounding communities, and the Waldorf/Steiner Education movement.

Mission

Preschool is a child's first step out of the home and into the community. A loving environment of natural toys, nutritious foods, and a curriculum that echoes the changing seasons are all part of the experience intended to provide security and health-giving growth for the preschooler.

The relationships between families and school are most important at Evergreen Garden Playschool. As a community we seek to work together, honoring the personal contributions of each individual. We intend to care for our children gracefully and to strive to meet their changing needs.

Philosophy

Evergreen Garden Playschool is a preschool program whose founding members were, and continue to be, inspired by the Waldorf/Steiner Education movement. The **three R's** associated with our view of the educational experience that is appropriate for the young child are **Rhythm, Routine and Reverence**. It is the program's philosophy that human development takes place in stages throughout the entire course of one's life.

It is neither simple nor homogeneous. A young child's course of education must take into account human needs including intellectual learning and basic skills training (thinking), but not at the expense of two equally important needs: the cultivation of balanced feelings, and the development of the ability to initiate and complete actions out of one's own strength of will.

We seek to help families to decrease, or eliminate, the use of media and related electronics in caring for their young child. We consider television viewing, movies, and other electronic devices such as computers and hand-held computer games to be inappropriate for a young child's use. Media and related electronics have powerful effects on the feeling-life of a child and screen viewing directly affects the child's nervous system and engages him/her in a passive form of non-participation that is not helpful to the development of self-controlled and self-directed will activity.

A rich curriculum, including the telling of nature stories, fairy tales, and cultural stories, watercolor painting, outdoor play, crafts, handwork, baking, cooking, and the celebration of seasonal festivals is intended to provide the foundation for a successful school career and a well-balanced adult life.

When the early childhood experience is consciously honored with appropriate activities that are supported with a properly paced routine, and children are welcomed into a nurturing environment where adults model positive engagement in work activities and social interactions, then childhood flourishes. It is our hope that as adults, children who experience this program will discover within themselves a place that remains evergreen and serves them well throughout their life.

At Evergreen Garden Playschool we strive to do our best with gratitude to the Waldorf education movement and its founder Rudolf Steiner.

Five-Year Plan – Initiated in the spring of 2007

The scenarios presented below could be considered steps along a continuum or any one could be considered a discrete endpoint in the development of the school. Much depends on the desire of the parent body to build our community together.

- 1) Maintain and strengthen status quo: Continue with one class for three- to five-year-old children with one parent-toddler class for 1.9-year-olds and up.
- 2) Maintain current range of service but increase number of families served by adding up to two more classes of three- to five-year-old children, while maintaining the parent-toddler program.
- 3) Early childhood center: Increase range of service to include families with children aged one through six years.
 - Size could vary; estimated optimum size would be 25 families (but this could be expanded if facilities allowed).
 - Extend current preschool classes to serve children to age six; could offer a mixed classroom or age-specific classes.
 - Maintain the parent-toddler program
 - Add a program to serve families with children younger than 1.9 years old (parent-infant and/or parent-young toddler).
 - Could offer extended day program(s) to support wider range of families.

Equal Opportunities and Non-Discrimination

Evergreen Garden Playschool is truly committed to the concepts and practices of equal opportunity and non-discrimination. We conduct programs for children and our employment practices without regard to race, gender, religion, age, cultural heritage, marital status, sexual orientation, political belief, veteran status, national origin, disability, or any other characteristic protected by federal, state, or local law.

Supporting equal opportunity goes beyond our obligation to the law. We work toward the cooperation of everyone to achieve a healthy, loving, learning environment. Discrimination or harassment in any form is not tolerated. We will always uphold this policy.

Parent Involvement & Playschool Communication

It is our hope and experience that parents will choose to be involved with the program, yet we do not require any commitment for extra involvement from our parent group. There are many ways to contribute and they will be communicated throughout the year and may include, but are not limited to: landscaping/gardening, festival preparations, fundraising, care of our space.

Daily Communication: *see Parent-Teacher Communication section & Evergreen Garden Playschool Organization section

Weekly & Monthly Communication: (Each are located inside the corridor) There are family & teacher mailboxes available for community members to use throughout the year. There are also two bulletin boards available: one is for current and past families to post notices/services/events/want ads/for sale etc.... and the other is for school use to post required EEC information, school information and Waldorf/Steiner Education movement and related information. We ask that all postings be dated on the day posted. The bulletin boards will be periodically updated.

Yearly Communication: Our Yearly Calendar of Events gives parents an opportunity to be a part of a community of like-minded families. At the beginning of the year there is a scheduled parent orientation when parents can meet each other, meet board members and teachers, and where questions can be addressed. Throughout the school year there are scheduled parent evenings, parent-teacher conferences in the autumn and spring focusing on your child's growth and progress, seasonal festival celebrations, and other family evening events that are developed by the parents and board members.

Newsletter: Our Newsletter, *Seedlings*, is sent to all current families and alumni. We hope to publish it bi-monthly. Past and current families and community members may make contributions to our newsletter, by contacting the editor.

School Programs

Evergreen Garden Playschool operates four different programs serving children and families ages 6 weeks to 7 years.

Parent-Child Classes We offer a variety of classes for parents and their infants and toddlers. These classes meet once a week with a Waldorf trained teacher. Classes include a gentle rhythm of play activities, snack, circle activity and outside time. During indoor play, parents engage in crafting activities. Articles for parents

on in infant and toddler development, Waldorf education, or issues brought by the parents are distributed and discussed at some point in the morning.

Pinecones Class This is a 2-day nursery program for children ages 2.9 up to 4 years. It is a gentle introduction to playschool in a small setting. The day is structured to include an alternating rhythm of energetic activities and quiet activities, including indoor and outdoor play, seasonal crafts, crayoning and watercolor painting, circle time and story.

Balsam Class This is a 3-day nursery program for children ages 3 to 5 years. This is a playschool class of up to 15 children with a Lead Teacher and an Assistant. In this class the rhythm continues to alternate between energetic and quiet activities, such as including indoor and outdoor play, seasonal crafts, crayoning and watercolor painting, circle time and story. Crafts, circle time and story become more complex to suit the children's growing abilities.

Cedar Kindergarten Class This program is for children ages 4.5-6 years. The evolving needs of the children are met with longer hours and purposeful work: including gardening, baking and cooking. They also engage in increasingly complex seasonal projects and crafts. Indoor and outdoor play continues to be an important part of the school day and becomes increasingly complex and imaginative. Creative, imaginative play and cooperative work form a solid foundation from which children develop into active learners at the elementary school level and beyond.

I. Late Summer Activities and Requirements

Home Visits for the Balsams and Cedar Kindergarten Children

In the Balsam Room and Cedar Kindergarten, each child receives a visit from his or her classroom's Lead teacher, and at times the Assistant teacher too, before school begins in the autumn.

Visits last about 30 minutes and provide an opportunity for the child to see their parent and teacher interact in a relaxed friendly manner. The teacher will bring a school tote bag and a list of change of clothing to be put into the bag. Attached to the bag will be a drawing of your child's symbol, which is used to designate his/her personal belongings.

School Visits for the Pinecone Room Children

In the Pinecone Room (our young nursery class), each child will be invited with their parent to visit the teacher in the classroom at the school.

Visits will last about 30 minutes and provide an opportunity for the child to see the classroom and see their parent and new teacher interact in a friendly manner. This helps the child to understand that the new teacher is a safe person. The teacher will provide a tote bag and a list of change of clothing to be put into the bag. Attached to the bag will be a drawing of your child's symbol, which is used to designate his/her personal belongings.

Requirements

The state requires children attending preschool have a complete physical examination within one year prior to admission. The physical exam required upon enrollment shall be valid for one year from the date the child was examined and shall be repeated annually. Evergreen Garden Playschool is required to obtain evidence of each child's annual physical examination, updated immunizations and lead screening or obtain a written verification from the child's parent(s) that they object to such an examination on the grounds that it conflicts with their sincere religious beliefs. (Pursuant to Department of Public Health regulations, all children regardless of risk, shall be screened for lead poisoning at least once between the ages of nine and twelve months and annually thereafter until the age of 36 months.)

Have your child immunized as required under state law. The Massachusetts Department of Health has established guidelines for immunizations that are designed to protect the health of all young children. Your child's doctor has an updated list of the vaccination requirements. The Office for Child Care Services (EEC) requires that all children enrolled at Evergreen Garden Playschool have the immunizations required by the state. Proof of immunization or documented religious/medical objections must be on file at Evergreen Garden Playschool before any child may attend.

The following forms legally must be returned to Evergreen Garden prior to your child's first day of school: Emergency Card, Parent Consent Forms, First Aid and Medical Care Consent Form, Physicians Form and Immunization Information, Developmental History, Personal History, Tuition Contract and Enrollment Form.

A complete copy of all forms must be on file for your child to attend.

In early September before the start of school, your child's teacher will schedule a time for you and your child to visit and turn in all required forms. Forms should be filled out prior to your arrival.

II. Daily Life ~ School Operations & Procedures

The First Two Calendar Day for Pinecones and Balsams

On the very first day of playschool, parents will accompany their child through an abbreviated morning routine, beginning outdoors at our scheduled time of 9:30 a.m. Our morning will include outdoor play, bulb planting, and a light snack. If it is at all possible, we recommend that siblings not accompany you and your child attending.

On the second day of playschool, parents will accompany their child through a second abbreviated morning routine. At the end of the morning, children will be invited inside for a small snack and a story. Parents stay outside and continue to plant bulbs. This is a very gentle way for the children to experience their first separation from their parent and is usually highly successful.

Your Child's First Full Day

Children and parents have a wide range of reactions to their first independent day of playschool. Try to relax, and keep your "good-bye" cheerful and sure. Your child will benefit from your confidence. Many parents keep going back for one more hug, reassuring their child over and over. Uncertainty on your part is

unsettling to your child. Your child may cry when you leave, but in most cases the tears are brief and quickly consoled. Most likely your child will love playschool but will give mixed messages until a new routine is established. Please know we will not allow your child to suffer true unhappiness. If it is needed, we will work with you to create a plan for departure.

A Word on Weeks Two thru Seven or later . . .

It is not uncommon for a child whose first days of playschool are buoyant and happy to suddenly announce, with no forewarning, “I don’t want to go.” You may wonder if something has gone wrong at playschool. Usually no particular event has caused this response; rather, your child is experiencing a transitional struggle. He or she is experiencing the realization that you will spend two or three mornings apart *every week*, not just once. Should your child have this experience, please share this with a teacher and we will work together to ease the transition.

Transportation

Evergreen Garden Playschool does not own or operate any vehicles, and parents must provide for all of the transportation needs of their child. Parents are responsible for providing or arranging for the transportation of their child to and from the program. Evergreen Garden Playschool does not provide transportation to sites where we depart for nature walks. If your child is late, you or the person transporting your child to playschool must locate the group before we can assume responsibility for the care of your child. **A child must never be left unattended.** We must have written permission for your child to be picked up from playschool by any adult who is not his or her parent.

Parent-Teacher Communication

Our program is intended to be your child’s first ongoing social experience with other children and caregivers. The teachers are committed to developing a personal and professional relationship with you, knowing that our parent-teacher relationship is most important for the proper care of your child. We welcome your insights.

There are times when you will need to convey information that pertains to your child’s immediate daily experience. We are ready to listen to a brief update as we greet you at morning drop-off, as it is difficult for a teacher to have a complete conversation while we are also receiving the others. If you need a more in-depth conversation on the telephone or in person please leave a note in the teacher’s mailbox and all efforts will be made to contact you by 8:00 p.m. that evening.

Parents are free to come to the playschool any time they wish. While your child is in our care, you need not make an appointment to drop in for a visit.

Arrival and Departure

The Balsam and Cedar Rooms will begin playschool at 9:00 am. Please accompany your child into their classroom. Help them to take off their shoes and put on their slippers. Kiss them good-bye and send them into the room.

The Pinecone Room will begin playschool at 9:15 am. Please accompany your child into the classroom. Help them to take off their outdoor gear and shoes and put on their slippers. Kiss them good-bye and send them into the room.

If your child is having difficulty saying good-bye to you at the start of the day, please schedule a time to have a conversation with your child's teacher, so you can work out a plan together.

The Pinecone Room will finish their day at 12:15 pm. When you arrive to pick your child up, please gather your child and your child's belongings and say goodbye to the teacher and friends. In general, the children are quite tired and hungry by this time, and this is not a good time to linger and socialize. For safety reasons it is important for parents and children to leave the building together.

The Balsam Room will finish their day at 12:20 pm. When you arrive to pick your child up, please gather your child and your child's belongings and say goodbye to the teacher and friends. In general, the children are quite tired by this time and this is not a good time to linger and socialize. For safety reasons it is important for parents and children to leave the building together. If your child is staying for lunch bunch, you should pick them up at 1:00 pm.

The Cedar Room will finish their day at 1:00 pm. They will be ready and waiting to go. You should leave the building together. Many Kindergartners stamina for play has increased dramatically and they would like to play with friends outside the building. Please note that the fenced areas to the left of our entrance are off limits. We do not lease that space and Mass Development does not want children to play there. There is a lovely playground by the Jackson Gate to Devens, which makes a good place for friends to meet and play following school.

At pickup time teachers must continue to monitor the rest of the class. Again, if you need a more in-depth conversation on the telephone or in person please leave a note in the teacher's mailbox and all efforts will be made to contact you by 8:00 p.m. that evening. If you are going to be late to pick-up your child, as soon as it is possible, please contact your emergency pick-up person to receive your child and call (leave a message if we do not answer) to let us know. After the children leave, teachers are responsible for curriculum planning and classroom maintenance. **Your prompt pick up is much appreciated.**

Only parents or persons with prior written authorization can pick up children. People who are unfamiliar to the staff will be asked to present identification.

For Your Child's Safety, Evergreen Garden Playschool Staff Will:

- 1) Check pick-up authorization on file.
- 2) Accept a dated and signed note provided by the parent authorizing a specific person to pick up their child at a specific time. The note must include the person's name as it appears on their driver's license, and the staff will verify it.
- 3) Parents may not give authorization for pick-up by phone, fax, or conversation unless that person is already designated on your child's emergency card. Please keep this in mind when making after playschool play dates.
- 4) Under no circumstance will a child be released to an unauthorized person, even if the staff knows that person.
- 5) Staff members may not sign out a child or drive them home, unless authorization to do so is on file for that child.
- 6) No staff member will force a child to leave Evergreen Garden Playschool with an unfamiliar person.
- 7) When parents are involved in a custody dispute, childcare centers have a difficult role. Without a court order a center cannot deny any parent access to their child. Even with a court order, the ability to deny access is limited to promptly notifying the custodial parent and police, if unsanctioned contact is attempted. Difficulties of this type must be clarified with the Administrator so that procedures and limitations are understood. Staff members will not place themselves or others in jeopardy to mediate a family dispute or to

attempt to enforce a court order. A custodial parent will be required to sign a waiver acknowledging our inability to physically obstruct a hostile effort to take their child from Evergreen Garden Playschool.

Evergreen Garden Playschool Schedule

The repetitive rhythms of daily activity are comforting to all of us. Preschoolers thrive with a routine that takes into account their needs for activity and rest. Presented patiently in a peaceful environment, our schedule is designed to meet their needs for rhythm and routine. Our daily routines, including our snack and activity schedule will be posted in the hallway outside the classrooms.

Foods

To the best of our ability, our snacks are prepared with foods that are grown locally and cultivated using organic or IPM (Integrated Pest Management) farming methods to insure the highest quality of purity and freshness whenever possible. The following food list is representative of what we offer at snack time. Please notify us of any food allergies your child or, in extreme cases a family member, may have so they may be accommodated.

Veggies ~ carrots, cucumbers, green beans, snap peas, olives

Fruit ~ variety of apples, pears, berries, plums, pumpkin, bananas, grapes, lemons, limes, and oranges

Grains ~ buckwheat, rice and amaranth

Dairy ~ in moderation, goat's milk products & ghee (clarified butter)

Protein ~ goat cheese, almond butter, cashew butter, raw almonds, pumpkin seeds, sunflower seeds

Baking & Seasonal Cooking ~ tapioca flour, potato starch, above listed grains, duck eggs, goat's milk, baking powder, baking soda, salt, pepper, cinnamon, allspice, nutmeg, peppermint, raisins, currents, vanilla, agave syrup, maple syrup, unsweetened carob powder & bits, stevia, sunflower oil, tomatoes, potatoes, chickpeas, tahini

Rest

Our rest is intended to help children settle and relax after a morning of play and before story. Rest at school is not a true nap with an hour or more of sleep. You may find that your child is tired after playschool and needs a nap at home, even if their naptime was given up before they entered preschool

Clothing

Teachers will provide parents with written clothing lists periodically throughout the year. In the spring and fall we recommend dressing your child in layers that can be added and removed as necessary for comfort. On rainy, overcast, or wet days children will need a waterproof coat, pair of pants, and boots. In the winter, children should have silk or wool long underwear, wool socks and a wool sweater for warmth. Outdoor gear should include insulated snow pants and parka or snowsuit as well as very warm snow boots, mittens/gloves and hat.

At all times at least ~ one seasonal change of clothes, two pairs of socks and two pairs of underpants and one pair of light-weight inside slippers that fit snugly and non-slip bottoms should be kept at playschool (ballet slippers work quite well). In the autumn & spring weather can be changeable. Each day please bring

whatever outdoor clothing you think your child may need, even if the sun is out at 8:00 a.m. your child may need that pair of waterproof boots and raincoat & rain pants to come to playschool with him or her.

Each child will have a bag to hold their own belongings, designated with their symbol and it will hang on a hook in their cubby, also designated with their symbol. Outside gear is very important at Evergreen Garden Playschool, as we stay outside for 45 minutes most every day. Clothes should fit well; layering for warmth and waterproofing are important for the enjoyment of all kinds of weather.

Please dress your child for inside play in clothing that is comfortable and can be played in actively. Remember watercolor paints, baking & cooking and craft materials are messy, so don't dress-up for school. It is a policy of Evergreen Garden Playschool not to wear clothing that contains images of television and movie characters, professional sports, or other graphic images that bring attention to the clothing. The give and take of imaginative play is negatively affected by children's desire to act out a scene, "just like on T.V. or in a movie."

List of Clothes Needed for School

Lightweight slippers (ballet slippers are ideal for girls and boys – they are available in white and black)

Plain comfortable short-sleeve and long-sleeve t-shirts

Plain comfortable sweat-shirt/sweater

Plain pants and shorts (elastic waist bands are easier for the children to navigate and often stay up better than pants that fasten)

Raincoat, rain pants and rain hat (Rugged Bear has reasonably priced ones)

WARM Snowsuit (one piece suits are easier for the children to put on themselves and prevent snow from going up their back)

Sunhat

A couple of hats in different weights

Lightweight knit gloves for fall and spring

Wool mittens

Heavy waterproof mittens

Wool or silk long underwear (Wool is especially good for children who have trouble maintaining warmth. We are outside for about an hour a day in all weather. This is imperative. I recommend silk for children who run hot and those who find wool irritating to their skin.) I wear wool and I love it.

Rain boots

Snow boots with warm liners (The wool felt liners are best. Buy a boot that is rated for below 0 degrees.)

Wool socks

Cotton socks without pictures

**PLEASE LABEL ALL OF YOUR CHILD'S OUTSIDE CLOTHING
(slippers, coat, rain pant, rain & sun hat, winter clothes, mittens & hats if possible)
WITH A PERMANENT MARKER AND/OR EMBROIDERY,
INCLUDING BOOTS & SHOES, WITH YOUR
CHILD'S NAME OR SYMBOL.** Many children will have similar rain pants in the same size and if it is not labeled, it is impossible for us to know to whom it belongs.

Toys

Please do not allow your child to bring toys or other personal belongings from home into the building. They are often difficult to share and place your child in the position of feeling a need to protect them as others show interest. Occasionally a child wants to honor friendships by showing something special to us. Let them

know, “you can show it to your friends/teacher when I come to pick you up today,” and/or “it can’t stay at playschool so I will need take it home, or put it in the car, where you will find it later.”

Transitional Objects

If a child **needs** to bring a transitional object (such as their beloved blanket or stuffed animal) to school because of separation issues, the teachers will work with the child (over time) to put the transitional object in a special place outside the playroom so that the child feels secure.

Inclement Weather

In bad weather, listen to the reports for school closings at the Harvard Public Schools. We will be closed if the Harvard public schools are closed, and we may also choose to delay opening at other times. If weather is questionable the President of the Board of Directors and Lead Teacher will make a decision and you will be called. We will send a group e-mail by 7:00 am if we choose to cancel. Please let your child’s teacher know if you are not able to check e-mail and need a phone call. Occasionally, the weather sends surprises and a storm that was supposed to abate by school time worsens. If we feel conditions are unsafe for travel, we will notify you as quickly as we can.

Cancellation Policy

The last day of the school calendar is set from the beginning of the school year to allow the teachers to plan a yearlong curriculum and families to plan summer commitments. Therefore we do not make up cancelled days at the end of the school year. The Board of directors for Evergreen Garden may make an exception to this policy in the event of a natural disaster or other emergency that interferes excessively with school time.

Substitute Policy

In the event that a teacher is ill and cannot be at school, the school maintains a list of active substitutes. All substitutes at Evergreen Garden Playschool are carefully selected and familiar with our program. Before substituting, each one has spent at least one day participating in the life of the school. Every attempt will be made to find an appropriate substitute for the class. However, occasionally, a substitute cannot be found and the class must be cancelled for the day.

III. School Policies

Financial Information

The Board of Directors for Evergreen Garden sets the tuition for our programs each school year. Most of our operating budget comes from tuition and fees, and we recognize that the parents are making a substantial financial commitment. Therefore, we make every effort to price our programs as affordably as possible. It is our future goal that we will be able to offer the programs at Evergreen Garden to all interested families regardless of ability to pay.

The tuition and fees for the 2011-2012 school year is as follows: Tuition includes the entire amount that you will pay for the year. All discount opportunities (prepayment and sibling) are taken from the entire amount. Only one type of discount may be taken for each child. A non-refundable holding deposit of \$1000 is required for each student attending the school and this deposit is applied toward tuition**.

Holding Deposit: \$1000

This non-refundable deposit holds your child’s space in our program and is applied towards tuition.

Application Fee: \$25 (new families)

Tuition Options and Discounts: First payment due July 1, 2011.

Option 1: Pay in Full. Full tuition is due July 1, 2011. A 5% deduction is available for parents choosing this payment option.

Option 2: Pay in two sums. The first payment is due July 1 and the second December 1, 2011. A 2% deduction is available for parents choosing this payment option.

Option 3: Ten equal monthly payments. The first payment is due July 1, 2011, and every first of the month after that for 10 months, through April 1, 2012. The monthly payment for this school year is \$577.

Sibling Discount: Families with two or more children enrolled in Evergreen Garden Playschool classes are welcome to take advantage of our sibling discount policy. We offer a 20% discount on the smaller tuition for two or more children who are enrolled. (See Sibling Discount Policy on next page for details)

	Kindergarten 5 day \$7400		Kindergarten 4 day \$6300		Balsams 4 day \$5900		Balsams 3 day \$4800		Pinecones 4 day \$5800		Pinecones 2 day \$3600	
	Total due after discount	Total due on July1	Total due after discount	Total due on July1	Total due after discount	Total due on July1	Total due after discount	Total due on July1	Total due after discount	Total due on July1	Total due after discount	Total due on July1
Pay in Full 5% discount	7030	6030	5985	4985	5605	4605	4560	3560	5510	4510	3420	2420
Two Payment s 2% discount	7252	3126	6174	2587	5782	2391	4704	1852	5684	2342	3528	1264
Pay Monthly	7400	640	6300	530	5900	490	4800	380	5800	480	3600	260

Lunch Bunch: \$5/day if you prepay for the whole year every day; \$8/day Drop in

Late Fee: A late fee of \$50 will be applied toward any tuition not paid by the 15th of the month in which it is due. This fee may be waived with a written explanation submitted to the board of directors by the tuition due date. We will work with families who find themselves with financial hardships.

*** If the holding deposit is a hardship for you, please contact the Director of the school, Sarah Arnold, to discuss a payment plan. We will work with families who find themselves with financial hardship.*

Sibling Discount Policy

Families with two or more children enrolled in Evergreen Garden Playschool classes are welcome to take advantage of our sibling discount policy. We offer a 20% discount on the smaller tuition for two or more children who are enrolled. You are still responsible for paying the \$1000 holding deposit to hold each child’s spot.** The sibling discount will apply to the entire tuition cost. This discount may **not** be combined with any payment plan discount. Please indicate that you are taking advantage of the sibling discount on your enrollment contract form and pay accordingly.

Alternately, families may donate the amount of the sibling discount to Evergreen Garden as a tax-deductible donation. If you would like to do so, please contact the Treasurer for a receipt for your donation.

For the 2011-2012 school year, sibling discounts of 20% are as follows:

	Kindergarten 5 day		Kindergarten 4 days		Balsams 4 day		Balsams 3 day		Pinecones 4 day		Pinecones 2 day	
	Total due after discount	Total due on July1	Total due after discount	Total due on July1	Total due after discount	Total due on July1	Total due after discount	Total due on July1	Total due after discount	Total due on July1	Total due after discount	Total due on July1
Pay in Full	5920	4920	5040	4040	4720	3720	3840	3840	4640	3640	2880	1880
Two Payments	5920	2460	5040	2020	4720	1860	3840	1420	4640	1820	2880	940
Pay Monthly	5920	492	5040	404	4720	372	3840	284	4640	364	2880	188

*** If multiple holding deposits are a hardship for you, please contact the Director of the school, Sarah Arnold, to discuss a payment plan. We will work with families who find themselves with financial hardships.*

Late Fees

A late fee of \$50 will be applied toward any tuition not paid by the 15th of the month in which it is due. Evergreen Garden operates on a tight budget and we require timely payments to meet our financial obligations such as rent, teacher’s salaries, and utilities. This fee may be

waived with a written explanation submitted to the board of directors by the tuition due date. We will work with families who find themselves with financial hardships.

Financial Hardship

Evergreen Garden recognizes the commitments parents make when they choose Evergreen Garden and seeks to honor those with an equal commitment to each family who joins our school community. In the event that your family finds itself experiencing extreme hardship, please speak with your child's teacher about it; or speak to the Treasurer if the hardship is financial. We seek to support the families who are members of our community.

Good Health

Only children who are in good health may be brought to playschool. Children will play outdoors daily, weather permitting. Parents are responsible for sending children in adequate clothing and footwear to maintain good health during outdoor play in all suitable weather conditions, including normal winter temperatures and rain. Please do not ask us to keep a child inside because of a cold or other illness. A child who is too sick to go outside is usually too sick to be in a social situation with other children.

When a child complains of illness a teacher will call parents to consult about keeping the child at school. If the child's complaints are intermittent and easily consoled we will test for fever and provided the temperature is normal, respond to the complaints with comfort care. If a child has fever, diarrhea, vomiting or is unable to participate in activities we will ask parents to pick up their child as soon as possible. If we are unable to reach a parent, we will contact people on the child's emergency card by order of listing, and give the child over to their care. We will continue to call parents to inform them of the situation. Should we require adult help to continue the group's activities we will contact the certified assisting parent who is on call.

Illness

Please understand that any new social setting offers exposure to illnesses and germs. Although teachers take precautions to prevent the spread of illness, children entering a new child care setting may seem to catch everything that goes around for several months. Please be prepared to stay home with your child or make arrangements for someone who can. In general, children who are lethargic and unable to participate actively in the full, regular program should not be at school. Whenever your child has experienced any of the following symptoms within the previous 24-hour period, you will be expected to make other child care arrangements for the comfort of your child and the health of other children.

- 1) Fever of over 100°—Children sent home with a fever in the middle of the day may not return to school until they have been fever-free for a full 24-hour period.
- 2) Diarrhea—2 or more instances close together may be assumed to be contagious unless determined by a doctor not to be so.
- 3) Vomiting – 2 or more times in the previous 24 hours at home or once at school.
- 4) Mouth Sores – unless the physician states that the child is non-infectious.

- 5) Rash – with a fever or behavior change until the physician has determined that the illness is not a communicable disease.
- 6) Purulent conjunctivitis – defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids, until examined by a physician and approved for re-admission, with or without treatment.
- 7) Tuberculosis – until the child is non-infectious.
- 8) Impetigo – until 24 hours after treatment has started or all the sores are covered.
- 9) Head lice – free of all nits or scabies and free of all mites.
- 10) Strep infection – until 24 hours after treatment and the child has been without fever for 24 hours.
- 11) Hepatitis – many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the US, the most common types of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A is spread through contaminated food and water or stool. Fact sheets are available from the state Department of Public Health. www.state.ma.us/dph.
- 12) Chicken pox – until the last blister has healed over.
- 13) Any of the following conditions – fever, unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of serious illness.
- 14) Any illness resulting in greater care needed than the childcare staff can provide without compromising the health and safety of the other children.
- 15) If an unimmunized child is exposed to an infectious disease, the child must be kept out of school for the duration of the incubation period for said disease (as determined by the Massachusetts Department of Health) and if he/she develops the illness must stay out of school until a licensed medical professional deems them to be over the period of contagion.

We feel that when sick children are kept at home, all of the children and their families benefit from better health. Please remember that all symptoms must have disappeared at least 24 hours before returning to school. In some instances, a physician's certificate of good health may be required before a child will be allowed to return.

When a communicable disease has been introduced into the school, parents will be notified immediately, and in writing by the program director. Whenever possible, information regarding the communicable disease shall be made available to parents. Program Directors shall consult the childcare health manual for such information. DPH must be contacted when there is a reportable communicable disease in our program.

When A Child Is Ill At School

If a child complains of illness, we will call parents to consult about whether or not we should keep the child at school. If a child's complaints are intermittent and easily consoled, we will test for fever and, provided the temperature is normal, respond to the complaints with comfort care. If a child has a fever, diarrhea, vomiting, or is unable to participate in activities we will ask parents to pick up their child as soon as possible. In the event we are unable to reach parents, we will contact the designated emergency contacts by order of listing on the child's emergency card, and give the child over to their care. We will continue to call parents to inform them of the situation. In the event we cannot reach either the parent or any of the child's emergency contacts, we will call a certified assisting parent who will care for your child on the premises.

Medication Policy

We encourage parents and physicians to schedule medication outside of school hours whenever possible. But to meet the needs of our families for those circumstances in which it is necessary to administer medication during school, we adhere to the following Medication Policy. Medication will be stored, handled and administered only according to this policy. The necessary authorization form for handling medications is available from the teachers. The administration of medication to children presents a number of special problems. Children vary widely in age, weight, cooperative disposition and the ability to absorb, metabolize, and excrete medications. Ill children can react with unexpected severity to some drugs. It is the physician's responsibility to prescribe medication in the correct dosage without endangering the health of the child. It is critical for all parties, physician, parent, and the staff member administering the medication—to understand the expected action, possible side effects and any warning signs of toxicity. The administration of medication must be reliably controlled and documented as follows.

- 1) Prescription medications will only be administered when delivered to the Administrator in the current prescription container, labeled by the pharmacist with the child's name, physician's name, name of the medication, and dosage instructions. The center must also receive a Medication Permission Form with specific instructions for administration, including length of course, any allergies and possible side effects. The physician's name and telephone number must be provided.
- 2) Parents should always request prescription medication that is BID (twice/day) to preclude distribution at the center whenever possible. Some TID (thrice/day) medications can also be scheduled completely outside the school day.
- 3) The initial dose of the medication, whether prescription or over-the-counter, must be given at home or by the doctor in order to evaluate effectiveness and observe possible side effects.
- 4) We recommend that children not return to playschool until they have completed two doses of the prescribed medication.
- 5) Over-the-counter medications (e.g. Tylenol, Dimetapp, etc.) will only be administered or stored by the center with a written physician's order. This order, called a Medication Permission Form, must accompany each medication given. If an over-the-counter medication is ordered, we require specific instructions as to dosage, schedule and term. We cannot dispense over-the-counter medication on an "as needed" basis.
- 6) Topical, non-prescription medications may be administered to a child only with the written permission of a parent. Such permission shall be valid for no more than one year from the signature date. If we notice an adverse reaction to such a medication, we reserve the right to require a physician's written order to continue use of the medication. We will not administer any such medication contrary to the written direction on its original container unless directed to do so by a physician's written order.
- 7) Sunscreen—Parents who want their child to wear sunscreen are asked to put on the first application before coming in each day. Teachers will reapply sunscreen once before going

outdoors, at parent's request. Parents must supply their own bottle with their child's name and instructions for application clearly marked.

- 8) Children with special needs or chronic conditions will be assessed individually in consultation with parent and physician. Such special needs would include, but not be limited to, the use of inhalers, insulin, Phenobarbital or Dilantin.
- 9) All medications must be handed to a teacher. No medication will be accepted when left in a diaper bag, lunch box, cubby, etc. No medication should be mixed in a child's drinking bottle or other food, unless specified by the physician or labeled as the proper form of administration. In that case, the medication must be mixed at the school. We are not responsible for replacement of spilled medication or for those left beyond the expiration date. Unused medication will be returned to the parent.
- 10) All medication should be clearly labeled with the child's name, and/or current prescription label. All prescription and non-prescription medication will be stored in a specific location in a locked box or cabinet. Refrigerated medication must be in a locked box in the refrigerator. Labeled topical medication may be stored in the classroom in a locked cabinet inaccessible to children. Appropriate authorization forms must be stored with any medication and updated as medication is administered.
- 11) The person administering the medication must know the child.
- 12) The individual administering the prescribed medication must always be precise when measuring or distributing each dose. If there is any doubt about the accuracy of the indicated dose, it is imperative to recheck with the physician. The parent must supply any special device such as a dropper or a calibrated cup for the proper administration. Most pharmacists and physicians provide devices for giving medication to children. Some tablets that are not available in pediatric preparations may need to be crushed; the physician, along with any special requirements for measuring or administering the medication, must specify this.
- 13) The staff member who administered it records each dose administered on a medication form. The record indicates the name of the child, medication, dose, time and the name of the person who administered the medication.
- 14) When administering medication, no attempt will be made to restrain a child or to use unusual force if the child is upset or uncooperative. A parent will be called immediately if such a problem occurs.

We recommend that you keep several Medication Permission Forms at home to have handy for trips to the doctor.

Toileting & Diapering

We prefer the children attending Evergreen Garden Playschool are toilet trained and out of diapers; however, we recognize that some children may still be working towards this goal. Occasionally a child has an "accident" and needs to be care for. Please be sure your child has a change of clothes in his/her school bag at all times. We do have a change of clothes available for emergency/accident use, but children prefer their own clothing. Please make sure your child has used the toilet before entering the playgroup in the morning.

We have toilet time at school in the middle of the morning before snack and always ask/respond to children when it seems apparent that they need to use the toilet. Please encourage

your child to tell teachers when they need to use the bathroom, as we will help them whenever there is a need.

Toileting Policy

- 1) No child shall be punished, verbally abused or humiliated for soiling, wetting, or refusing to use the toilet.
- 2) Staff and children wash hands:
 - a) Before and after handling food;
 - b) After toileting;
 - c) After contact with bodily fluids or discharges;
 - d) After handling animals;
 - e) After cleaning
- 3) Liquid soap in a pump container is used for hand washing.
- 4) Soiled clothing/diapers will be “double-bagged” in plastic, kept separate from other things and sent home to you when an accident occurs.
- 5) Please remember to bring a new change of clothes the next day, should your child need to be changed. Please launder and return clothing to Evergreen Garden Playschool when “school-clothes” go home.

Diapering

- 1) If your child soils or wets his or herself he or she will be changed.
- 2) Children shall be cleaned with disposable washcloths.
- 3) Hands of child and teacher shall be washed with liquid soap and running water, and dried with individual towels.
- 4) The diapering surface, a yoga mat, is used for no other purpose.
- 5) A disposable covering is placed on the changing surface.
- 6) Soiled fabric items are “double-bagged” in sealed plastic bags and stored apart from other items
- 7) Soiled disposable diapers are placed in a covered diaper pail with a disposable plastic liner. This pail is cleared and sanitized after any day in which it is used.
- 8) All diapers and clothing changes take place in the bathroom.

Cleaning

We strictly maintain a clean and sanitary environment.

- 1) Staff and children wash hands before eating or handling food, after toileting, after coming into contact with bodily fluids, after handling animals and after cleaning.
- 2) Sinks, faucets, toilets, and toilet seats are washed daily.
- 3) Diapering surfaces are washed after each use.
- 4) Thermometers are washed after each use.
- 5) Cloth washcloths, towels and napkins, are washed after each use on the sanitary cycle.
- 6) Tables and floors are cleaned daily.

- 7) Our cleaning supplies and tools are maintained and replaced regularly.
- 8) Blankets and pillows will be sent home for washing once monthly.

IV. Policies for Special Needs

Individual Healthcare Plan

If your child has special healthcare needs or conditions we need to know. We will acquire information from your child's healthcare forms, the interview at playschool, and our home visit. Please keep us up to date about your child's special needs.

Food Allergies

Our group is small, so we eliminate foods that any child, or in extreme cases a family member, is allergic to from our list of snacks. At Evergreen Garden Playschool, we make an effort to serve the whole group the same snack foods, substitutes for common allergies (dairy, peanuts, wheat etc.) are not difficult to find.

Other Allergies

If your child has an allergic reaction that causes skin or breathing difficulties we will work with you to insure that he/she does not have contact with the substance. For instance: if a particular soap causes eczema, we will not use it. OR – If your child develops hives when in contact with wool, we will take care to see that he/she does not have contact with it. Again, please inform us of changes in your child's allergic conditions.

The names of children with allergies that may be life threatening (i.e., bee stings) will be posted in conspicuous locations with specific instructions if an occurrence were to happen. The Program Director will be responsible for ensuring that staff received appropriate training to handle emergency allergic reactions.

Other Healthcare Conditions

If your child has a temporary condition, such as ear tubes that should not be exposed to wetness, we will work with you to insure his/her proper care while at school.

If your child has a handicap we will work with you and any other care team to the best of our ability. We hope to provide for his/her special need.

V. Safety Concerns

Injury Prevention Plan

Our goal is to take action to avoid injury at Evergreen Garden Playschool. Our supplies, tools, and play equipment are maintained and replaced regularly:

- 1) The supplies in our first aid kit are replaced as used. This kit contains: band aids, disposable non-latex gloves, gauze pads and roller bandages, adhesive tape, instant cold pack, tweezers, thermometer, compress and scissors. The kit is checked monthly and after each use, and its contents are complete at the beginning of each playschool day.
- 2) When toys or tools break, they are removed from play/work and repaired if possible or disposed of if not.
- 3) Toxic substances, sharp objects, matches and other hazardous objects are stored out of reach of children.
- 4) A daily check of the play area takes place in the morning before children arrive. Play equipment, fall zones, and fall surface requirements will be checked and hazards will be removed. If a hazard takes time to repair, (fallen tree, broken barrier fences, broken equipment, etc.) the Administrator will follow the Alternate Play Plan until a safe environment can be restored. Playschool will be canceled if any condition makes safety impossible.

No smoking is allowed at or on the grounds of Evergreen Garden Playschool.

Accidents and Emergencies

All staff receives first aid training, and designated staff members are trained in CPR for infants and children. All incidents and injuries will be reported to parents on an Incident/Accident Report Form, within 24 hours of any such occurrence. Minor accidents, such as cuts and scrapes, will be treated with soap and water; bruises and bumps treated with ice.

In the case of a more serious accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach a parent, or the designated emergency contact, we will call an ambulance and your child's physician. A staff member (this may be the on call parent) will accompany your child in the ambulance to a hospital and remain with your child until you arrive. You will be expected to assume responsibility for any resultant expense.

Our first aid kit is portable and travels with the teacher and class. It contains first aid supplies, children's emergency contacts and phone numbers. Teaching staff will carry a functioning cell phone with them at all times. The first aid kit is inspected monthly by the Program Director, and supplies are replaced as needed. All staff is certified in first aid with 6 months of employment. One staff member certified in CPR will be on the premises during all operating hours.

Procedures In Case of Injury/Illness

Injuries and illnesses that are reported to EEC include:

- 1) Any injury or illness that occurs at school and requires overnight hospitalization (this must be reported to EEC immediately by phone.)
- 2) Any injury or illness that occurs at school and requires medical treatment (this must be reported to our EEC licenser within 3 business days.)
- 3) Asthma attacks; seizures, and bee stings must be recorded, but need not be reported to EEC.
- 4) Illness or injury where medical attention is sought and requires no treatment will be recorded, but need not be reported to EEC.

5) Any illness that occurs at playschool will be noted on the illness/injury log.

EEC may conduct a review of reports that are required to be submitted. If the licenser requires more information, phone calls, review of files, and a visit to the playschool to inspect equipment may occur.

Emergency Contingency Plan

Our First-Aid/Emergency Kit contains parent/child's emergency contact phone number.

- 1) IN CASE OF A FIRE, NATURAL DISASTER, OR SITUATION NECESSITATING EVACUATION OF THE BUILDING: We will follow the plan for removing all children from the building, and proceed to the Devens Department of Public Services Building.
- 2) IN CASE OF A POWER OUTAGE: We will close the Center until power returns. If it is safe to remain in the building we will call parents, and if we are unable to reach them, call their emergency contact people by order of listing. We will remain with the children until parents/emergency contacts arrive.
- 3) IN CASE OF A VIOLENT STORM OR SITUATION NECESSITATING TAKING COVER: We will bring the children to the middle of the Central Hall (away from windows) and sit on the floor. We will remain there until the threat has passed. We will call parents only when the threat has passed.
- 4) IN THE CASE OF A LOSS OF HEAT: We will close the Center and proceed as for loss of power described above.
- 5) IN THE CASE OF A LOSS OF WATER: We will close the Center and proceed as for loss of power described above.
- 6) IN THE CASE OF A NEIGHBORHOOD EVACUATION: We will follow the plan for leaving the building and proceed on foot to the Devens Department of Public Works Building.

We will practice safety drills monthly. The Administrator will keep a documenting log.

Emergency Phone Numbers

Fire

Police

Ambulance ~ All three local cell phone emergency # 978-772-7200/ emergency non-cell 911

First Aid

All staff members receive training in first aid, and all designated staff members are trained in CPR for infants/toddlers/children.

First Aid Treatment: We keep a cell phone and first aid supplies with us at all times, including inside the building, outside play, and alternate play walks. Minor injuries, such as cuts and scrapes will be treated with soap and water. Bruises and bumps will be treated with an icepack.

First Aid Kit Contents: A thermometer, rubber gloves, cleansing wipes, Band-Aids, gauze, tape, and ice pack, and our Emergency Telephone directory (including emergency numbers, parent's work/home numbers and the number of parent designated emergency contacts) are the contents of the kit.

First Aid Kit Maintenance: the first aid kit is maintained and stocked at the end of each school day in preparation for the next day.

***By law, we are not allowed to remove ticks or splinters if they are imbedded in a child. In such case, we will notify a parent of the situation and he/she may proceed as he/she wishes.**

Child Protection Mandate

In order to grow and learn, children's basic needs for good nutrition, shelter, health care, bathing, clean clothes, social stimulation, appropriate discipline, love and a feeling of respect must be met. Children need a safe, nurturing environment that makes them feel secure and loved. Our commitment is to provide the best possible environment to support children's healthy development. To help our staff to understand your child's needs, we ask that you keep us informed about your child's health, well-being and illnesses, injuries or situations outside the school, which might adversely affect your child. If, for any reason, you feel that our staff is not meeting your child's needs, we encourage you to speak with the Administrator.

Should you have any difficulty in providing for your child's emotional or physical needs, please ask for help. We can provide a referral to a community resource when you are experiencing a need for additional support.

In the rare instance when we recognize that your child's basic needs are being consistently neglected, the Administrator will inform you and will assist you in finding ways to meet those needs. If you are temporarily unable or unwilling to meet your child's minimal needs as described above, our staff is mandated by State Law to file a report with the regulatory state agency, the Massachusetts Division of Social Services, or D.S.S. It then becomes the responsibility of the D.S.S to work with you and your family.

In all cases of suspected child abuse, we are also mandated reporters under State Law. Our procedure is for staff to report their concerns to the Administrator, who will assess the facts and assist the staff members in making a decision to file a report. A decision is also made about whether to notify the parents or guardian. In making this decision, risk to the children involved will be of the utmost concern.

Our staff will cooperate in all investigations of abuse and neglect. These procedures include, but are not limited to, insuring that an allegedly abusive or neglectful staff member does not work directly with children until an investigation has been completed by the school board

and the regulatory state agency. Our complete child abuse and neglect policy is available to parents upon request.

VI. Families' Rights

Community Agency Involvement

Evergreen Garden Playschool will permit no research, experimentation, or promotions using children without first obtaining written permission from the parents of the children involved. This includes photography, academic research, vision and hearing screening, or any other activities, such as fund raising or publicity, which are unrelated to the direct care of children.

Photographs of children or samples of a children's work will not be displayed outside the school, nor will copies be used for promotional or training purposes without the prior approval of the parents.

Confidentiality

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

Photographs of children or samples of children's work will not be displayed outside the school, nor will copies be used for promotional or training purposes without the prior approval of parents. We will permit no research, experimentation or promotions using children without first obtaining permission from parents. This includes photography, academic research, vision and hearing screening, or any activities, which are unrelated to the direct care of children.

Children's Records

Information contained in a child's record is privileged and confidential. We do not release the information in a child's record to anyone without the written consent of the child's parent or guardian. We will notify a parent should his or her child's record be subpoenaed. Parents shall have access to their child's record at reasonable times with no delay. If the parents request a copy of any records, we will provide the requested copies within two days. Occasionally, a duly authorized licenser will review children's files to substantiate a proper record keeping by the school. However, no material is removed, and confidentiality is always maintained.

A child's parents may add information to the child's record at any time. The parents may request to have information in the record deleted or amended. If the Administrator feels that information needs to remain in the record, the Administrator will meet with the parents to discuss the issue. If, after the conference, the Administrator still chooses to deny the request, the

Administrator will provide parents with a written explanation and will explain to the parents how to file an appeal with the school's Board of Directors and the childcare-licensing agency.

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

Enrollment Procedures

Evergreen Garden Playschool's enrollment process is intended to give you the information you need to make a comfortable decision for your child and family. You may be surprised by the lengthy conversations and initial meetings our Board Members, Teachers and Administrator are happy to have with you. A visit to the school allows you the opportunity to discuss your family's needs and expectations and to learn about the program. Your child is welcome to come. The Administrator will provide you with an enrollment application, tuition schedule, health forms and other information.

Resolving Conflict

Occasionally conflicts arise between parents and caregivers. Steps to resolve conflicts can be taken if mutual respect is in evidence. The following steps are intended to help in the resolution of disputes.

- 1) Initiate a conference with the staff member, and include the Administrator if you feel that would help.
- 2) If your conflict involves the Administrator, request a conference with her and the President of the Board of Directors, Pam Gordon.
- 3) If these conferences do not produce a satisfying result a request to meet with the Board of Directors should be responded to as soon as possible and always within one week of receiving your request.
- 4) Upon request, the Administrator will provide parents with the details of any resolution rights or procedures available to them under state licensing regulations.

Managing Behavior

At Evergreen Garden Playschool we believe that behavior management begins with the establishment of calm, well paced, well-formed program of activities that become regular routines of the day. "Too much, too fast, becomes too wild, too often."

That's why we adhere to a schedule of activities designed to "breathe-out" (such as free play, circle, outside play) and "breathe-in" (such as story and rest.)

At Evergreen Garden Playschool we are caring for preschoolers (2.9-7 years old) and we are knowledgeable about the developmental capabilities of young children. The National Association for the Education of Young Children (NAEYC) has established standards of appropriate practices and readiness guidelines for children, and our programs positive approach to developing good behavior is in accord with these standards.

Young children require assistance in varying degrees for everything, including controlling their own behavior. It is the role of the teacher to provide children with the helpful words and actions to assist them in learning social skills. Whenever possible, children should be

encouraged to resolve their own conflicts. This is a large part of the learning that takes place in a pre-school group, and cannot be learned alone. It's not always easy, but it's a tremendous delight to observe the changes that will take place from September through June.

What to Do About Difficult Behavior?

When children hit, push, bite, yell, or curse, we:

- 1) Realize that two children are distressed, the child acting out and the child receiving the insult. We calmly separate and comfort both children, modeling both words and actions of apology. We also model acceptable alternative behaviors for the situation.
- 2) Next, we assess the environment, and anticipate the possibility of a repeat occurrence, depending on the nature of the problem. Is it one precious thing that is coveted by all, or a group of blocks that can be played with in more than one way? Do we need more of something? Should something be moved or removed? Are there areas where children can play alone undisturbed? Does a child need to help the teacher and be separated from the group, in a loving way, for a brief time? Is a child feeling well?
- 3) The behavior may be a one-time event, but if a particular child continues to behave in a hurtful or inappropriate manner we will need to meet with parents and form a suitable plan with responses that are consistent at home and school.
- 4) If a child is beyond all bounds and exhibits dangerous behavior we will need to form a management plan with a short timeline. If improvement is not seen in the child's capacity to regain personal control, it will be time to seek outside professional help to assist the child, parents, and teachers. We are committed to the overall safety to the group, and to each child. It may be determined that a more appropriate setting is needed where the child can be successful.

The disciplinary interventions we will NOT use are these:

- 1) Corporal punishment in any form (spanking, shaking, hitting, pushing, pulling, pinching) is strictly prohibited, and is grounds for dismissal, as it is illegal.
- 2) No child will be verbally abused, humiliated, or severely punished.
- 3) Food will not be forced or denied as a form of behavior control.
- 4) Children will not be punished for toileting accidents or refusal to use the toilet.

If a staff member fails to comply with this policy, disciplinary actions including suspension and termination may result.

Occasionally, a child goes through a stage of difficult behavior that impacts other children or the classroom as a whole. At that point, the teacher may require a meeting with the parents. Regular conversations between parents and teachers may be necessary. At times parents may be asked to pick their child up early from school; under certain circumstances, parents may be asked to accompany their child to school.

Biting

Biting is an unfortunate but natural stage in the development of most young children. Although parents may not observe this behavior at home, most children who participate in a social environment with other children may, on some occasions, bite another child or be bitten by another child. While this is unpleasant for everyone involved, biting does not, under normal circumstances, represent a health threat.

Our policy on biting is to help children outgrow this undesirable behavior by learning more acceptable forms of social interaction. Our approach to managing biting is consistent with our policy for managing behavior problems in general. We examine the environment and the activity schedule to see how they may be contributing to the behavior, and we make any adjustments that we feel may help the child to modify the behavior. We also help parents to understand the behavior so they can be prepared to respond in a constructive way.

Unless biting by a child is unusually chronic and acute, it does not constitute cause for us to suggest the child should receive additional intervention outside the school or alternative childcare services. We do not have the right, outside of court order, to discuss one child's biting with another child's parents or to acknowledge the identity of a biting child to those not involved.

Referral Procedure

We observe children's behavior and progress daily. At our staff meetings we discuss and record our observations. Our records are confidential and parents have a right to review their children's file at any time.

If we are at all concerned about a developmental or behavioral issue, our procedures for referring a child or family to an agency or professional resource are as follows.

- 1) Teachers are responsible for recording information about a child's behavior in an objective and factual manner which describes the specific behaviors and the date, time, and duration of the observation
- 2) The Administrator will review and sign all such documentations.
- 3) Unless the situation requires immediate action, teachers will agree to focus their attention on observation of the behavior for three days.
- 4) If concern is generated from the three days of observations, parents will be invited to discuss and review the documentation of their child's behavior and to sign a statement acknowledging these concerns.
- 5) The Administrator and parents will then develop a plan to identify the child's needs and locate sources of help available to address those needs. This may include a state regulatory agency, the child's pediatrician, the local public school system and/or others.

Termination of Enrollment

Although we feel that our program welcomes and can benefit all children, there may be circumstances that warrant termination of enrollment at Evergreen Garden Playschool. We will make every effort to avoid this, but the following situations may make it necessary:

- 1) Excessive biting.

- 2) Parents' refusal to seek professional help.
- 3) Problems that require constant one-on-one attention.
- 4) Severe behavioral problems that cannot be controlled and may endanger other children.
- 5) Physical or emotional impairment that we cannot reasonably accommodate or professionally address.
- 6) Failure to pay tuition.
- 7) Failure to provide health forms and other forms required by law.
- 8) Failure to cooperate with our policies.
- 9) Parents' disrespectful behavior towards other parents, children, or Evergreen Garden Playschool staff.
- 10) Negative behavior that contributes to a hostile environment.

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

- 1) Documentation will be prepared by the Administrator and shared with parents.
- 2) If parents have sought outside help and the child's behavior has not improved, we will consider termination.
- 3) The child's termination will be treated in a sensitive manner and presented to the child in a way that is consistent with his or her ability to understand.
- 4) If a child must leave Evergreen Garden Playschool, the family and child will be treated in a caring, respectful way.

VII. Evergreen Garden Playschool Organization

Organization

Evergreen Garden Playschool is incorporated in the State of Massachusetts as a 501(c)(3) organization (not-for-profit). A Board of Directors governs it. The Board of Directors may consist of anywhere between 3 and 12 Directors. New directors will be elected to the Board by the Board itself. Directors of the Board serve for two years, but their tenure may be extended. The Board elects officers of the Board. New Directors of the Board will be chosen from current parents, past parents, current and past staff, and interested members of the larger community. The Board of Directors shall meet the first Thursday of every month during the school year and at any other times it may deem necessary.

If a parent wishes to speak to the Board of Directors, they may submit a written request to the President of the Board. The President will respond promptly as to whether the request has been granted and let the parent know the time and place of his/her appointment with the Board.

Lines of Communication

Following is a list to aid you in determining the most appropriate individual to contact for various kinds of questions.

Lead Teacher – 978-772-9595

- You have a question regarding your child
- You have a question regarding school policy or schedule

Board of Directors –

President – Pam Gordon- 978-456-0089

- You have a question about the school's functions or administration
- You have a matter that needs to be taken up at a board meeting

Treasurer – Sophie Carlhian 978-456-9755

- You have a question about tuition or other financial matters

Secretary - Ellen Moore 781-258-6087

- You want a copy of minutes from a board meeting
- You would like to send a message to all school families

Please mail all checks to:

(During the school year 9/1 – 6/20)

Evergreen Garden Playschool
270 Barnum Road
Devens, MA 01434

(During the summer break 6/20-9/1)

Evergreen Garden Playschool
P.O. Box 158
Harvard, MA 01451

Employer ID #: 76-0707190

The Staff

Sarah Arnold, Jennifer Case, and Kirsten Spille-Scott have received Waldorf teacher training and are active participants in the Waldorf Education Movement. All teachers and assistants are certified by the Department of Early Education and Care (EEC). They are committed to working with children and families, and take a true interest in the well being of everyone associated with Evergreen Garden Playschool. They strive to create a loving environment filled with the warmth, joy, and challenges that young children need. They are talented individuals who continually work on their own development, consciously seeking to be worthy of the imitation and love young children and teachers share.

Board of Directors Evergreen Garden Playschool 2011-2012

President.....Pam Gordon
Secretary.....Ellen Moore
Treasurer.....Sophie Carlhian
Board members.....Karen Quinn, Amy Hilbert, Emily Charest, Kate Lucey

The Playschool Address:
Evergreen Garden Playschool
270 Barnum Road
Devens, MA 01451
978-772-9595