

WELCOME TO PERRY PARK PRESCHOOL

The Perry Park Preschool of the Groveland Congregational Church is open to enrollment for all children 2.9 to 5 years of age, regardless of the race, cultural heritage, national origin, marital status, religion, political beliefs or sexual orientation of their parents. Physically challenged and children with disabilities are accepted; however, the building is not wheelchair accessible. The school is conducted in accordance with all licensing requirements for group day care centers as established by the Dept. of Early Education and Care (EEC) of the Commonwealth of Massachusetts. It is staffed by a director, teachers and support staff, as needed who meet the qualifications established by the EEC.

HISTORY

In 1947 the former Mother's Club of the Church established a kindergarten, which it conducted for 26 years. With the enactment of State legislation mandating public kindergartens, the Mother's Club disbanded its kindergarten in June 1973. The present school was established in September 1973 as an educational mission of the Church. The name was changed in April 1974 to the Perry Park Preschool.

PHILOSOPHY

Perry Park Preschool provides a developmentally appropriate program that, through a variety of individual and group activities, allows each child to develop socially, emotionally, cognitively and physically. We provide a safe learning environment that allows each child to develop and succeed at his/her own pace.

LICENSING

Perry Park is licensed by the Massachusetts Department of Early Education and Care.

The regional office is:
Mass. Dept. of Early Education & Care
Northeast Regional Office
360 Merrimack Street – Bldg.9, 3rd floor
Lawrence MA 08143
978-681-9684

We adhere to the Massachusetts "Standards for the Licensure or Approval of Family Child Care; Small Group and School Age and Large Group and School Age Child Care Programs" 606 CMR 7.00

EEC maintains a history on all childcare facilities in Massachusetts. This history includes information regarding the program's regulatory compliance to the EEC regulations. You may view any center's compliance history on the EED website: www.eec.state.ma.us. Or by contacting EEC at the above address.

PARENT INVOLVEMENT

We believe in the partnership between Perry Park Preschool and our families for the well being of the child. We understand that parents are their child's primary educators and, therefore, we encourage parents to take an active role in their child's preschool in whatever way they can. Together we can provide a wonderful, successful first school experience. Your children will learn early the important link between home and school. Parents are always welcome to visit our classrooms at any time. Parental input and communication are vital for any successful preschool program.

INTAKE PROCEDURES

A family wishing to enroll a child at Perry Park Preschool shall call the Director and set up an appointment to visit the school. During the visit, the family and Director will tour the school and discuss philosophy, goals and objectives, characteristics of children served, and the services provided. The Director will answer all questions asked by the family. If the family wishes to enroll, they will complete a registration form and pay a non-refundable registration fee. Upon receipt, by the Director, of the completed registration form and fee, the child is officially enrolled. The family will receive a registration packet to be completed and returned to the school during orientation, which is held prior to the start of school. During orientation, the packet, along with the first tuition payment, will be exchanged for a Parent Handbook, School Directory and Policies and other pertinent information to make the start of the school year successful. The new student will meet with his/her teachers and become reacquainted with the classroom setting. Children may be admitted to school on a rolling basis throughout the year if space permits.

CURRICULUM

Young children learn best by "doing." A hands-on approach, where children feel safe meeting new challenges, is used in our school. The children are active and creative participants in our learning centers, which include blocks, dramatic play, puzzles and manipulatives, creative art, computer, writing, music and library.

Our planned activities are theme based, with literature a strong component of the program. We do not teach religious education. We encourage the whole learning process and not just the end product. The teachers are the facilitators to help the children explore the classroom environment and feel successful in their tasks. We hope to develop active, curious learners with high self-esteem.

We believe that a major goal of our program is to teach the child to interact well with other children and adults. Fostering the development of the language and social skills necessary to accomplish this goal is encouraged throughout all areas of our program.

We provide an environment where the young child's confidence, creative capabilities and independence will be encouraged to grow and develop.

CLASS SCHEDULES

Families have many varying schedule needs and children have varying developmental needs. Our flexible class times seek to accommodate those needs. Morning sessions meet Monday through Friday from 8:45 - 11:45. Families have their choice of attending 2, 3, or 4 mornings per week. Classes begin in September and end in early June. Children must be 2 years and 9 months old by August 31st to attend our program.

TUITION (2018-2019 School year)

2 Days	\$2250 year / \$225.00 month
3 Days	\$3000 year / \$300.00 month
4 Days	\$3750 year / \$375.00 month
5 Days	\$4500 year / \$450.00 month

We offer a 10% tuition discount for the second child when two or more siblings attend simultaneously.

Lunch bunch may be offered Monday - Friday from 11:45 until 1:00. The cost is \$8.00 per day.

Tuition is payable in full or in 10 equal payments regardless of the number of weeks per month. The first tuition payment is due at Orientation and then monthly from September 15th through May 15th. Tuition is due on the 15th of each month and is considered late after the 25th. A \$10.00 late fee will automatically be charged for payments received after the 25th of the month unless specific written arrangements have been made with the Director. Tuition must be paid in full by May 31st to participate in graduation and all end of the year activities in June. **There will be no reduction in tuition or refunds for holidays, illness, snow days, vacations or emergency closings.** Payment by check is preferred, payable to Perry Park Preschool or PPP. A \$35.00 returned check fee is due for any check returned from the bank.

Payments are the responsibility of the parents each month and should be placed directly in the tuition collection envelope. Any cash must be sealed in an envelope with your child's name. Tuition should not be left in your child's backpack

WITHDRAWAL

If for any reason you choose to withdraw your child from our program, we require that you give at least two weeks written notice. We appreciate as much notice as possible to ease the transition for your child. You are also responsible for the full monthly tuition in the month of your withdrawal.

SCHOOL CLOSINGS

Please note that when school is cancelled in the Pentucket School District due to inclement weather or other natural disasters, Perry Park Preschool will also be closed. If there is a delayed opening in the district, Perry Park will open at 10:45. **Class will be held from 10:45 – 12:30.** Snack will be provided and no lunch bunch will be held that day. These school closings and delayed openings are announced on most of the major television stations. Certain other conditions may necessitate the closing of school: power outage, loss of heat or water, or fire. If these or any other situations arise while classes are in session, the children will be kept as safe and comfortable as possible until all parents can be notified and the children are picked up from school. Classes may also, on rare occasions, be cancelled due to teacher illness or an event at the church. Days lost to school closings are not made up at the end of the school year.

CALENDAR

Classes begin the week after Labor Day and end in early June. With some modifications, we follow the Pentucket School District calendar for school vacations. A complete school year calendar with all the holidays and special events is provided to parents at orientation prior to the start of school in September.

PARENT-TEACHER COMMUNICATION

Placing your child in our program requires a partnership between families and our school. We encourage parent input and will give your suggestions or concerns serious consideration at all times. Please feel free to communicate with the Preschool Committee, the Director or your child's teacher at any time. Appointments are always available to parents to help with any issue they may have. Most of our written communication to parents goes home with the children in backpacks in the form of Weekly Updates. Additional notices such as snack calendars, book order forms or other special event notices may go home as needed. Please take the time to check backpacks regularly for any notices. Sign-ups for snacks or special events are posted along the fence at drop-off. Notes from home to school can be pinned to a child's coat or backpack or put on the attendance clipboard. Parents are welcome to visit the classroom at any time; please remember that your child's teacher is busy with classroom duties and will not be available to speak with you until the end of class. It is often difficult to take phone calls during class time, as well, but we are always available to speak with parents before and after class and at lunchtime. Scheduled conferences are held in December and a progress report is sent home in March, but both teachers and parents can request a conference at any time to discuss a specific issue.

TRANSPORTATION/ARRIVAL AND DEPARTURE

The child's parent or parent designee provides transportation to and from the preschool. The student remains the responsibility of the parent or designee until he/she is signed into the class and greeted by the teacher. Carpooling is encouraged and can be arranged through the class lists provided at the start of the school year. The completion of an authorization form is required to release a child for pickup by anyone other than a parent. A note must be on file for all children who carpool. Verbal permission will only be accepted in case of emergency. We reserve the right to check the identification of any unfamiliar person who has come to pick up your child.

Each child will have a transportation form signed by their parent/guardian on file at school.

Prompt arrival and pick up of the children is requested in order for the teachers to properly prepare for class. The preschool has found it necessary to impose a late pickup fee. After a five minute grace period, the late fee is \$5 for any portion of each 5-minute time period after the close of class. If you know that you are going to be delayed, please call the preschool ahead of time so that your child can be told that you are on your way. (We suggest that you carry the school's telephone number with you at all times.) Please remember that late arrival by the parent causes needless anxiety, no matter how much we try to reassure your child.

Arrival: for preschool occurs at the play yard located behind the church buildings, except during inclement weather. Children should arrive as close to the start of class as possible so that they may have a positive transition to the school day along with their peers. Families will park their cars in the designated parking spaces and escort their children to the playground to be greeted by a teacher. Parents must accompany their child to the gate and sign them into class. Please exit the parking lot slowly **-5mph-** and turn **RIGHT**.

Departure: please pull into the parking area to the rear of the building and park in a designated spot. Please do not block the driveway or leave your vehicle unattended at any time. Walk over to pick up your child from the safe waiting area. For safety reason we ask you not to encourage your child to run to you in the parking lot.

Inclement weather arrival/dismissal: If we are unable to begin our day on the playground, please bring your child to the back door where the teachers will be waiting to escort them into the classroom. If there is inclement weather at dismissal time we ask that you walk to the back door to meet your child.

If you arrive after the children have left the playground and are already in the building you must park your car in the parking lot and walk to the preschool entrance. Please ring the doorbell for entrance to the building.

Any time a parent would like to visit the classroom, they may use the Preschool entrance located at the front of the building closest to the driveway. Please park in the large parking area to the rear of the building or in front of the building along King Street. **At NO time may any cars be parked in the driveway, or near the preschool entrance or back door.** This is to be kept open for emergency vehicles.

THE MASSACHUSETTS CHILD PASSENGER SAFETY LAW mandates that infants and small children must ride in car seats until: 1) they are eight years old and 2) they weigh over 80 pounds. Federally approved booster seats are recommended and permitted for children who weigh between 40 and 80 pounds. Children should **NOT** place the shoulder belt under the arm and behind the back. The safest place for children to ride is in the back seat. NOTE: this is a primary enforcement law.

Perry Park Preschool does not provide any transportation on field trips; it is the responsibility of the parent to accompany the child to the event or to arrange car-pooling.

INFORMATION FOR A SUCCESSFUL SCHOOL YEAR

Clothing – Your child’s clothes and shoes should be comfortable, washable and allow for self-dressing. Though every effort is made to protect clothing with smocks, preschool is a messy place and accidents and spills do occur. It is advisable that your child wear sturdy, rubber-soled shoes to ensure safety. A complete change of clothes (pants, shirts, socks and underwear) is to be kept in your child’s backpack in case of accident or illness.

Backpacks – We ask that each child have a backpack large enough to hold an extra set of clothes as well as all the papers and projects that will come home from school. Please label this backpack with your child’s name clearly on the outside of the bag.

Dressing for the Weather – Unless the weather is too cold or too wet, we use the outside playground every day. Each child on a daily basis needs fresh air and exercise for general well being and healthy development. We may adjust our daily schedule to include outside play at the end of the day if weather conditions improve. During spring and fall, please dress your child in layers. Children often get very warm during their active play, or it may also turn cool. In winter, always be prepared for your child to play out in the snow; i.e., send your child to school in snow pants and boots. Use a neck warmer instead of a scarf for your child to avoid a choking hazard. Please send along shoes or slippers for your child to change into; boots are too hot if worn all day and they also leave wet puddles behind. Please provide pants for girls who wear dresses with tights; those legs get very cold without an extra layer! When it rains, please leave the umbrellas in the car. Umbrellas are unsafe in a group of children. **Please label all of your child’s outdoor clothing**—many children have similar jackets, snow pants, mittens and boots.

Birthdays – Children love to celebrate their birthdays with friends at school. Birthdays are celebrated monthly at snack time. The birthday children may bring in a healthy snack, juice or party favor. Let your child’s teacher know what you would like to provide and we will coordinate all the birthday snacks with the parents of the birthday children. Please do not send in invitations to parties to be mailed at school. While we understand that not every child can be invited to every party, it is upsetting to the child who does not receive an invitation is his/her cubby.

Sharing and Toys from Home – We discourage the bringing of toys from home except during scheduled sharing weeks. We understand that some children do need a comfort item from home; these items can be kept safe and accessible to your child in his/her backpack or cubby. At no time will action figures, guns or other toys of destruction be allowed in our school.

Snacks – Snack is offered daily and the snack is provided either by the preschool or by a parent volunteer. Snack is planned a month in advance; families have the opportunity to sign up for a day that they choose to provide snack. We are always mindful of any allergies that we may have in our program. Occasionally your child will cook or otherwise prepare a special snack at school. A monthly snack calendar will be sent home with each child and is also posted at school.

Scholastic Book Orders-The opportunity to order books will be available to you on a regular (usually monthly) basis throughout the year. This is a great way for you to buy books at a low cost. Perry Park Preschool receives bonus points for each dollar spent which enables us to order books and teaching supplies for classroom use at no cost. Please make all checks out to **SCHOLASTIC BOOK CLUBS** regardless of which club you are ordering from. Books take 7-10 days to arrive once the order is placed.

BEHAVIOR MANAGEMENT

The rules of our classroom are based on safety and respect for each other and for property. It is a goal of our program that children learn to control negative behaviors through positive, non-threatening, teaching and modeling techniques. Our teachers are trained in many different strategies to guide children through difficult situations and are there to help children demonstrate their feelings and actions in acceptable ways. Children are encouraged to problem-solve and work out their differences with each other. The teachers and children together discuss limits and set rules at the start of school. The children accept “ownership” of the rules when they have a part in the process.

When behavior problems arise, we will look at our routine, the environment and the needs of the child to correct the situation. Behavior management techniques vary with the age of an individual child and the level of understanding which a child may have. Logical consequences and redirection play a major role in our classroom: a child who is having trouble sharing blocks will be asked to leave the block area and choose another area of the classroom in which to play. The child who continues to throw sand from the sandbox will be asked to leave the sandbox. The child will be reminded that “we keep sand in the sandbox.” The teachers strive to make all discipline statements positive. Children are also given choices in difficult situations to help them regain control. A child who has exhausted all the usual strategies without success may be asked to take “time away”. The child may choose or the teacher may help the child choose the location. This is used as a time for the child to calm down and redirect his/her energies. The child may rejoin the group when he/she feels ready.

-There are no designated time out chairs in the classroom.

-No child is to be considered bad for having a time out.

-Use of time away should be limited.

-No child shall remain in time out more than one minute for each year of age.

The teacher’s first priority is the protection and safety of the group and the individual children within it. We will take a more serious look at repeated aggressive types of behavior rather than the non-aggressive types of behavior. The parent(s) of a child who has difficulty with class rules will be informed of the potential for the problem as soon as it is determined that a behavior has become a consistent pattern in the classroom. The parents and staff will work together in dealing with the unacceptable behaviors.

Perry Park Preschool prohibits the following disciplinary methods:

- ◆ Spanking or other corporal punishment of children
- ◆ Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment
- ◆ Depriving children of snacks or meals
- ◆ Force feeding of children; and-disciplining a child for soiling, wetting or not using the toilet; or forcing a child to remain in soiled clothing or to remain on the toilet; or using any other unusual or excessive practices for toileting.
- ◆ Disciplining a child for soiling, wetting or not using the toilet; or forcing a child to remain in soiled clothing or to remain on the toilet; or using any other unusual or excessive practices for toileting.

HEALTH AND SAFETY POLICIES

Your child's health and safety is a matter of major importance to us. Upon enrollment, and each continuing year of attendance, a physical form must be signed by your physician and kept on file at school. **No child will be admitted to school without this form.**

We realize that it is not possible to create an environment that is completely free of illnesses. We do our best to prevent the spread of germs in school by maintaining high standards of classroom cleanliness and encouraging frequent hand washing by both children and staff. Parents can do their part in maintaining a healthy environment by keeping children with the following symptoms at home:

- The child has a fever of over 100 (or has had one during the last 24 hours.)
- Vomiting and/or diarrhea within 3 hours of coming to school or more than twice in 24 hours.
- Rashes – until a note from the doctor has determined that it is not communicable.
- Obvious discomfort from a cold: such as heavy nasal discharge or a constant cough.
- Lice – 24 hours after shampoo treatment and nit removal with a fine comb.
- A communicable disease such as chicken pox, impetigo, strep throat, conjunctivitis.

We will notify parents if your child develops any of these symptoms while at school. Please keep all your emergency numbers updated. Your child will be kept comfortable in a quiet area of the classroom until picked up by a parent or other emergency contact person.

If an antibiotic is needed, children may return to school 24 hours after treatment has begun.

Please keep your child home if he/she just doesn't seem well. This could be irritability, lethargy or crying. Rest may prevent the development of serious illness.

MEDICATION POLICY

A doctor's note or pharmacy label designating the medication, the dosage and criteria for administering is required for the staff to administer any medication, prescription or non-prescription. Parents must complete a medication consent form before a staff member can administer any medication.

PPP staff cannot administer any drug/medication that has expired or that is not in its original container. All unused medications will be returned to the parent at the end of the school year.

No staff member will administer the **FIRST** dosage of any medication to a child, except under extraordinary circumstances and with parental consent. Each time a medication is administered, the staff member must document in the child's record the name of the medication, the dosage given, the time, the method of administration and who administered it. The child's parent will be notified that the medication was administered and the details of its administration.

Perry Park Preschool has a written Health Care Policy. This policy is reviewed and approved annually by our Health Care Consultant, a registered nurse.

A complete copy of the Health Care Policy is available from the school upon request.

STAFF AS MANDATED REPORTERS

In order to insure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Social Services, and to cooperate in any investigation of such possible neglect or abuse. (Massachusetts General Laws Chapter 119, Section 51A). We do not have discretion in this matter, but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney, as well.

TOILETING

- Children will be supervised at all times. Teachers will help children, when necessary, with clothing.
- Children will be encouraged to use the toilet upon arrival into the building from the playground and before snack. They may also go at any time upon request.
- Children and staff will wash their hands with running water and liquid soap and will dry their hands with individual paper towels after toileting and before snacks and handling food.
- If a child should soil him or herself, he/she will be changed and the soiled clothes “double bagged,” labeled with the child’s name and given to the parent at the end of the day for laundering. Children will use disposable wash cloths (wipes) for cleaning, which will be flushed away.
- Staff will wear disposable latex gloves when assisting children with toileting.
- Children who are in the process of toilet training will be requested to wear “pull-ups” to school. Children have much more success in the toilet training process if you avoid dressing them in clothing with difficult buttons, zippers and snaps.
- While staff does not “toilet train” children, we will provide encouragement and positive reinforcement for attempts at using the toilet. We will try to assist in requests by parents to be consistent with the child’s physical and emotional abilities. However, it is ultimately the parents’ responsibility to toilet train their child.
- Parents are to provide a complete change of clothing for their child, which will be kept at school in their backpacks.
- Staff will not discipline a child for soiling, wetting or not using the toilet, or force a child to remain in soiled clothing or to remain on the toilet, or use any other unusual or excessive practices for toileting.
- Toilet training is not an eligibility requirement for enrollment.

ORAL HEALTH POLICY

Any child who stays for Lunch bunch will be offered the opportunity to brush their teeth after finishing their lunch. Parents will provide a toothbrush and toothpaste if they elect to participate. Teachers will supervise each child while brushing their teeth. Toothbrushes and paste will be stored in the child's lunchbox. It is recommended that the toothbrush be replaced every three months. Participation in this program is voluntary and up to the discretion of each individual family. Each child will have a signed form on file stating their preference.

TERMINATION/SUSPENSION POLICY

Perry Park Preschool works to provide for the needs of our children and their families within the framework of our philosophy and goals. In the event that we feel that our setting is not beneficial or appropriate in meeting the needs of a particular child or family, we reserve the right to terminate a child from the program on a timeline that is in the child's best interest. Situations that may result in termination of a child or family from the program are as follows:

- ◆ Non-payment of tuition for two consecutive months. Any problems meeting tuition payments must be discussed with the Director. This is the only situation in which a suspension may occur.
- ◆ Safety concern--a child, through his or her actions, is determined to be endangering the safety of other children or staff.
- ◆ Uncooperative parent(s)--parent(s) of a child, who do not respond to suggestions, continually arrive late or do not follow school policies or procedures. This also includes parents engaging in physical/verbal abuse or threats towards staff, children or other parents.
- ◆ It is determined that a child's special needs or needs related to an illness cannot be met in our school. Perry Park Preschool will work closely with the parents to find an appropriate placement for the child.

Procedures:

- ◆ All parents shall receive a copy of this policy upon enrollment.
- ◆ When a situation described above presents itself; the Director will call a parent meeting. At the meeting, written documentation of the findings, which includes dates and times of the issues, will be presented. (In the case of a child with special needs, the referral policy will be followed.) A plan of action to correct the situation will be devised and agreed upon by all parties. It may include a time line and/or goals for improvement. All parties will sign the agreement, and a follow-up meeting will be scheduled.
- ◆ Documentation of progress toward remedying the situation will be maintained at school and shared with the family.
- ◆ If the plan of action fails, based on observable and documented evidence, a termination notice will be sent to the family with an explicit termination date.

Every effort toward remedying the situation in a positive manner will be sought. Maintaining the dignity of all parties will be a goal. The preschool will work to provide information and appropriate referrals in need financially or otherwise. Parents will receive a list of local child care programs and other services.

**In any instances of termination, an explanation shall be provided to the child within his/her ability to understand and in a manner that maintains his/her self-esteem and feelings of positive self worth.

REFERRAL POLICY

When a teacher has concerns about a child's development or behavior and feels that further evaluation should be done, a meeting will be requested with the Director, teacher and parents. The teacher is requested to complete an observation report with specific details regarding the area of concern and including any effort made to accommodate the child's needs. During the meeting, these documented concerns will be shared with the parents along with the reasons for recommending a referral. The Director is available to assist parents in contacting local services and, with written parental permission, to speak to any specialists. If it is determined that services are not needed at this time, the school will review the child's progress in three months.

The following agencies in the Groveland area are available to provide services to parents if you have concerns with social, emotional, physical or cognitive development of your child. Many also provide needed help to the whole family.

- Parental Stress Hotline: 1-800-632-8188
- Poison Control: 1-800-222-1222
- Pentucket School District (Groveland, West Newbury and Merrimac)
Early Childhood Coordinator – (978) 363-5514
- Haverhill's Principal of Early Childhood Education – Maureen Gray: (978) 374-3484
- Northern Essex Mental Health Center, 60 Merrimack Street, Haverhil (978) 373-1126
24-hour crisis/emergency calls, group and family therapy, school interventions, substance abuse counseling
- Children's Aid and Family Society, 69 Summer Street, Haverhill: (978) 372-8516
Services include individual, group and family counseling, and social work consultation
- Beverly Hospital Audiology Services: 1-978-922-3000
Speech and Hearing Screenings and Therapy
- North Shore Children's Hospital, Salem: 1-978-745-2100 ext. 2705
Developmental Evaluation Clinics
- W.I.C. (Women, Infants and Children) a supplemental nutrition program, available at Community Action, Inc., 25 Locust Street, Haverhill: (978) 373-1971 / (978) 374 -2191
- Massachusetts Dental Society: 1-800-342-8747
Referrals to dentists and special needs dentistry
- Physician Referral Service: 1-800-322-2303 ext. 315
Referrals to physicians based on language, location and specialty
- Thom Pentucket Area Early Intervention Programs: (978) 363-5553

