

Blue Hills Regional Technical School

The Early Education Center

PARENT HANDBOOK

2019

800 Randolph Street

Canton, MA 02021

781-828-5800 x 2060

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OUR MISSION AND PHILOSOPHY

The Early Education Center at Blue Hills Regional Technical School is a state approved, teacher training preschool that models high-quality early education and care. Student teachers learn to carry out the "best practices" in early childhood education and transform principles of child development and educational theories into a unique preschool learning experience for your child.

The student teachers, under the direct supervision of the Child Development Instructor, learn about and practice all aspects of a model early education program. They study young children's physical, cognitive, emotional and social development, as well as the teaching methods most appropriate for preschool-aged children. They implement health and safety regulations, child guidance and classroom management skills, complete developmental assessments, communicate with parents, as well as plan the daily curriculum. The students learn about the Massachusetts Department of Early Education and Care licensing regulations and the state preschool frameworks, Guidelines for Preschool Learning Experiences. By striving to teach the high school students to these high standards, we insure that your young child will receive the best possible preschool experience.

Our educational philosophy reflects the current educational research that young children learn best through hands-on, developmentally appropriate experiences while developing relationships with caring adults. Children learn through play. We are committed to the development of each child's physical, cognitive, emotional and social development. Our classroom is designed to provide a safe, happy, stimulating environment where each child will feel nurtured and experience success, learning, skill development, and growth.

STAFFING

The Early Education Center is staffed by the Child Development Instructor and a Preschool Aide. The Child Development Instructor supervises the student teachers in the preschool and teaches their high school coursework in Early Education and Care. The

Preschool Aide teaches the preschool children and helps manage the classroom. See the Staff Information addendum for more information.

The Early Education program is a four year vocational course of study at Blue Hills. During their junior and senior years, approximately 9-14 students are in training in the preschool each week. The students alternate their week in the preschool with a week of academic classes for the duration of their high school education.

Only students who are enrolled to this program are allowed to participate in the preschool. Every early education student wears their uniform while in the program.

ADMISSION POLICY

Enrollment in the Early Education Center is open to all children from the surrounding communities **who are two years nine months to Kindergarten entrance age**. We do not discriminate on the basis of race, color, gender, religion, national origin, cultural heritage, disability, nor the marital status, political beliefs, or sexual orientation of the parents.

Application occurs in the spring for the following fall. Enrollment is first offered to previously enrolled families and their siblings before we open enrollment to new families. Enrollment is then on a "first come-first served" basis and continues until we are fully enrolled. A waiting list is maintained if we receive more applications than we have openings. There is a maximum enrollment of 18 children each day.

Children with special needs are eligible to enroll with the understanding that we do not deliver special education services. We will support a child's existing Individualized Education Plan (IEP) to the extent that is possible as a high school laboratory classroom. We recognize that we may not be able to individualize to meet the needs of every child, in such instances we will work with the family to try to accommodate the child's needs while we work on an appropriate referral to services within the community.

PROGRAM SESSIONS, HOURS, AND SCHOOL CALENDAR

The Early Education Center offers these enrollment options: **Tuesday/Thursday** mornings, **Wednesday/Friday** mornings or **all four mornings**. Children may be enrolled for either session (two mornings) or both sessions (all four mornings).

The program hours are 8:30-11:30, Tuesday-Friday. Please arrive between 8:30-8:45 and return for your child between 11:15-11:30. We are not able to provide care for your child beyond these hours as we have teaching responsibilities to the high school students.

We follow the Blue Hills school calendar. The program runs from late-September to early June. A school year calendar will be provided to you in the fall, and a monthly preschool calendar at the beginning of each month.

Blue Hills schedules in-service training for staff once a month. On these mornings there will be no preschool. If there is an afternoon event that closes the high

school, the preschool will close at 11:15 so that you can leave before the buses arrive for the high school students. The monthly preschool calendar will remind you of these days.

How to apply for enrollment

The Early Education Center enrolls a maximum of 18 children per morning. September enrollment is first offered to currently enrolled children and their siblings before we open enrollment to new families. New families are offered enrollment on a first-come first-served basis based on the date we receive your complete application, until we are fully enrolled. If need be, we will look to the date you first contacted us to break a tie.

| | What | How | When |
|----|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 1 | Inquire | Go to the Blue Hills website: www.Bluehills.org Click on the Community tab, then Early Education Center, and click on the <u>Inquiry link</u> . Complete the form. We'll get back to you as soon as possible. | Anytime. If we are currently fully enrolled the link will open in January. |
| 2 | Schedule a visit | Call 781-828-5800 x 295 to schedule an appointment to visit. Visits are Tuesday-Friday mornings between 9:00-11:00 | January to April |
| 3 | Visit | Accept the Google calendar invitation that we will email to you. Show-up at the front door of the high school for your visit, During the visit we will confirm your mailing address for the application paperwork. | January to April |
| 4 | Apply | We mail out the Application packets. You complete and return the Application form, \$50 Application fee, and a signed tuition policies. | April 1st, then ongoing |
| 5 | Enrolled | We will notify you that we have an opening available to enroll your child. You must reply within a week to accept or reject the spot. | Mid-April on |
| 6 | Wait List | If we have more applications than available spots, we will return your application fee, and maintain a waiting list based on the date we received your complete application. We will notify you if / when an opening becomes available. | Ongoing |
| 7 | Deposit | Pay the tuition deposit to guarantee your enrollment. | Prior to June 1st |
| 8 | Contact information | We will email you an electronic form to complete with names and phone numbers of your emergency contacts. Included will be the dates of Orientation and the first day of preschool. | August 1 |
| 9 | Paperwork | As soon as we return to school in September we will mail you all of the required paperwork (permissions, etc) to complete before the first day of school. You will also need to provide us with a copy of your child's most recent physical exam. | First week of September. |
| 10 | Orientation Day | All enrollment paperwork must be completed and returned on the Orientation Day, including a copy of your child's most recent physical. Plan to spend some time with your child in the classroom, | Mid-September |

| | | | |
|----|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| | | meet other families and meet the student teachers. | |
| 11 | First day of preschool | Depending on the Blue Hills school calendar, the first day of preschool will be soon after the Orientation Day. We will not accept enrollment paperwork on the first day of school. | Late September |

SCHOOL CLOSINGS AND SNOW POLICY

In the event of storms or other emergencies, the Superintendent of Blue Hills Regional Technical School makes the decision to close Blue Hills programs. Announcements for *Blue Hills Regional Technical School* will be made on TV Channels 4, and 5. Information about school closings is also available after 6:00 AM by calling the school (781-828-5800) and selecting the option for school cancellations. You may receive a call from the school's automated dialer early in the morning.

The Early Education Center is
CLOSED WHEN BLUE HILLS IS CLOSED and is
CLOSED WHEN BLUE HILLS HAS A DELAYED ARRIVAL.

TRANSPORTATION AND PARKING

Blue Hills does not offer transportation to The Early Education Center. Parents transport their own children or car pool with other families. The first time you visit please park in a visitors spot at the front of the school, and use the high school's main entrance. You will need to present your driver's license to be issued a visitor's pass. We will send a student to escort you to the preschool. When your child is enrolled, you can park along the curb at the sidewalk that leads to our playground. Our classroom door is right across from the playground. For their safety, please do not leave children unattended in your car or let them run onto school property, into the driveway, or in the parking lot.

ARRIVAL AND DISMISSAL

We take responsibility for your child's safety very seriously. **Please walk your child up the sidewalk and bring your child into the preschool between 8:30-8:45.** Come into the classroom and greet the student teacher at the door who is taking attendance so that

we are aware that your child has arrived for the day and that he/she is now our responsibility. We cannot open the preschool before 8:30.

Children have labeled cubbies for their personal belongings. We encourage children to hang up their own jackets and take care of their possessions to the best of their abilities.

Please arrive between 11:15-11:30 to pick-up your child. We can not provide care for your child after 11:30. If you are running late please call someone on your list of authorized adults to come for your child and then call us to let us know whom to expect. If we have not heard from you by 11:35 we will call you, then your emergency contacts to come pick-up your child.

At pick-up time please come into the school first to get your child's belongings, and then meet us at the playground. This helps provide a smooth transition for everyone as it is very hard for children to leave from the classroom. In order for us to keep accurate track of the children in our care, please wait for us to open the playground gate to dismiss your child. **Remember:**

- Children are NOT allowed on school property before or after preschool.
- Please walk your child by the hand *on the sidewalk* to and from your car.
- Smoking is NOT allowed on school property.

SAYING GOODBYE ON THE FIRST DAYS

Some children may have a difficult time saying goodbye to you on their first days of school or after they've been on vacation or home sick for several days. Most children benefit from being prepared for what to expect. Tell your child "I will stay for a few minutes and then give you a kiss goodbye. I will come back at 11:30". Tell us when you're ready to go and we will hold your child, wave goodbye, reassure him/her that you will come back and try to engage him/her in an activity. **Once you have decided that you are leaving do not hesitate or change your mind.**

Children will likely have difficulty separating from you if you express uncertainty about leaving them. **Please do not sneak out!** This makes a child feel insecure about being left in a new place. If your child is upset when you leave, call us about

15 minutes later to see how he/she is doing. We can discuss how to make the transition easier for everyone. After a few days practice children usually become very interested in what is happening in the classroom and join in readily.

AUTHORIZED ADULTS FOR PICK-UP

We will not release your child to anyone who is not on your pick-up list.

Please be sure to list all of the people who might pick-up your child from school; include babysitters, neighbors, friends and relatives. Older siblings and other young adults must be at least 18 years old to pick up a child. Tell them that we will ask to see a photo ID (driver's license) to verify their identity and compare to your written list. **Permissions must be in writing, so**

we cannot accept a telephone call to add someone to your pick-up list.

In the event of a current restraining order, a copy must be provided to us to share with the appropriate Blue Hills administrators and to keep in the child's file. It must be discussed with the instructor at enrollment or as soon as one is issued.

WHAT TO BRING AND WHAT TO WEAR

You may want to send in a **small, child-sized backpack or tote bag** to bring home your child's artwork, projects and notices. It is also a convenient place to keep a sweatshirt, mittens or hat. Each child has a cubby to hang his/her jacket and a clear tub for personal possessions. Please remove your child's things daily so that you receive newsletters and notices in a timely manner.

Children should not bring toys to school. Sharing and being responsible for special personal possessions are especially difficult for young children. Losing or breaking toys are disappointing experiences. Some children may need a transition object, like a favorite stuffed animal, to calm themselves in new situations. Please let us know if this helps your child and we will make accommodations.

Everyday your child will be actively involved in the classroom and outdoors. Please dress your child in washable play clothes that do not inhibit his/her participation. Your child will get dirty and occasionally "painty" as a normal part of their active participation in activities, even when they wear a smock to protect their clothing. Your child needs to wear clothes that they can easily manage by themselves in the bathroom. Sturdy shoes or sneakers are appropriate and safe, so no sandals please. **Please bring in a complete change of clothes (pants, shirt, underwear, socks) labeled with your child's name, to keep at school in case of an accident.** We will remind you when we need replacements.

OUTDOOR PLAY

Outdoor play is a regular part of our daily routine. It provides opportunities for learning about science and nature, as well as social and gross motor skill development. We go outside every day that the weather permits, even in the winter. We do not go out if it is raining, lightening or if the "real feel" temperature is below 28 degrees. Please dress your child accordingly. Your child needs to wear boots, hats and mittens in the winter. Please bring a pair of sneakers or slippers to change into from their winter boots so the floors and rugs stay dry. Children should not wear sandals because toes are easily hurt on the playground. On sunny days, it is the parent's responsibility to apply sunscreen on their child before arriving to school in the morning.

We dress your child for outdoor play the way he/she arrives in the morning, so keep any loose articles of clothing in his/her cubby to be easy for us to find. We

can not honor your request to keep your child indoors on any particular day as we would not be able to provide adequate supervision for the other children and student teachers. **Remember:**

Playing outdoors will not make your child sick, germs make one sick!

ATTENDANCE and ABSENCES

Regular attendance helps your child make the most of their preschool experience. If your child will not be attending for any reason please email or call us in the morning, or leave a voicemail (781-828-5800 x 295) so that we will know about illnesses and whom to expect.

FIELD TRIPS

We regularly take the children for walks inside the school as well as walks around the school grounds. We do not take children on field trips off of the school property. We regularly visit the school library, the gym, and the school nurse. We plan special visits to some of the other vocational programs throughout the year. We may visit Culinary Arts for a cooking lesson, Cosmetology for a manicure, Construction Technology for a lesson in hammering, the Chateau de Bleu restaurant for a snack, or visit the Auto Repair or Auto Body programs when they relate to the preschool curriculum theme. Some visits (i.e. Cosmetology) will require your written permission.

FIRE DRILLS

The high school schedules regular fire drills throughout the year. The fire alarm sounds and we evacuate the children out our exterior door and walk them to a safe area to the west parking lot, away from the building. We take attendance and keep the children calm and supervised until the fire department allows us to re-enter the building. If you arrive during a fire drill we will not be able to release your child to you until we are given permission to re-enter the building. We always notify you when there has been a fire drill and we write it on the weekly curriculum plan.

BUILDING SECURITY AND SCHOOL EMERGENCIES

Blue Hills Regional Technical School works closely with the Canton Police department to maximize the safety of everyone in the building, including the preschool children. No one is allowed into the building without a visitor's pass and no one is allowed into the preschool without the instructor's permission. All of the doors to the preschool remain locked to outsiders. Only school staff and the early education high school students are allowed in the preschool.

The school has implemented the A.L.I.C.E. response options' program (roseminars.com) for emergency situations that threaten the security of the school. Staff is trained to assess the best response options for different scenarios - for example concealment or evacuation dependent on the situation at hand (an intruder, bomb threat etc). We will notify parents

of any ALICE practice drills and Blue Hills will communicate with parents about emergencies through the Connect Ed automated telephone system.

HEALTH REQUIREMENTS

Every child enrolled in a child care program in Massachusetts is required by the Department of Public Health to have on file documentation of a physical exam, dated within the previous year, and an up-to-date immunization record. Please refer to the Requirements for Physicals form included in your application packet for specific information. A computer print-out from your health care provider that includes all of the required information is acceptable documentation. **Your child can not start school until we receive proper documentation of his/her recent physical exam and his/her immunization record.**

INJURIES

Although we take pride in maintaining a safe environment to prevent injuries, minor accidents happen occasionally. Both classroom teachers maintain current First Aid and CPR certifications. We will give minor first aid whenever your child gets injured at school and **we always write an accident report!** We will ask you to sign the accident report when you pick-up your child, and you will receive a copy. We will call the school nurse for help with more serious accidents. **In emergencies we will: call 911, then call the school nurse, and then notify you of the emergency.**

ILLNESSES AND MEDICATION

Children can not attend the Early Education Center when they are sick with a contagious condition. In general, children can return 24 hours after being sick (fevers, diarrhea) or after 24 hours of medication. Please refer to the next page, How Sick is Sick? for specific guidelines on when to keep your child home and when he/she can return. If your child becomes sick at school we will call you to pick up as soon as possible. We will try to keep your child comfortable until you arrive. If we are unable to reach either parent/guardian, we will contact one of your emergency contacts.

We can not administer medications of any kind, over-the-counter as well as prescription medications, **without a medication permission form signed by your child's health care provider.** If your child needs regular medications, or has allergies requiring emergency medications (i.e. Benadryl, EPI-PEN), we will discuss this with you at enrollment to be certain that we are prepared for your child's care.

If your child has been exposed to an illness at school we will notify you with a form letter from the MA Department of Public Health's Health and Safety in Child Care manual so that you are informed about the illness and its symptoms.

How Sick is Sick?
Plan for Managing Infectious Disease

A child may be excluded from the Center if it is determined that any of the following exist:

- The illness prevents the child from participating in the program activities;
- The illness results in greater care need than the child care staff can provide without compromising the health and safety of the other children;
- The child has any of the following conditions; fever, unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of serious illness.

A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, the center may make the final decision concerning the inclusion or exclusion of the child.

| Condition | Exclude |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chickenpox (Varicella) | Until the last blister has healed over. |
| Conjunctivitis (Pink eye) | Until examined by a physician and approved for re-admission, with or without treatment. |
| Diarrhea | When the stool is watery or decreased in form AND cannot be contained by diapers or controlled by toilet use, or if stool contains blood or mucus, or if accompanied by a fever. |
| Head lice (Pediculosis) | Until treated and free of all nits. |
| Hepatitis A, B, C | Until after being evaluated by the child's physician. |
| Impetigo | Until 24 hours after treatment has started or all the sores are covered. |
| Mouth sores | Unless the physician states that the child is noninfectious. |
| Pinworm | Until 24 hours after treatment begins. |
| Rash | With a fever or behavior change until the physician has determined that the illness is not a communicable disease. |
| Ringworm | Until after treatment begins. |
| Scabies / mites | Until treatment is completed and free of all mites. |
| Strep throat | Until 24 hours after treatment began AND the child has been without fever for 24 hours. |
| Tuberculosis | Until the child's physician determines that the child is noninfectious. |
| Vomiting | Two or more times in the previous 24 hours at home or once at the center. |

THE DAILY ROUTINE

(POST IN THE CLASSROOM)

8:30-9:10 **Children Arrive;** A choice of simple, open-ended activities are available for free play with the student teachers. Examples are: play dough, dramatic play, games, books, the computer, blocks...*

9:15-9:30 **Circle Time;** In the large group we: take attendance, review the calendar and weather, recite the Pledge of Allegiance, play a group game, and sing a few songs. The activities of the day are explained to the children who then choose their first activity.

9:30-10:15 **Work Time;** The student teachers plan a variety of lessons throughout the classroom relating to the theme of the week. Every day there are lessons in art, literacy, science or math, at the water table or easel, and blocks or dramatic play. *

10:20-10:30 **Story Time;** Children of similar age meet with their assigned student teachers who read a picture book relating to the theme of the week. They discuss the story and talk about what the children worked on during the morning. Then the children are supervised in the bathroom and wash their hands before snack.

10:35-10:50 **Snack;** A nutritious snack is served "family style", which allows the children to pour their own juice, pass the food, serve themselves and clean-up after themselves.

10:50-11:05 **Small Group Time;** Children meet with their assigned student teachers for an activity specific to their educational needs, abilities, and interests.

11:10-11:30 **Outdoor Play / Gross Motor Activities;** We play outdoors every day that the weather permits, even in the winter! (But not when it's raining or when the "real feel" temperature is below 28 degrees). We often take nature walks around the school.

If we have to stay indoors due to inclement weather, we may do a gross motor activity in our room, go to the big gym, or take a walk inside the school. We will leave a note on our exterior door that tells you when we expect to return, usually by 11:15.

*** The children are always given a two minute warning to help prepare them for clean-up.**

THE CURRICULUM

Young children learn best through play and direct “hands-on” experiences.

The curriculum is based on current research on how young children develop and learn. Activities that are developmentally appropriate for young children involve all aspects of their development; physical, cognitive, emotional and social.

Good programs for children offer a balance of teacher-directed and self-initiated activities for the children to choose from. The children play and learn in a variety of settings; in a large group at circle time, with a few children and a student teacher at free play or work time, and with peers at story and small group time. There are also many opportunities throughout the day for one-on-one time with a special student teacher.

The curriculum is planned around a weekly theme.

Depending on the interests and abilities of the children, some possible themes might be: My Family, Community Helpers, Bugs, Healthy Habits, My Five Senses, Dinosaurs, or The Seasons. The monthly calendar notes the theme of the week and any special activities that we have planned. There is a written weekly curriculum plan posted which lists all the activities for each day of the week.

At circle time, each child makes a choice from the available lessons for their work time activities. This teaches the children responsibility and planning. Because children choose based on their own interests and developmental level, they may complete a different set of activities than another child. Some children choose familiar activities early in the year; others prefer to start everyday with an art activity. Children are encouraged to try a variety of activities. As the year progresses children make better plans and explore all areas of the curriculum. Your child will not bring home paperwork most days because most of the activities are “hands-on” using real materials and experiences.

Most lessons for young children focus on “the process, NOT the product”.

Every day there is an art project, literacy or fine motor activity, and a science or math activity. The student teachers develop lessons in all areas of the curriculum.

Holidays are not a major focus of the curriculum

Several simple, non-religious activities may be planned for the few days prior to a major holiday but **we do not have holiday parties** out of respect to the cultural diversity and different religious beliefs of the families.

Videos and DVDs are not used in our program.

They do not replace the need for the active and imaginative play that builds young children's growing bodies and minds. Videos are not to be brought in by the children.

SNACK

The Early Education Center provides a nutritious snack every day around mid-morning (10:30). Snack is a group experience which encourages nutrition education, language skills, social interaction, and self-help skills. Snack is served "family style" and children serve themselves from bowls that are passed around the table. Children pour their own water from child sized pitchers. We serve fresh fruits and vegetables, 100% fruit juice, 2% milk, whole grain crackers, and Poland Spring water. We limit the serving of less nutritious foods like cookies, donuts, and cake. The senior student teachers occasionally plan simple cooking activities as a lesson plan (fruit salad, pudding...). The daily snack is printed on the monthly calendar.

Due to children's allergies, please do not send in any food with your child. This includes individual drinks or snacks for your child or a donation of "treats" for the class. At enrollment we will discuss accommodations for children with allergies. Always ask a teacher prior to bringing in food.

Some typical snacks:

Fresh fruit and Wheat thins
Yogurt and Teddy Grahams
Tossed salad, Club crackers
Fig Newton cookies and milk

Fresh vegetables, hummus, and saltines
Cheerios, bananas, and milk
Apple slices, Sunbutter, graham crackers
String cheese and crackers

BIRTHDAYS

We will celebrate your child's birthday at school at snack time. You can bring in a cake, cupcakes or a special snack for all of the children (18) on the day closest to your child's birthday. We will sing "Happy Birthday", light a candle for him/her to blow out and take a photo to send home. Please do not send in favors, hats or decorations. Remember that we may have children with allergies before bringing in any food, so we will provide you with a list of safe options. Invitations to birthday parties should be addressed to individual children and handed to a teacher to distribute before dismissal.

DONATIONS

We will gladly accept donations of materials that we can use in the classroom. Please think of us if you have children's books, toys, children's clothing, office supplies, paper, or other interesting materials to donate. As we have limited storage space, please check with us before bringing in your donations. From time to time we may ask you to help supply us with egg cartons, paper towel tubes, frosting tubs, greeting cards, or other recyclables for collage or other projects. We appreciate your help.

DIAPERS AND TOILETING

(POST IN THE BATHROOMS)

The children are supervised at all times while using the bathroom.

We have two bathrooms in the classroom for the children's use whenever they need. We also take each child to the bathroom just before snack time. Children are helped with their clothing and hand washing. The student teachers are trained in proper hand washing, supervision, and sanitation practices.

Student teachers are not allowed to be alone with a child behind a closed door.

Children do not need to be toilet trained to enroll in the program. Like other skills, children are "ready" when they understand what is expected of them and when they are physically, cognitively, and emotionally ready to learn. We will support the parent's plan for toilet training their child as much as possible. Please keep us informed about your child's progress in toilet training at home. We prefer diapers over pull-ups. Pull-ups offer no advantages and some disadvantages in the process of toilet learning.

We do not recommend pull-ups.

Children who are toilet training or who are still practicing to use the toilet independently will need to wear clothing that they can manage quickly and easily (i.e. no belts, snaps or

buttons). Sweatpants are an excellent option during this stage. A helpful resource for parents about to start toilet training is the book Toilet Training by Vicki Lansky, which is available at most bookstores and public libraries.

Student teachers DO NOT change diapers or help children with wiping.

Children's diapers will be changed as needed. Only the Instructor and Preschool Aide change diapers, never a student teacher. Parents of children who are in diapers or who are toilet training are responsible for providing a supply of disposable diapers, a container of wipes, and several changes of pants and underwear to be kept at school.

**NO CHILD WILL BE PUNISHED, VERBALLY ABUSED
OR HUMILIATED FOR SOILING OR WETTING.**

BEHAVIOR MANAGEMENT

(POST IN THE CLASSROOM)

Young children need guidance from supportive adults to help them learn appropriate behavior. Inappropriate behaviors are those that are harmful to themselves (unsafe risk-taking), harmful to another person (hitting, biting, name calling) or damaging to the environment (throwing objects). In the process of growing and learning socially acceptable behavior, most children will test the limits. Student teachers are learning and practicing effective guidance and behavior management techniques in the classroom with the children. These may include:

- **Modeling appropriate behavior and language.**
- **Establishing simple, basic, consistent classroom rules early in the school year.**
- **Redirecting a child to another activity or area of the room.**
- **Using positive phrases to remind children of the classroom expectations. (Ex. saying "Please walk" instead of "Don't run").**

- Prompting children in advance for new situations by stating the expectations clearly, thereby preventing inappropriate behaviors.
ex. "We're going to hold hands and walk on the sidewalk".
- Helping children learn how to express their feelings verbally.
"Tell your friend how it makes you feel when he teases you".
- Helping children learn alternative ways to solve their problems.
Ex. Waiting for a turn ("You can use this toy when he is all done"), sharing, or compromising.
- Helping children learn to deal with the consequences of their behavior.
Showing him/her how to repair a book he/she ripped.
- Removing a child from the immediate situation to calm down and/or discuss his/her behavior. We do not use "TIME-OUT" or exclusion.
- Identifying and recognizing children's prosocial behaviors. "Thank you for sharing the clay with your friends, that's very thoughtful of you".

CORPORAL PUNISHMENT, VERBAL ABUSE, RESTRAINT,
OR DENIAL OF FOOD IS NEVER USED TO DISCIPLINE CHILDREN.

CHILD ABUSE AND NEGLECT

All teachers and child care providers in Massachusetts are mandated by state law to report suspected child abuse or neglect to The Department of Children and Families. Suspicions of abuse are brought to the Child Development Instructor's attention who immediately notifies the Principle. The Department of Children and Families is notified and a written 51A report is filed. We will cooperate with all investigations of suspected / reported cases of abuse or neglect.

Reports of alleged abuse by school personnel must be directed to the Blue Hills Principle and to The Department of Children and Families for investigation. Investigation procedures will be conducted in accordance with M.G.L. Chapter 71, Section 42.

FAMILY INVOLVEMENT

Parents or guardians of enrolled children are welcome to make unannounced visits at any time or call to discuss their child whenever the need arises.

Your child will benefit most from the program if you are actively involved and interested in what your child is learning. There is an Orientation Day before the program begins so that you can return all paperwork, meet some of the children and student teachers, and prepare your child for the first day of school by becoming familiar with the classroom. Parental input, questions and suggestions about improving the program are always welcomed and should be addressed to the Instructor. A parent satisfaction survey is conducted annually in the spring.

Parents inquiring about the program are asked to schedule an appointment to visit the school at a time convenient for the program, the daily schedule, and the staff.

PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES

The senior student teachers are assigned to specific children, usually those in his/her small group, to observe and assess their development. Beginning in February the student teachers prepare a comprehensive report of your child's development, progress in school, and participation in the program. Parent-teacher conferences which include the parent/guardian, the student teacher who completed the progress report, and the Instructor are scheduled during the preschool hours and at the parent's convenience. You may also ask for a conference with the Instructor anytime you have concerns about your child or the program that you want to discuss.

CHILDREN'S RECORDS

Parents are entitled to access their child's record and to request copies of its contents. Information in your child's file is privileged and confidential. We will not speak to anyone about your child or provide any part of your child's record to anyone without your written consent via a signed release.

Confidentiality is taught and is expected of the student teachers. Under the supervision of the Instructor students are assigned to review the information that you provided about your child at intake, in order to get to know your child and to prepare to write your child's progress report.

REFERRALS AND TERMINATION

If we find that we are not be able to meet your child's individual needs (physical, cognitive, emotional, or social) the Instructor will consult with the family to discuss the concerns and to decide on a course of action. We will provide you with a written description of the concern(s), and strategies that we have implemented. We may recommend that you contact:

- Your child's health care provider.
- The Early Childhood Coordinator of the child's home town school system for special education screening and evaluation (IEP).
- The MA Department of Children and Families, 617-748-2000.
- The Child-At-Risk Hotline, 800-792-5200.
- For referrals to other programs:
Child Care Works, 508-999-9930 (for residents of Avon, Canton, Holbrook, Norwood, Sharon, and Stoughton)
Community Care for Kids, 617-471-6473 (for Braintree, Dedham, Milton and Randolph)
Child Care Resources, 508-796-1829 (for Walpole and Westwood residents)
- For Head Start: Self-Help Inc. 508-559-1666

Blue Hills Regional Technical School reserves the right to terminate a child's enrollment if we are unable to meet the child's individual needs after making reasonable accommodations. Other situations that may result in termination are; failure to pay tuition in a timely manner, and being unable to resolve differences between the family and the program. Families will be given a minimum of two weeks notice in the event that Blue Hills initiates the termination.

WITHDRAWING YOUR CHILD

If you decide to withdraw your child during the school year, please notify us in writing by the first of the month when you pay that month's tuition. No reimbursement will be made for withdrawing your child in the middle of the month. Children and staff need time to prepare for saying goodbye. We will make your child's last day special by drawing pictures for him/her and we will discuss why he/she is leaving. You may want to bring in a special treat for snack time on your child's last day.

ADMINISTRATION OF THE PROGRAM

The Instructor is responsible for the day-to-day operation of the Early Education Center and oversees the supervision of the student teachers in the classroom. The Vocational Director oversees all of the vocational programs at Blue Hills including the Early Education and Care department.

MA DEPARTMENT OF EARLY EDUCATION AND CARE, LICENSING REGULATIONS.

MA DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

The Early Education program at Blue Hills Regional Technical School has been approved by Massachusetts' **Department of Early Education and Care** as a preschool teacher training facility. We are exempt from licensing regulations. The Early Education Center uses the Early Education and Care regulations as a model for student teacher education. Upon graduation, students who successfully complete the Early Education program are recommended for Preschool Teacher certification by the Department of Early Education and Care.

A copy of the Department of Early Education and Care licensing regulations is available in the preschool office or can be accessed at:

<http://www.mass.gov/edu/docs/eec/regs-policies/20100122-606-cmr.pdf>

The Early Education Center implements the Department of Early Education and Care Guidelines for Preschool Learning Experiences (AKA the "standards"). These guidelines are available at: http://fcsn.org/pti/topics/earlychildhood/preschool_learning_eec.pdf

If you are interested in what is the student teachers are learning in the Early Education and Care program at Blue Hills you can view the Department of Elementary and Secondary Education's Vocational Technical Education Frameworks at:

<http://www.doe.mass.edu/cte/frameworks/earlyeducationcare.pdf>

ANNUAL ADDENDUM

(Insert current information)

The Staff

Tuition Policies

