ABC PRESCHOOL
Arlington Boys & Girls Club
60 Pond Lane
Arlington, MA 02474
781-648-1617 x216

*PLEASE KEEP FOR YOUR RECORDS—YOU MAY NEED TO REFER TO IT THROUGHOUT THE YEAR.*
ABC PRESCHOOL PARENT HANDBOOK

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ABC PRESCHOOL
ARLINGTON BOYS AND GIRLS CLUB
60 POND LANE
ARLINGTON, MA 02474
(781) 648-1617 (Phone)
(781) 648-5064 (Fax)
abc_preschool@abgclub.org
WWW.abgclub.org
Tax ID # 042-149-320
ABC Preschool is designed to enrich the social, emotional, physical, and intellectual development of preschool-aged children through play. All play is open-ended in order to enhance the children's learning experiences.

**OBJECTIVES**

1. To provide an environment for social adjustment and growth in a peer group setting
2. To assist in the development of self-awareness and independent thought
3. To introduce basic and fundamental skills
4. To instill a sense of positive self-image within each of the students
5. To enrich the social, emotional, physical, and intellectual development through play
6. To enrich language through books, art, music, and the children's own creations

**REGISTRATION**

A formal application must be completed and submitted to ABC Preschool with a non-refundable enrollment fee. Children must be at least 2.9 years of age to attend ABC Preschool. Each child attending ABC Preschool must have a current membership for the Arlington Boys & Girls Club for the school year.

ABC Preschool is a private non-profit, non-discriminatory childcare program. ABC Preschool admits and/or provides services to all children and their families regardless of race, religion, cultural heritage, political beliefs, national or ethnic origin, marital status, sexual orientation, and any disabilities.

The ABC Preschool program is licensed through the Department of Early Education and Care, EEC. You may contact the EEC for our compliance history.

Department of Early Education & Care
360 Merrimack Street, Bldg 9, 3rd Floor
Lawrence, MA 01843,
978-826-1311
BILLING

You will be billed based on the program you choose for your child. We offer the option of a 2, 3 or 5 day program. You will be billed on or around the fifteenth of each month for the same amount each month.

Payment due dates are on the first day of the month. Failure to make a payment, or falling behind in payments may result in removal from the program. Any outstanding preschool balance will not allow for any future preschool classes or other classes offered (at the discretion of the preschool director).

There will be no refunds or credits for days missed or leaving the program early. If a family leaves the program before the end of the school year, the family is responsible for the FULL school year’s tuition.

Extenuating circumstances will be handled by the preschool director and/or the executive director on a case by case basis.
ABC PRESCHOOL SCHOOL HOURS AND CLOSURES

Our School Day: 8:30 a.m.—12:00 p.m. Monday—Friday
Calendar subject to change

October
Monday 14th - Columbus Day

November
Monday 11th - Veterans Day
Wednesday 27th - Lunch Ends @ 1pm
Thursday 28th - Happy Thanksgiving!
Friday 29th - No school

December
Friday 20th - Last Day before Christmas Break
Monday December 23rd - Wednesday, January 1st - Christmas Break
School resumes Thursday, January 2nd

January
Monday 20th - MLK, Jr. Day

February
Friday 14th – Lunch Ends @ 1pm
Monday 17th through Friday 21st – February Vacation

April
Friday 17th – Lunch Ends @ 1pm
Monday 20th through Friday 24th – April Vacation

May
Friday 22nd – Lunch Ends @ 1pm
Monday 25th – Memorial Day

June
Last day of school - Thursday, June 18th
TRANSPORTATION

It is the full responsibility of the parent or guardian to provide their own transportation to and from the preschool for their children. Parents may wish to carpool with other parents. It is not the responsibility of ABC Preschool to find transportation for children to attend preschool. In order to ensure the safety of all our preschool children and their families, we will not release your child to any adult not authorized by you. Such authorization is preferred in writing.

If, in the event of a medical emergency, a child’s health is in danger, we will call 911 or Armstrong Ambulance to transport the child to the nearest medical facility that the parents have requested. NO CHILD WILL RIDE IN A STAFF MEMBER’S CAR.

At this time, ABC Preschool does not take field trips that require the school to provide transportation.

ABC PRESCHOOL DESIGN

The preschool program includes time for these activities throughout the school year.

OUTDOOR & INDOOR ACTIVITY: including organized group sports and games as well as individual small group free play. We utilize the indoor gym as well as the basketball court, self contained playground and the field directly across the street from the club.

FREE CHOICE: time allowed when children can initiate their own activity and choose among classroom materials and centers throughout the room.

SNACK TIME: ABC Preschool will provide a daily snack. We are aware of all children with allergies or dietary restrictions and plan accordingly. Your child’s class will post a snack sign-up to help provide a variety of options and celebrate special events or birthdays throughout the school year. This will provide your child the opportunity to pick his or her favorites to share with their friends. (A list of healthy snack suggestions can be found at the end of this handbook.)

LARGE GROUP TIME: Large group time provides an opportunity for active participatory learning when new materials ideas and activities are introduced by teachers for further exploration in a group setting. Group time also provides social opportunities to have discussions, sing songs and play group games.

ACTIVITY TIME: Teacher planned projects, directed activities and opportunities for exploration are offered during activity time. A wide range of areas including: art, music, science, crafts, cooking dance and dramatics are presented which may be theme based or based on children's interests to include cultural enrichment and understanding of diversity.

QUIET TIME: This is a time to read and to be read to, time for puzzles and other low-key activities. Quiet time, may include builders, coloring and table activities.
PARENTS' RIGHTS

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care (EEC) the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including nursery schools). ABC Preschool is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the center. Section 7.04 of 102 CMR 7.00, the regulations which govern day care centers, contains more information. Parents may contact EEC at any time for our compliance history—see licensor information on page 3 or page 21.

PARENTS' INVOLVEMENT

Meeting Prior to Admittance
ABC Preschool provides opportunities to meet with you prior to admitting your child to the school such as open houses or individual appointments. At this time you will receive a tour of the school, visit the classrooms, and see the posted materials. You will receive an informational brochure, registration form, and tuition payment schedule.

The parent handbook is available online for your convenience.

Parent Visits
Parents may stop by and visit the preschool before signing a child up for the program. Parents can schedule appointments or just drop-in briefly to see the program during hours of operation.

Written Communication
Each classroom has a bulletin board located in the hallway. On these bulletin boards, you will find monthly calendars and other pertinent information concerning your child’s class. Monthly calendars, notices, and permission slips are sent home as needed and on a regular basis. We often communicate via email.

WEBSITE: www.abgclub.org  EMAIL: abcpreschool@abgclub.org

Phone Calls
Phone calls to ABC Preschool teachers should be done after their teaching time in order to ensure adequate discussion time. If an issue needs immediate attention, please call the office and speak with the director or the office administrator.

Daily Verbal Communication
When dropping off and picking up your child, there is a very brief time when issues may be addressed to the teaching staff. If parents need more time to discuss certain issues, they may set up a conference.

Progress Reports and Parent Conferences
Written progress reports for each child will be distributed in January/February and also a (possible) summary at the end of the school year (June). Conferences are available upon request at this, or any time during the school year. (If your child has disabilities, you will receive a written progress report every three months.) ABC Preschool teachers and staff will bring any special problems or significant developments to your attention as soon as they arise. A copy of all progress reports will remain in your child’s file folder.
as part of your child’s school record.

**Parental Input**
ABC Preschool is open to parental input throughout the school year. We have an open door policy and welcome parents to stop by the office to ask questions or offer suggestions. We host a parent information night at the beginning of the school year as well as send home newsletters and monthly calendars. Suggestions are always welcome but it is the decision of the preschool staff and the club’s executive director whether or not the suggestions will be implemented.

**Your Child’s Record**
Information contained in your child’s records is privileged and confidential. ABC Preschool may not distribute or release information in your child’s records to anyone not directly related to implementing the program plans for your child without your written consent. You must be notified if your child’s records are subpoenaed.

**Access to the Records**
Parents have access to their children’s records. ABC Preschool must provide access within two business days, unless it has your permission to take longer. You must be allowed to view your child’s entire record, even if it is located in more than one location. ABC Preschool must have procedures regarding access, duplication, and dissemination of children’s records. They must maintain a written log, which identifies anyone who has access or has received any information out of the records. This log is available only to you and the people responsible for maintaining ABC Preschool’s records.

**Amending the Records**
You have the right to add information, comment on data, or any other relevant materials to your child’s records. You also have the right to request deletion or amendments of any information contained in your child’s records. Such requests will be made in accordance with the procedures described below:

- If you are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in your child’s records, you have the right to have a conference with an ABC Preschool staff member to make your objections known;
- ABC Preschool will, within one week after the conference, give you a decision in writing, stating the reason or reasons for the decision. If the decision is in your favor, ABC Preschool will immediately take steps as may be necessary to put the decision into effect.

**Charge for Copies**
ABC Preschool will not charge an unreasonable fee for copies of any information contained in your child’s records.

**Transfer of the Record**
Upon your written request, when your child is no longer in care, ABC Preschool can give you your child’s records or transfer them to any other person that you identify. ABC Preschool will ask you to sign a form verifying that you have received the records.

**PROGRAM DETAILS**
**DAILY DRESS** Casual play clothes are recommended. We require an extra set of labeled clothing, including underwear and socks, which will be kept at ABC Preschool during the child’s enrollment. In addition, please be sure to dress your child appropriately for daily outdoor play. This includes hats, mittens, and boots as needed. ABC
Preschool asks that your child NOT wear flip flops, this is for the safety of your child. Also, please note that children must keep their baseball caps, sunglasses, and visors in their cubbies during school.

**TOY POLICY:** We must ask that all toys and special items be left at home, in cubbies, or in your child’s backpack. ABC Preschool has many toys for the children to use. If a toy from home gets lost, misplaced or broken, we would all feel bad. Classrooms will have special Show and Tell Days when your child can bring in a special item from home.

**ATTENDANCE:** Children should not arrive prior to 9:00am for the morning session. The Arlington Boys & Girls Club asks that you enter the building through the Main Entrance or through the preschool playground, each time you enter the building you are required to sign/check-in. Children must be picked up by a parent (unless specified otherwise in writing) as per state law of the Commonwealth of Massachusetts. Dismissal is promptly at 12:00 noon.

**HEALTH:** Recognizing that each of us is sensitive to the physical well-being of all children, we request that parents keep their children home if illness should arise, and continue to do so until the danger of infection has passed. It is the parents’ responsibility to notify the program when your child is ill. It is imperative that the school director know of any contagious illnesses your child has contracted. If your child has experienced vomiting, diarrhea, or fever within the last 24 hours of school, do not send him/her in for 24 non-infectious hours. A medical letter must accompany parent/child on their return to the program. All parents will be notified in writing when their child has been exposed to an infectious disease. If your child has a severe runny nose or is coughing continually, please do not send him/her to school. We will have to send your child home!

Other areas of concern:
* Other areas of concern would be any open or draining lesion e.g. impetigo.
* Any child who has head lice will not be admitted back into the program until there is no head lice or nits present.
* Parents should not send children to the preschool if they have symptoms of fever, nausea, vomiting, cough, diarrhea or any other symptoms of acute illness.
* Any child who has symptoms of conjunctivitis may return after being checked by a physician or local health department and has been on treatment for 24 hours.
* If a child appears to be mildly ill during the course of the day, the parents will be called immediately - if they are not available, the emergency telephone numbers will be called. A parent will be notified immediately if their child has a fever.

**DIAPERING AND CHANGING PROCEDURES**
Children will be changed as needed
Gather supplies and bring child to the changing area
Main door to the bathroom must be kept open at all times
The child will be brought to the changing area staff will wear gloves at all times. The diaper/pull up will be removed with care not to contaminate the surface.
The child shall be wiped clean from front to back and use a fresh wipe each time. The child will be cleaned and changed into dry clothing.
Diapers/Pull-ups will be disposed of in a plastic bag and placed in a readily accessible covered receptacle. The receptacle will be emptied and disinfected daily.
Soiled clothing will be placed in a plastic bag for
parents to take home at the end of the day. Teacher/staff member will help child wash his or her hands. Teacher will return the child to the classroom. Teacher will clean and sanitize the diaper area and wash his/her hands. Diaper changing is done according to procedures set forth by the school and in compliance with EEC regulations.

TOILETING: We believe that toilet training varies from child to child. We encourage the use of toileting at certain times during the day (before going outside, before snack, etc.), and a child will be accompanied by a teacher to the bathroom at any time during the day upon request. Hands are always washed after using the toilet. Accidents do happen, particularly with our youngest children, and a teacher will assist the child in changing into the spare clothing provided in his/her bag. We encourage you to discuss with us any concerns or issues you have, tell us when you are sending a child in underwear for the first time, etc. so that we can best assist your child. Your child does not need to be toilet trained to attend ABC PRESCHOOL.

CANCELLATIONS: If the Arlington Public Schools are closed due to inclement weather, ABC Preschool will also be closed for the day. No refund or credit will be made for cancellations. If there is a delayed opening in the Arlington Public Schools, we at ABC Preschool will be closed for the day.

PICK-UP TIMES: Sometimes our schedule allows us to use the gym on the third floor. If the children are in the gym until 12:00, a notice will be posted on the classroom door notifying the parents of the children’s whereabouts. If the children are being dismissed from the playground out back, please check cubbies for papers and notices. Also, please wait outside the gates for a teacher to dismiss your child. Do not open the gates and enter the playground because this might give children the opportunity to leave the playground unsupervised.

SAFETY ISSUES: At drop-off and pick-up times, please do not allow your child to run up and down the hallways. Please do not allow your child to climb on the cubbies in the hallway. Also, children are not allowed on the dock behind the building without adult supervision.

STATEMENT OF HEALTH POLICY CRITERIA
Parents will be supplied with a copy of the Preschool’s Health Policy and Emergency Procedures upon request. We ask that parents become familiar with the policy and guidelines to help minimize the spread of infectious disease. It is the parent’s responsibility to notify ABC Preschool when a child is ill or will be absent from school. It is imperative that the teachers know of any contagious illness a child has contracted. Parents should not send children to school who have symptoms of fever, nausea, vomiting, cough, diarrhea, or any other symptoms of acute illness.

A medical letter must accompany any child upon his/her return to school if the child has exhibited any of the following:
1. Open and/or draining lesions, impetigo, ring worms, or scabies;
2. Head lice (any child with head lice will not be admitted back into the school until there are not head lice or nits present);
3. Symptoms of conjunctivitis;
4. Symptoms of measles, chicken pox, mumps, or strep throat.
Parents will be notified when their children have been exposed to an infectious disease. If a child appears to be mildly ill during the course of the school day, the parents will be called immediately. If parents are not available, the emergency contact persons will be called. In the preschool office, there is a carpeted space with a pillow and blanket where the child will be allowed to rest and remain warm and comfortable, accompanied by a staff member, until a parent arrives.

**MEDICATION ADMINISTRATION:**
Medication will be dispensed by ABC Preschool staff members as needed when situations arise. (seizures, allergic reactions, etc.) In anticipation that medication might need to be dispensed to your child, we must have the following on file: Department of Early Education and Care EEC medical form (authorization for medication), a note from your child's pediatrician, and a parent's note. We must also have the medicine in its original containers with specific information regarding dosage (how often?, how much?, etc.).

We cannot administer any medication, whether prescription or non-prescription, without written parental authorization. Prescription medications must be accompanied by a written order of a physician (which must include the label), indicating the child's name, name of the drug, and the directions for its administration. All Staff and teachers have completed a medication administration training. Before dispensing medication teachers will complete a Medication Administration Training as provided and required by EEC.

If your child is administered any medication, all information will be recorded in the medication log (child’s name, teacher’s name, medication, dosage, date and time of administration). All medications will be kept in their original containers. They will be stored in a location which is not accessible to children.

**EMERGENCY PROCEDURE:** The director will contact parent immediately. An emergency contact person will be contacted if parent is not available. All efforts will be made to contact parent first. In the event that the parent and emergency contact person cannot be reached and the director and ABC Preschool staff have determined that an emergency does in fact exist, the child will be transported to the nearest medical facility by ambulance. The child will be accompanied by a staff member who will have emergency and medical release forms in hand. (It is the policy of Arlington Boys & Girls Club/ABC Preschool not to transport a child to a medical facility in any vehicle belonging to and/or driven by the club and its employees.) Staff members will continue to try contacting parent or emergency contact person until a connection is made.

**EMERGENCY EVACUATION PLAN**
In the event of an emergency situation that requires an evacuation of ABC Preschool and/or Arlington Boys & Girls Club, one of the plans outlined below shall be implemented. In all situations, the caregiver shall take the following actions:

- bring an accurate attendance list;
- Emergency phone list;
- account for all children and staff as they board emergency vehicles;
- bring any necessary medications/supplies/emergency records, if possible.
1. If an environmental emergency (e.g., fire or toxic fumes) is confined to the immediate area of child care and children cannot stay on the premises, the children will be transported to the nearest designated place of safety where they will remain accompanied by caregivers while parents and/or emergency contact persons are notified and arrangements are made for transportation home or caretaking for the remainder of the day. (The nearest designated place of safety should ideally be within walking distance of the child care facility.)

2. In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by emergency vehicles to the nearest medical facility where they will be examined and parents and/or emergency contact persons will be notified.

3. If an environmental emergency is due to a non-confined environmental threat (e.g., toxic fumes from a spill, flood waters, or brush fires) and encompasses a large area (e.g., several homes or an entire neighborhood) and the children cannot remain in the area, they will be transported by emergency vehicles to the nearest designated place of safety where they will remain accompanied by caregivers while parents and/or emergency contact persons are notified and arrangements are made for transportation home or caretaking for the remainder of the day.

4. In the event of a major environmental hazard due to a large non-confined environmental threat (e.g., nuclear incident or earthquake) that necessitates a larger area of evacuation (e.g., several neighborhoods, a city or town, or a large geographical area), children will be transported by emergency vehicles to the nearest designated place of safety where they will remain accompanied by caregivers while parents and/or emergency contact persons are notified and arrangements are made for their pickup. During serious events, please watch local TV news stations or listen to WBZ radio (1030 AM) for important updates. The staff of ABC Preschool will follow what emergency personnel and/or the Massachusetts Emergency Management Agency (MEMA) tell us to do. In all cases, the staff of ABC Preschool will comfort, protect, and care for all of the children in the program until a parent/guardian or emergency contact person arrives.

PROCEDURES FOR EMERGENCY AND HEALTH CARE

PROCEDURE FOR MISSING CHILD: The Preschool Director will notify the parent and search all areas of the facility and immediate surrounding areas. If the child is suspected missing the staff will call 911. The Preschool Director or designated adult should collect the following information and follow any police personnel directions or procedures: an accurate description of youth, including a current photo, which is on file in the Preschool office, when and where he/she was last seen, and any special circumstances with the child that day should be noted, anything that staff noticed and differences that may be pertinent.

HEALTH CARE POLICY

Section 7.05(1) requires a written health care policy statement provided to each staff member and posted near a telephone with the following information.

(A) HEALTH CARE CONSULTANT
   Name: Marie McCune - Registration Number: 215682
   Address: 93 Wright Street
             Arlington, MA 02474
EMERGENCY TELEPHONE NUMBERS

- Fire Department: 911
- Police Department: 911
- Fire Department: 911
- Armstrong Ambulance: 781-648-0612
- DCF-Local: 781-641-8500
- DCF-Arlington: 800-769-4615
- DCF-MA: 800-792-5200
- Poison Prevention Center: 1-800-222-1222

Designated Adult:
  - Judy Andrews
  - Denice Leary
  - Becky Johnson

NEAREST EMERGENCY HEALTH CARE FACILITIES

1. Winchester Hospital
   - Address: 41 Highland Avenue
   - Location: Winchester, MA 01890
   - Telephone: 781-729-9000

2. Lahey Clinic
   - Address: 41 Mall Road
   - Location: Burlington, MA 01803
   - Telephone: 781-744-8100

3. Mt. Auburn Hospital
   - Address: 300 Mt. Auburn Street
   - Location: Cambridge, MA 02138
   - Telephone: 617-492-3500

ABC PRESCHOOL PROGRAM INFORMATION

Address: 60 Pond Lane
Arlington, MA 02474
Location in Facility: Lower Level
Telephone: 781-648-1617

Directions: In Arlington, Massachusetts Avenue to Pleasant Street; take third left (Wellington Street) to the bottom of the hill; Arlington Boys & Girls Club is on the right.

PROCEDURES FOR EMERGENCIES AND ILLNESS

We will call parent immediately. An emergency contact person will be called if parent is not available. Continued efforts will be made to contact parent. In the event that a child must be transported by ambulance, a staff member, with emergency release and medical forms, will accompany the child.

TRANSPORTATION METHOD

Ambulance - Town Rescue will transport to a nearby hospital. A private ambulance will transport to other hospitals.

ABC PRESCHOOL REFERRAL PLAN

7.07 (7) Referral Plan. If, in the opinion of any staff member, a child would benefit from additional services (social services; mental health services; medical services; dental, vision, or hearing screening; Chapter 766 services; or early intervention for those under three years of age), the staff member will follow this procedure:
1. Immediately bring this to the attention of the director of the preschool. The
director/child's teacher will have overall responsibility for documenting child's file
as well as action taken.

2. Evaluate, per the director's request, the child/family situation and keep a written
report of all situations that pertain to the area(s) of concern (social, mental health,
medical, and/or developmental) as well as any efforts of ABC Preschool to accom-
modate the child's needs. The director may also assume this responsibility.

3. Arrange a conference with parent to discuss possible solutions
and availability of services. Obtain written parental consent before referral is
made. Make referral to appropriate agency and document.

4. The director will arrange for the conference with parent. The
parent, staff member, and director will be present at all times during
the conference.

5. The director, in conjunction with the appropriate agency, will follow
up the referral with parental permission.

6. The director/child's teacher has overall responsibility for the implementation of the
written plan.

**PROCEDURE FOR MAKING SOCIAL SERVICE & FAMILY SERVICE REFERRALS**

1. Arlington Public Schools     2. Department of Children and Family Services
   Special Education Coordinator  30 Mystic Street
   869 Mass Avenue                Arlington, MA 02474
   Arlington, MA 02476           781-641-8500
   781-316-3728                  800-769-4615

3. Family Services of Greater Boston     4. Early Intervention Program
   34 2 Beacon Street             Waltham-Weston Hospital
   Boston, MA 02116               15A High Street
   617-523-6400                   Winchester, MA 01890
   781-729-3094

**MENTAL HEALTH SERVICE REFERRALS**

1. Arlington Public Schools     2. Family Services of Greater Boston
   Special Education Coordinator 31 Heath Street
   869 Mass Avenue                Boston, MA 02130
   Arlington, MA 02476           617-523-6400
   781-316-3728
HEALTH SERVICE REFERRALS

1. Marie McCune
   93 Wright Street
   Arlington, MA 02474
   781-646-3615

2. Arlington Board of Health
   Marie Walsh
   175 Massachusetts Avenue
   Arlington, MA 02474

DENTAL SERVICE REFERRALS

1. Dr. Donald Sherman
   Pediatric Dentist
   22 Mill Street
   Arlington, MA 02476
   781-648-3401

2. Dr. Michael Abedon
   Orthodontist
   339 Massachusetts Avenue
   Arlington, MA 02474
   781-648-6710

VISION SERVICE REFERRALS

1. Dr. John Archibald
   Family Eye Care
   476 Massachusetts Ave
   Arlington, MA 02474
   781-648-2342

2. Arlington Vision Center
   180 Massachusetts Avenue
   Arlington, MA 02474
   781-646-7776

3. Mass. Eye & Ear
   243 Charles Street
   Boston, MA 02114
   617-523-7900

HEARING SERVICE REFERRALS

1. Mass Eye & Ear Infirmary
   Hearing Aid Center
   243 Charles Street
   Boston, MA 02114
   617-573-4047

CHILD GUIDANCE PLAN

The written statement for child guidance is as follows:

ABC Preschool will define all discipline and guidance will be consistent and based on an understanding of the individual needs and development of the child that is consistent, reasonable, and in an appropriate way based on an understanding of the individual needs of the child. The preschool director and all staff will direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and the individuals within it.

(A) ABC Preschool will use behavior management techniques such as setting reasonable and positive expectations for each child; offering choices to each child in an area that will help him/her to settle down and refocus on the activity at hand; providing children with an opportunity to verbalize their feelings and recount the situation in their own way which will help children to develop self-control through
understanding. All children, regardless of the problem, will be spoken to with a low voice. No loud voices will ever be allowed by any staff member. Staff will be told of this at the time of hiring. If a child needs time away from a situation, the child will first be redirected while the teacher works with the child in order to encourage behavior change. If, after several attempts at redirection, the child does not respond, the teacher may at that time use a “better choice chair” in which the teacher will pick a chair and ask the child to sit for no more than one or two minutes in order to calm down.

(B) ABC Preschool will prohibit the following:

1. No child will be subject to cruel or severe punishment, humiliation, or verbal abuse;
2. No child will be subject to abuse or neglect;
3. Spanking or other corporal punishment of children will not be used;
4. No child will be refused rest or bathroom privileges as a form of punishment;
5. No child will be punished related to eating or not eating foods, meals, or snacks;
6. No child will be punished for soiling, wetting, or not using the toilet;
7. No child will be forced to remain in soiled clothing or forced to remain on the toilet or subjected to any other unusual or excessive practices for toileting;
8. A child may be asked to find something else to do if he/she is having a difficult time in one play situation;
9. The accommodations related to the toileting needs of a child with a disability who is not toilet-trained should not be considered undue burden.
10. Every child no matter what the problem will be spoken to with a low voice. No loud voices shall ever be allowed by any staff members. All staff will be told this at time of hiring.

PROCEDURES

We believe that through a consistent, well-articulated and respectful system of discipline, children will understand and accept the importance of considerate individual and group behavior. Teachers will set clear limits, within which children may exercise choices. Teachers are encouraged to include children in the process of developing room rules.

Once clear expectations have been established, each case of inappropriate behavior should be handled according to severity of the situation and teacher’s knowledge of the individual child, his or her age, and the child’s ability to respond appropriately.

The following procedure may serve as a general guide, taking into consideration the specific situation and ages of the children involved:

1. Soothe any injured or unhappy child;
(2) Encourage participants to verbalize feelings and events. Verbalize events for younger children where this seems appropriate;
(3) Identify the problem, explaining how the behavior has infringed on the rights of other children, materials, safety conditions, etc. Redirect child to an appropriate activity;
(4) Reiterate established limits for behavior and the reasons for setting those limits;
(5) Make it clear what the consequences will be if the inappropriate behavior continues.

Consequences should vary with the situations and may include directing the child to another activity or area of the room, or having the child rectify a problem that his/her behavior has created. In some extreme situations, a brief break may be appropriate where the child is seated apart from the classroom activity and other children. The child should never be visually isolated and should decide when he/she is ready to return to the group. A break will never exceed two minutes.
Where appropriate and feasible, children will participate in the establishment of such rules, policies and procedures, to the ability of their understanding.
All consequences should be logically related to the behavior they follow. The goal of a disciplinary measure is not to punish but rather to help the children take responsibility for their own actions.

**TERMINATION AND SUSPENSION OF A CHILD FROM ABC PRESCHOOL**

7.5(8) **Termination and Suspension** The circumstances for consideration of the termination of a child from ABC Preschool are as follows:

After careful observation and documentation, ABC Preschool realizes that it cannot adequately meet the needs of the child. (This may include social, emotional, or physical adjustments);
After consideration, the accommodations required would impose an undue burden on ABC Preschool;
The services required for the child’s benefit are unable to be obtained through the appropriate resources;
The behavior of any one child endangers the safety of another child (e.g., biting or scratching until skin is broken).

If a lead teacher has concerns about a child and the possibility of termination is considered, the lead teacher must first bring this concern to the attention of the director. The director will then do the following:

Observe the child in a classroom setting. When a child’s behavior has been unusually difficult or disruptive, teachers will observe and document the child’s actions;
Instruct the lead teacher to keep written documentation of events of concern conducive to the child's development; Contact, by phone or in person, the child's parent/guardian about your concerns, asking for their insights into the causes of the problem behavior and their cooperation and support in resolving the problem; If the child's problems persist, the teacher and director will schedule a parent/guardian conference to discuss their concerns further and also to discuss a specific plan and conditions for continued participation at ABC Preschool. The family will also be given a list of counseling services available in the areas of social, emotional, and/or physical development, as needed. Depending on the nature of the problem, ABC Preschool may work with the family and service agencies in order to allow the child to continue in the preschool program;

- If all avenues of inclusion (parent/guardian conferences, referral teacher and/or specialists working with the child, etc.) are unsuccessful, a letter will be sent to the parent/guardian identifying the following:
  a. circumstances for termination;
  possible alternative options (referrals will be given at the request of the parent or guardian);
  date of termination.
When any child is terminated or suspended from ABC Preschool, the preschool director and the executive director will have been involved in the decision. Also, it is the responsibility of ABC Preschool to prepare the child for termination or suspension from ABC Preschool in a manner consistent with the child's ability to understand. If a child is suspended from ABC Preschool, said suspension will last for a period of one to ten days. During the suspension period, a conference with the parents, teachers, and program administrator will be held to determine whether or not it is appropriate for the child to continue in the program and, if so, under what circumstances.

**RESPONSIBILITIES OF THE PROGRAM**

Providing Information to the Department of Early Education and Care The Department of Early Education and Care (EEC) will have access to ABC Preschool's facility and its staff. ABC Preschool will make available to EEC any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your
child’s records. Authorized employees of EEC are not to remove identifying case materials from ABC Preschool premises and are required to maintain the confidentiality of individual records.

**Procedure for Identifying and Reporting Suggested Child Abuse or Neglect to the Department of Children and Family Services**

All staff are mandated reporters of suspected child abuse or neglect. If, in the opinion of a staff member, there is reasonable cause to believe that a child is suffering from serious physical or emotional injury as a result of abuse or neglect by a caregiver, he/she will immediately make a verbal complaint to the Department of Children and Family Services, 30 Mystic Street, Arlington MA 02474 at 1-800-769-4615. Within 48 hours, the director will complete a written report and send it to the Department of Child and Family Services. (Papers for reporting abuse or neglect are on file in ABC Preschool’s office.)

**Procedure for Identifying and Reporting Suggested Child Abuse or Neglect by an Employee to the Department of Children and Family Services**

If a case of an employee’s alleged abuse of a child is reported to either the executive director, school administrator, or a staff member under their direction, said employee will first be questioned. Said employee shall have equal opportunity for explanation. The allegedly abusive or neglectful staff member will not work directly with children until the Department of Children and Family investigation is completed and for such further time as EEC requires.

The following steps shall be taken by the executive director or the school administrator:

1. File a “51a” report.
2. Administrator shall notify the Department of Early Education and Care (EEC) immediately after filing the “51a” or learning that a “51a” has been filed alleging abuse or neglect of a child while in the care of ABC Preschool or during a program-related activity.
3. Write a report of the incident and filing.
4. Suspend the employee, with or without pay at the discretion of the executive director, until the Department of Children and Family Services’ investigation is completed and for such further time as EEC requires.
5. The licensee shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the school, providing consent to disclose information to any person or agency that EEC may specify as necessary for the prompt investigation of allegations and the protection of children.

**Notification of Injury**

ABC Preschool must notify you immediately of any injury, which requires emergency care. They must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

**Availability of Regulations**

ABC Preschool must have a copy of 102 CMR 7.00, Standards for the Licensor or Approval of Group Day Care and School Age Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask ABC Preschool to show them to you.
**HEALTHY SNACK SUGGESTIONS**

<table>
<thead>
<tr>
<th>Fruit slices</th>
<th>Fresh Vegetables</th>
<th>Crackers with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apples</td>
<td>Carrots</td>
<td>Sliced Cheese</td>
</tr>
<tr>
<td>Bananas</td>
<td>Celery</td>
<td>Jelly</td>
</tr>
<tr>
<td>Oranges</td>
<td>Cucumbers</td>
<td>Cream Cheese</td>
</tr>
<tr>
<td>Pears</td>
<td>Tomatoes</td>
<td>Peaches</td>
</tr>
<tr>
<td>Pineapples</td>
<td>Broccoli</td>
<td>Watermelon</td>
</tr>
<tr>
<td>Cantaloupe</td>
<td>Strawberries</td>
<td></td>
</tr>
</tbody>
</table>

**Miscellaneous Snacks**

<table>
<thead>
<tr>
<th>Granola Bars</th>
<th>Rice Cakes</th>
<th>Graham Crackers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bagels</td>
<td>Bread Sticks</td>
<td>Muffins</td>
</tr>
<tr>
<td>Cheez-Its</td>
<td>Goldfish Crackers</td>
<td>Pretzels</td>
</tr>
<tr>
<td>Animal Crackers</td>
<td>Saltines</td>
<td>Jello</td>
</tr>
<tr>
<td>Pudding</td>
<td>Applesauce</td>
<td>Yogurt</td>
</tr>
<tr>
<td>Mini-Sandwiches</td>
<td>Raisins</td>
<td>Dry Cereal</td>
</tr>
</tbody>
</table>

**Drinks**

| Apple Juice | Grape Juice | Orange Juice | Milk   |

**ABC Preschool encourages families to make healthy food choices. By participating in our weekly calendar you are able to provide your child's class with their favorite snacks.**

**If your child has allergies to food or dairy products, we ask you to please see your child's classroom teachers so we can be aware of any special dietary restrictions during snack time.**
# Classroom/Staff Groupings

## M/W/F

**TU/TH**

**5 Day Preschool**

**Teachers:** Judy Reilly  
Robin Portle  

Class Size: 16  
Room # 4

## M/W/F

**TU/TH**

**5 Day Preschool**

**Teachers:** Denice Leary  
Sue Rudolph  

Class Size: 16  
Room # 3

## PRE-K

**Teachers:** Julie Bransford  
Joanne Booth  

Class Size: 16  
Room # 2

## PRE-K

**Teachers:** Gail Magnussen  
Kristin Davies  
Clare McKay  

Class Size: 12  
Room # 1
ADMINISTRATIVE ORGANIZATION
(LINES OF AUTHORITY)

Arlington Boys and Girls Club
Board of Directors

Executive Director
Derek Curran

ABC PRESCHOOL STAFF

Preschool Director
Judy Andrews

Administrative Asst.
Becky Johnson

Director I Qualified Teachers
Denice Leary

Lead Teachers
Denice Leary
Gail Magnussen

Teachers
Julie Bransford
Kristin Davies
Judy Reilly
Sue Rudolph
Robin Portle
Joanne Booth