



PARENT PACKET

The Wellesley Cooperative Nursery School Inc. is a non-profit, non-sectarian nursery school started in 1945 and incorporated December 19, 1974.

INTRODUCTION

Wellesley Cooperative Nursery School

A well balanced curriculum appropriate for ages 2.9–6
With learning experiences that support the social, emotional, physical, intellectual
and language, development of the children

Provides:

- Daily routine
- Time for free choice of various activities
- Creative endeavors
- Small and large motor activities
- Outdoor time
- Development of verbal and nonverbal communication
- Story time
- Encouragement in self help skills
- Exposure to cultural, social, and individual diversity
- Opportunities to learn good health habits

Five Goals:

1. Be away from mommy and daddy
2. Learn school routines
3. Try new things
4. Make friends
5. Have fun

Programs Offered at WCNS

Junior Program: For children ages 2.9–4, choose the M/W/F, T/TH or 5 day class schedule. The focus is on pre-literacy skills and socialization.

Senior Program: Ages, 4–5, with a curriculum focused on kindergarten readiness and driven by student interests. Choose from a 3, 4, or 5 day schedule.

PARENTAL RIGHTS

Family Involvement

Wellesley Cooperative Nursery School supports and encourages a partnership with the involvement of parents in the early education and care of their children.

Parent Communication

The director communicates with families on a daily basis during drop off and pick up each morning and afternoon. As well, each class sends home a monthly bulletin. Teachers and the director are in continuous contact with parents by telephone as needed.

Parent Input

The nursery school solicits parent input into the development of program policies each fall during evening parent meetings for each class. Parents are also encouraged to provide feedback and input during mid-year conferences.

Parent Visits

Parents are welcome to visit at any time while their child is in school. Staying after drop off of arriving each for pick up are popular times to visit, but parents are welcome at any time.

Enrollment

- The director of the school meets with parents who are interested in attending the school. An orientation to the school includes a tour during the day while the school is in session. During the summer parents are able to see the school in action during while children participate in a summer program. Parents also tour the school during the few summer weeks when children are not present.
- During tours parents observe children in activities and meet the teachers.
- During the parent tour the director inquires about the needs and interests of the prospective student. Parents fill out a registration form as part of the enrollment process and describe the needs and interest of the family and child.
- The registration form and interview process during the parental tour asks parents to describe any therapeutic, educational, social, or other support services received by the prospective student.
- The child's developmental history is discussed during the parent interview and maintained in the child's record.

Written Information for Parents

Prior to enrollment the school provides the following information to parents:

- Parents are encouraged to visit any time unannounced. Communication is encouraged at all times.
- A child's progress may be discussed at any time. The school provides each family with a calendar for the school year including the dates of conferences.
- The school handbook given to each family includes the school's policy regarding the administration of medication.
- The school informs parents about procedures for meeting emergencies by providing a bulletin.
- Every family receives a copy of the school calendar for the year before the start of school.
- The programs fees are listed in the school handbook distributed to every family.
- The schools philosophy regarding positive and consistent guidance to children based upon their individual needs and development is detailed in the school handbook and described on the school website.
- The health policy is included in the school handbook and made available to all families.
- Parents are informed of the procedures regarding the children's records in the handbook.
- The school will meet the specific health care needs of individual children including the identification of allergies and protecting them from that to which they are allergies.
- The school will meet the needs of any children who are enrolled and have disabilities.
- Parents are notified by bulletin of the school's obligations as mandated reports of suspected abuse or neglect.
- The school's license by EEC is described in the school's handbook. Parents are notified by bulletin of the address and phone number of the EEC regional office and that parents may contact the office for information regarding the program's regulatory compliance history.

Parent Conferences

Parent conferences may occur at any time at the request of either the school or parents. Regularly scheduled conferences for all students occur in January. Follow up conferences occur either by phone or in person in May. In the case of children with diagnosed special needs, conferences will be scheduled every three months.

Notifications to Parents

- The school notifies parents immediately after any injury which requires any medical attention beyond minor first aid or of any emergency administration of non-prescription medication.
- The school informs parents immediately of any allegation of abuse or neglect.
- The school informs parents immediately of any change in teachers
- The school notifies parents at pick up or by phone by the end of the day regarding any minor first aid administered.
- The school notifies parents whenever special problems or significant developments arise.
- The school notifies parents whenever a communicable disease or condition has been identified.
- The school notifies families prior to the introduction of pets.
- The school notifies parents of the use of any pesticides or herbicides.
- The school notifies parents whenever there is a change in the snack menu.

Transportation

- Parents of the Wellesley Cooperative Nursery School transport their children to and from school.
- The school informs parents at the beginning of the school year about procedures for drop off in front and pick up in back of the school.
- Parents provide transportation in the event of a field trip.

Nutrition

- The Wellesley Cooperative Nursery School food/snack policy follows USDA guidelines.
- Parents may bring in nutritious snacks on a voluntary basis.
- Parents consult ahead of time with teachers about any special dietary requirements or restrictions.
- The menu is posted in the building.
- The WCNS staff is trained in the USDA Food Guide Pyramid for Children and is aware of food choking hazards.

CHILD GUIDANCE PLAN

Teachers provide guidance to children in a positive and consistent way based upon an understanding of the individual needs and development of the children.

They promote self control recognizing and reinforcing children's positive behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting.

Teachers help children to learn social, communication, and emotional modifications, activity modifications, and peer support to encourage appropriate behaviors.

Teachers intervene quickly when children exhibit aggressive behavior and help them to resolve conflicts in a more positive manner. They explain rules to the children and where appropriate and feasible include them in the formulation of program procedures.

Teachers discuss behavior and guidance techniques constantly promote consistency. They develop methods of communication effectively with each child.

Teachers use child guidance to protect each member of the group and to achieve growth and development to the highest level possible.

Teachers never use corporal punishment, derogatory remarks, deprive children of outdoor time, or in any way use food as a consequence. They do not in any way use toileting for discipline. They do not confine children for extended periods of time or use excessive time-outs (not to exceed one minute for each of the child's age).

TOILETING

Teachers follow the child's and parent's lead regarding toilet training. Preschool children are not required to be toilet trained to enroll in the program. No pressure is ever put on a child to use the toilet, but children who seem ready are encouraged. The school's approach is positive and supportive.

Toileting Plan

- Children are not punished, verbally abused, or humiliated for soiling wetting or not using the toilet.
- Children wash their hands with soap and running water after toileting and before snacks and meals or handling food. Staff members also wash their hands with soap and running water after assisting children with toileting themselves. Individual towels are used to dry hands.
- Clothing soiled by feces, urine, vomit, or blood is bagged in sealed plastic bags and stored apart from other items
- A full set of extra clothing needs to be available at all times. Parents provide the items in their child's school bag.
- The center uses positive reinforcement in toilet training.

HEALTH CARE & EMERGENCY PROCEDURES

Health Care Procedures

The Wellesley Cooperative Nursery School (WCNS) contracts with a health care consultant, Jean Sniffen, RN. Jean specializes in providing consulting services to child care centers. She advises the school on all health and safety related issues.

Unfortunately, illnesses are common in young children. At some time during the year it might be necessary for parents to pick up their child early due to illness. Parents must make alternative arrangements so that their child will not have to remain at school for his/her sake as well as that of the other children. As a courtesy to friends and relatives, parents are asked to notify alternates that they are providing us with their names and phone numbers.

Parents are asked to call school if their child will not be attending. Parents are also asked to notify the school if their child has a contagious illness as we post a notice in the appropriate classroom notifying other parents. We do not post names, only the possibility of exposure.

WCNS will meet the specific health care needs of individual children including the identification of allergies and protecting them from that to which they are allergic.

Also the school will meet the needs of any children who are enrolled and have disabilities.

Emergency Procedures

In case of medical emergency, one teacher will remain with the child and administer the appropriate first aid. A second teacher will make the appropriate emergency phone calls and contact the child's parent(s).

Every effort is made to contact the parent(s). If parents are not reached, telephone calls are repeated until and emergency contact is reached.

Children requiring hospital care are transported by ambulance accompanied by a teacher or program director to the closest medical facility. The emergency room personnel will determine if the child will be transported elsewhere. The METs will have the final decision. The teacher will bring the child's medical form and emergency medical release form to the hospital.

First Aid Kits:

- Main Kit located in the middle bathroom.
- Traveling kits are located at each back door including an emergency medical inhaler and an epipen.

All staff members are First Aid and CPR trained.

Allergy lists are posted in each room.

Health Care Consultant:

The Wellesley Cooperative Nursery School provides the services of a health care consultant.

In the case of a child with a chronic medical condition, parents, with the permission of the child's health care practitioner, may train staff in the implementation of the child's health care plan.

SUSPENSION AND TERMINATION

Prior to implementing any plans for suspension or termination of a child, WCNS will meet with parents to discuss other options. The school will provide a list of referrals for evaluation, diagnosis, or therapeutic services. WCNS will support any services including consultation and education training will help develop plans for behavioral intervention at home and in school.

When the school decides to terminate or suspend a child for any reason, the school will provide written documentation to the parents of the specific reasons for the proposed termination or suspension and the circumstances under which the child might return, if any.

The process leading to such decisions would include careful observation and evaluation of the child's situation and frequent communication with the parents. The school will develop written documentation of the events and share it with the parents. The director will work closely with the staff. The school will make appropriate intervention with the child consistent with his/her ability to understand. The school will set a specific time period in the case of suspension. It will set a specific date in the case of termination. The school will implement procedures for obtaining referral services if appropriate. Suspension and termination decisions could stem from student behavior problems, irreconcilable disagreements between parents and school, or failure of the parents to fulfill financial obligations.

REFERRAL SERVICES

The school will refer parents to appropriate social, mental, educational, and medical services including dental check-up, vision or hearing screening, or special education services. The staff will report any concerns that surface to the director.

Before the director contacts the parents to discuss the issue, WCNS staff will closely observe the behavior of the child for an appropriate period of time and record the information. The director will contact the parents to discuss the issue and the staff will continue to observe the child. The director and teacher will discuss any modifications or interventions that the school implements to respond to the concerns and share the with parents. Should the concerns continue, the director and teacher will meet with the parents and describe appropriate referral services. Should services begin, the school will work closely with the service providers in partnership with the programs developed.

POLICY FOR ABUSE AND NEGLECT

WCNS will operate the program in ways that protect children from abuse or neglect.

Teachers are responsible for abuse and neglect if:

- The teacher admits to causing the abuse or neglect
- The teacher is convicted of the abuse or neglect in a criminal proceeding
- EEC determines, based upon its own investigation or an investigation conducted by the Department of Children and Families (DCF) subsequent to a report filed under 51A and 51B, that there is a reasonable cause to believe that the teacher or any other person caused the abuse or neglect while the children were in care.

All teachers are mandated reporters under 51A and must make a report to DCF whenever he/she has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse.

WCNS will notify EEC immediately after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while attending the school or during a school-related activity.

WCNS will notify EEC immediately upon learning that a report has been filed naming an educator or person regularly on the school premises and alleged perpetrator of abuse or neglect of any child.

Children:

All staff members are mandated reporters of child abuse and neglect, and if any staff member observes evidence of abuse on a child attending the school, they will immediately inform the director and DCF. The director will contact the parents or guardian of the child and discuss concerns. The director will also report all cases of abuse and neglect to EEC.

Staff members:

If any allegations of abuse or neglect are made against a staff member, the director will take immediate action. As soon as possible the director will remove the staff member from the room ensuring that children have sufficient teacher to care for them. The director will meet with the staff member to discuss the allegations and to listen to and make a record of the staff member's comments. As soon as possible the director will then meet with all members of the staff working in the room individual to discuss the allegation and record their feedback. The director will notify EEC and DCF of any allegations made against a staff member.

The director will file a 51A with DCF and then notify EEC. DCF and EEC will conduct an investigation and determine if the allegations are valid. If DCF and EEC determine that the allegations are valid, the staff member will be terminated immediately. A written document will be kept on file and the director will inform EEC. The director will also contact the parents of the child involved and explain what occurred and what actions the director has taken regarding the staff member. If the allegations are determined not to constitute abuse, the staff member will be given a written copy of the finding which will be put into their file.

CONTINGENCY PLANS FOR EMERGENCY SITUATIONS

- Plans for emergency evacuation of the building are posted on each door of the nursery school.
- Evacuation drills will be conducted.
- In the event of an emergency, officials of the Natick Public Safety Department contact all residences, businesses, and schools via an automated phone call and messaging system. Once the director has heard the message she will relay the instructions to the staff. If instructed to evacuate, the staff will lead the children across the field behind the school and gather them at the dugouts of the Natick little league field. The director will check the building to make sure that it is empty.
- The director will contact parents by cell phone. Should a child be missing the director will immediately contact the Natick Public Safety Department and the parents.
- In case of inclement weather or the necessity to be indoors, the children and staff will proceed out of the front of the building and turn onto Pleasant Street and gather at the Bacon Free Library where they will remain until parents arrive.
- In the case of a natural disaster in which children cannot be evacuated, the children and staff will remain in their classrooms and follow normal routines to the extent possible.
- In case of power outage, loss of heat, or loss of water, Wellesley Cooperative Nursery School will close. The director and staff will phone parents to pick up their children. The school will consult with the Natick Public Safety Department on appropriate measures for safety. The director has the phone numbers for both the Police and Fire Departments.