

# **Southborough Village Preschool Parent Handbook**

(DEEC Reg. 7.08(6)(a)-(n) and 7.08(10)(a&b))

Welcome to Southborough Village Preschool! In this comprehensive parent handbook, please find the following information to help you and your family become familiar with our educational program, philosophy, policies, and procedures. If you need further clarification on any of this information, please feel free to let us know. We are happy to welcome you to our program and we look forward to many years of working together with your child.

## **Southborough Village Preschool**

14 East Main Street

Southborough, MA 01772

508-485-3109

[www.southboroughvillagepreschool.com](http://www.southboroughvillagepreschool.com)

Directors:

Gretchen Hartnett ([gretchenhartnett@southboroughvillagepreschool.com](mailto:gretchenhartnett@southboroughvillagepreschool.com))

Laura Eppen ([lauraeppen@southboroughvillagepreschool.com](mailto:lauraeppen@southboroughvillagepreschool.com))

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# **Who We Are At Southborough Village Preschool**

Reg. 7.04(17), 7.05((1-8), 7.06(1-5)

## **Our Mission**

Southborough Village Preschool is a small community preschool located in the heart of Southborough, MA, servicing young children ranging in ages from 2-5 years old (toddlers through pre-Kindergarten). We are committed to providing a warm, rich, inclusive, educational environment in which our students can grow and learn as they begin their journey towards lifelong learning. Our developmental program fosters a caring and creative school environment that emphasizes the total social, emotional, physical and cognitive development of each child. We recognize each child as a unique individual and special member of our community, and we honor the integral role that their parents play as their primary educators.

## **Philosophy:**

At Southborough Village Preschool, we believe that the exciting preschool years are critical in helping a child to develop the skills, confidence and curiosity necessary to become an enthusiastic lifelong learner. We believe that preschool is a time to explore the world around us, to take risks, to ask questions and to feel safe and secure enough to do so within our diverse community of learners. We believe in encouraging and nurturing the growth of the whole child, including their emotional, physical, social and cognitive development. Research strongly indicates that for your children, play is the foundation of all early learning. Play is the “work” of children and at SVP, we celebrate and honor that by creating a daily variety of valuable, open ended play experiences through which our children can grow and develop as learners. At Southborough Village Preschool, we strive to provide a preschool experience that is hands on, developmentally appropriate and quite simply great fun for our students. We place tremendous importance on guiding our students to not only feel good about themselves as learners but to feel good about themselves as part of a community. Our teachers encourage this by developing, supporting and modeling positive, warm and nurturing interactions with and between their students. At Southborough Village Preschool we work hard to help children see great value in treating other people well and with the respect and kindness that every person deserves. We are committed to making the environment of Southborough Village Preschool a place in which children have the freedom to make choices, the safety to take risks and the opportunity to express themselves every day. As teachers, we feel honored to be a part of this exciting process and are committed to working as partners with you as we guide your child through this early educational journey.

## **Curriculum:**

At Southborough Village Preschool we are committed to providing an integrated, thematic, hands-on, discovery and project based curriculum that promotes self esteem, creativity and rich social interactions amongst our students. Our teachers have a strong understanding of the developmental needs of children as well as the knowledge that all children learn best and most joyfully when they are active and engaged in meaningful play. Our curriculum is designed to help children develop rich language, social, physical and cognitive skills in a positive, safe, hands-on setting. Our curriculum themes will vary year to year and class to class, based on student interest, but our approach to curriculum remains the same. Our skilled teachers design open-ended, process-oriented activities that allow for the exploration of many materials, textures and experiences. Our curriculum is largely project based and exploratory in nature. We nurture all learning styles at school and encourage children to explore topics and units using a variety of methods and experiences, such as music and movement, fine and gross motor activities, dramatic play and problem solving as well as interpersonal and cooperative based activities. Our teachers have a strong background in developmentally appropriate education and you will find that our classrooms are rich in exciting emergent literacy and number sense experiences. Throughout the day, staff engage children in meaningful conversations, use open ended questions and provide opportunities for students to develop more complex language skills through sharing, problem solving and positive peer interactions. Every day at SVP, you will find that staff utilize teaching strategies that ensure a positive classroom environment, engage children in learning and promote critical thinking skills. Our curriculum is developed and continuously modified as needed, always keeping in mind the needs and interests of our students. At Southborough Village Preschool, helping children to find joy in what they are learning about is our highest priority!

## Learning Objectives:

Through the implementation of age-appropriate, developmental, hands-on activities, we provide the nurturing, safe environment, materials and supportive guidance in which children will...

- Develop a positive sense of self and learn to be self confident in a variety of situations.
- Be able to function as part of a group, listen, cooperate, share, problem solve, observe, negotiate and participate.
- Learn to be independent according to their ability.
- Be able to think, reason, question and experiment.
- Develop language and communication skills which will enable them to be able to follow directions, articulate needs, express their feelings, develop negotiation skills, initiate conversation and share experiences.
- Develop emergent literacy skills including left to right progression, letter recognition, vocabulary, comprehension, phonemic awareness and meaning in print and text all around them.
- Find and explore math concepts all around them, including sequencing, categorizing, one-to-one correspondence, patterns, shapes, number sense and number recognition, using manipulatives, unit blocks and everyday objects.
- Explore the world of science, through observation, prediction, exploration, investigation and experimentation.
- Experience the thrill of creativity, construction and discovery.
- Recognize that they are part of a classroom community.
- Feel comfortable experimenting with many types of materials.
- Become stronger and more coordinated through gross motor outdoor play during which time they will run, swing, climb, jump, hop, bike, dig or spin!
- Develop respect and appreciation for others through cooperative play and social experiences.
- Learn to respect others differences and recognize their similarities.
- Be exposed to many different types of artistic expression (music, movement, drama, different art mediums, etc.).

- **Organizational Structure:**

Reg. 7.04(17)(m), 7.08(6)(m&n)

Southborough Village Preschool is owned and directed by Gretchen Hartnett and Laura Eppen. All questions, comments, and concerns about the program may be addressed to the owners/directors.

In the event that either director is unavailable, please address questions and concerns to one of our lead teachers; Jan Henderson, Kate Battles, Haley DiStefano, Jane Taglieri, or Nikki Neal.

Southborough Village Preschool is licensed by the Massachusetts Department of Early Education and Care (EEC). They are always available for parents, to provide information about state regulations and information concerning the licensing of our program. The Worcester office of the EEC can be reached at: 508-798-5181

**Statement of Non-discrimination:**

(Reg. 7.04)(17)(g)

Southborough Village Preschool does not discriminate based on race, religion, cultural heritage, national origin, sexual orientation, political beliefs, marital status or disabilities. We welcome and embrace families of all ethnicities and diverse family makeups.

**Code of Ethics:**

- Every person has the right to have his or her feelings, ideas and property respected.
- Every person is to be treated with respect and with courtesy.
- Every child can work and play in a safe, trusting, and cooperative environment.
- Every child is encouraged and supported in resolving conflicts without violence.
- Every person is to be treated as part of a community where differences are acknowledged, respected and celebrated.

# **Important Things to Know About Southborough Village Preschool**

Reg. 7.08(6)(a)-(n) and 7.08(10)(a&b)

## **Hours of Operation:**

Southborough Village Preschool is open Monday through Friday from 8:15-3:30.

## **Fees and Tuition Schedule:**

### **Enrollment Fee:**

The enrollment fee is \$100.00 plus 10% of the tuition fee. This fee is to be submitted once a spot for your child has been established and will serve to hold your child's space in the program. This fee is non-refundable, regardless of the duration of your child's enrollment at Southborough Village Preschool. This is an annual fee.

### **Tuition:**

Tuition rates depend on the program that your child is enrolled in. Current tuition rates can be found on our website, [www.southboroughvillagepreschool.com](http://www.southboroughvillagepreschool.com).

### **Payment Schedule:**

We have three payment plans as follows:

- Full Year Plan. Due in September
- Two Payment Plan. Due September/January
- Five Payment Plan. Due August/ October/ December/ February/ April

Please pick the payment plan that best suits your needs. There is a discount for families who pay the tuition in full. Initial payments for both the full year plan and the two payment plan are due in September. We do not have a monthly payment plan. There is a sibling discount for siblings who attend Southborough Village Preschool during the same school year. If you have a question or a concern about the tuition payment schedule, please call the directors.

## **Classes and Schedules We Offer at Southborough Village Preschool:**

At Southborough Village Preschool a variety of class choices are available to meet the needs of our families. For the 2011-2012 school year, we offer the following classes;

- Toddler Class (18months -2.9 yrs.): Tuesday and Thursday AM, 9:00- 12:00
- The 3's Class: Tuesday and Thursday AM, 9:00-12:00 and  
Tuesday and Thursday PM, 12:00- 3:00 PM
- The 4's Class: Monday/ Wednesday/ Friday AM, 9:00-12:00
- The 4's and older, Mixed Ages Class: Tuesday/Thursday AM, 9:00-12:00, Wednesday PM , 12:00-3:00
- Full Day Pre-K Class: Monday/Wednesday/ Friday, 9:00-3:00

### **Student/Teacher Ratios:** Reg. 7.10(1-4)

Toddler Class: 9 students/ 2 teachers

3's and older Classes: 13 students/ 2 teachers

### **Playschool:**

At Southborough Village Preschool we offer students the ability to stay longer for our Playschool Program on Monday, Tuesday, Thursday, and Friday, from 12:00-3:30. Stay 1, 2, or all 3 ½ hours! Children will have a chance to play on our playground for a longer period of time, eat lunch with their friends, and have an opportunity to have supervised, less structured playtime with children from different classes. Parents can make this a permanent part of their child's schedule or they may sign up on the day of the Playschool day that they chose, on a first come/ first served basis. Playschool costs \$8/hour and we will give discounts for siblings. Billing of Playschool is done at the end of each month.

## **Early Drop Off:**

We offer an Early Drop Off Program available every day. Early Drop Off begins at 8:15. It will cost \$6 to drop off starting at 8:15 and \$3 to drop off starting at 8:45. Billing for Early Drop Off will occur at the end of each month.

## **Calendar:**

Southborough Village Preschool begins the week of Labor Day with a short meeting between the child, the parent(s) and the teacher. There is also an opportunity for the child to attend an orientation class during the first week of school. The school year concludes the second week of June. We follow the Southborough Public School calendar for vacation days and professional development days during the school year. An up to date, yearly calendar can be found on our website, [www.southboroughvillagepreschool.com](http://www.southboroughvillagepreschool.com).

## **Snow Days/No School Days:**

Southborough Village Preschool's main objective during bad weather is to insure the safety of our staff and children. If the Southborough Public Schools are closed due to inclement weather, Southborough Village Preschool will be closed too. If there is a delay to the start of the public school opening, we will open Southborough Village Preschool with a delay as well. We will reserve the right of judgment to close the preschool early due to poor weather conditions. Parents and caregivers will be notified about our decision to close.

## **Parking:**

We realize that the parking at Southborough Village Preschool is less than optimal. We ask that you work with us to try to create the safest possible parking experience as possible for our families as well as our wonderful neighbors. Please be very careful when pulling into/out of our lot. Our children are small and often will dart across the parking lot when coming in and out of school. Parents, please make sure you walk your child from the parking lot to the door. Please be aware that many parents need to drop off their child at the same time, so if you need to speak with either the teachers or the directors, park on the street to allow others to access the lot. Our neighbors have asked that all parents park on the same side of the street as the school. This allows cars to pass through more safely. Thank you for your cooperation.

# **Parent Involvement at Southborough Village Preschool**

Reg. 7.08(6)(a)-(n) and 7.08(10)(a&b)

## **Parent/Teacher Communication:**

Parents are encouraged to be active in both formal and informal ways. They are invited to stay in close contact with the teachers through parent conferences and brief discussions or phone calls, both before and after school. Parents are invited to visit their child's class at any time. They should contact the teacher when they would like to volunteer to be in the classroom and/or participate in certain activities or curriculum themes. The school will make an effort to offer parent programs on current educational and parenting topics. If a parent has a concern about the school or his child, the parent should first consult the classroom teacher. If the concern continues, the parent should schedule a meeting with either or both of the directors.

## **How Do We Communicate With Parents?**

- Highlights Board. Check the clipboard at the front of the school when picking up your child to see what the highlights of the day are.
- Newsletter: We will write a monthly newsletter, via e-mail, highlighting important information for the upcoming month.
- Notes in the Backpack: Important reminders may be sent home through your child's backpack. Please check the backpacks daily.
- E-mails from the teachers: Teachers may need to communicate important information to parents through e-mail. Please make sure you have provided us with an e-mail address that you check regularly.
- Phone calls: We may, on occasion call a parent to discuss his or her child. Please feel free to call us if you have anything that you would like to discuss with us as well.

## **Conferences and Child Assessment Tools:** Reg. 7.08(7), 7.06(1-5)

At SVP, we use a combination of progress reports, screening tools and observations to assess student progress and inform our instruction and curriculum planning. There is one scheduled conference per year, with more available at the parent's or teacher's request. Teachers will be responsible to provide parents with a written report for the child's file at this time. At Southborough Village Preschool, we believe in the value of continually assessing our student's development and progress. We work hard to keep parents informed of their children's achievements and successes as well as any concerns or suggestions that we may have.

## **Confidentiality:**

The intention of Southborough Village Preschool's confidentiality policy is to protect the privacy of children, families and the Southborough Village Preschool staff. We aim to ensure that all parents, guardians, and caregivers can share information in the confidence that it will be used to enhance the welfare and education of their child. To ensure that all members of the Southborough Village Preschool community feel comfortable sharing information about themselves, their families or their children, we ask that you join us in respecting all confidentiality in the following ways;

- Parent(s) or guardian(s) have access to the records of their own children but do not have access to information about any other child.
- Southborough Village Preschool staff will only share information about a child with the child's parent(s) or guardian(s). Likewise, we will only discuss your child with you and not with other parents.
- If the staff has concerns relating to a child's personal safety, records are kept in a secure, confidential file and only shared with others on a need to know basis.
- Personal information about children, families and staff is kept in a secure, locked, confidential file.
- Issues to do with employment of staff, whether paid or unpaid, remain confidential to the directors, who are responsible for making personnel decisions.
- Parent or guardian permission is required in order for photographs of children to be taken.
- We appreciate your interest in recording some events at Southborough Village Preschool for memory's sake. Please use these recordings ONLY for your own entertainment in your home. Distributing these recordings, or publication in an on-line format puts all children at risk. We would like to maintain our students' safety through your cooperation with this request.

## **Separation:**

We at Southborough Village Preschool truly feel that children (and parents) should separate at their own pace. We believe that the way to build a child's sense of trust and security is to support and encourage their progress at their own pace. The staff at Southborough Village Preschool will work on an individual basis to help guide parents and children through the separation process.

### **How Parents Can Help Their Child With Separation:**

- Prepare yourself. The first thing to do to help your child prepare for separation is to help yourself. If you have any hesitation, discomfort or doubt about leaving your child, your child may be picking up on your feelings. Make sure you are ready to leave your child at school. Try some short separations before school starts (i.e. leaving child with a babysitter or friend while you run short errands) to make sure your child is used to the parent(s) leaving and coming back. Be sure to be honest about where you are going and what time you will return when talking to your child.
- Visit: Prior to starting school, take your child for a visit to the classroom to meet the teacher(s).
- Playdates: Talk to the directors about making a playdate with another child in the class. The directors will help to connect parents with other parents for potential playdates.
- Transition objects: You may give your child a transitional object from home (i.e. a favorite blanket or stuffed animal) to carry with them at school.
- Reassurance: Give lots of reassurance that "Mommy/Daddy is coming back".
- Check in with the teacher: Most children who cry at drop-off will stop crying shortly after the preschool goodbye. Call or e-mail the teacher to find out if this was the case.
- Become an early bird: Hungry, tired children are often ready for a separation anxiety attack. Start with healthy sleep habits, going to bed early and waking up early. This gives your well rested child time to have a slow paced morning as well as a good, nutritional breakfast.
- Be a cheerleader for Southborough Village Preschool! Be excited about what the day will be like and who they will see that day at preschool! Stay upbeat!!
- Stay positive: Don't let your child know that you are concerned or worried about drop-off. Instead, appear confident that they will have a great day, remain cheerful and say good-bye.

# **Your Child's Day at Southborough Village Preschool**

Reg. 7.08(6)(a)-(n) and 7.08(10)(a&b)

## **What To Wear or Bring From Home:**

### **Clothes/Footwear**

It is important that your child be comfortable while at school. Preschool is a time for hands-on learning (painting, exploring, etc.) and physical play. We ask that you do not send your child into school wearing clothes that you are concerned about staining. In addition to this, proper, safe footwear is essential for your child at school. Sneakers and enclosed rubber-soled shoes are requested. Please save flip-flops, dress shoes, and Crocs for home.

For the 2 day programs, we request that you bring a complete change of clothing for us to leave for your child in case of a spill or an accident.

For the 3 day programs, if you feel that your child may need an extra set of clothing, feel free to send it in.

Please label all clothing including hats, mittens, boots, and jackets. Your child may not always know what you have brought in for them to wear. Labels help with this!

### **Backpack**

Every child should have a good sized backpack to carry projects and papers home from school. Please label the bag with your child's name. Remember to check it every day for information and treasures.

### **Slippers**

Slippers are worn in school during boot season. Please keep a labeled pair in your child's backpack during the winter.

### **Toys/Treasures from Home**

Please do not send your child to school with toys or special items (unless they are transitional objects). These items are hard to keep track of during school and can become a distraction to students. Thank you for your support regarding this issue.

**Nutrition:** Reg.7.11(19)(a), 7.12

### **Snack**

Southborough Village Preschool provides a small, nutritional snack during the morning for each class. The snack usually consists of some type of cracker/pretzel and water. We respect each family's dietary preference. We are happy to work with your family in order to accommodate the needs of your child during snack time.

### **Lunch**

If your child is staying for lunch, we ask that you provide your child with a nutritional lunch. We encourage all families to follow the nutritional guidelines set up by the U.S.D.A. and will be happy to help you find copies of this plan. On certain days of the week we will offer pizza (from a local pizzeria) for those who would like, at an additional cost of \$3 per child.

### **Birthdays**

At Southborough Village Preschool we love to celebrate birthdays! On your child's special day, we will make a birthday crown and sing special songs for your child. You are more than welcomed to come in that day to read to the class or do a special activity (please discuss your plan with your teacher). You may also bring in a special treat for the class if you wish (please check with your class teacher to see if there are any allergies or dietary restrictions in your child's class). All summer birthdays will be celebrated at the end of the school year.

**Diapering and Toileting Policy:** Reg. 7.11(12)(18)(c)1

**Diapering:** Since diapering is, by nature, a one-on-one activity, the teachers at Southborough Village Preschool approach diapering time as a chance to spend individual time with each child. Children are not rushed through the diapering process. For toddlers and preschoolers, parents provide all of their child's diapering supplies, including diapers and wipes, and creams and ointments as desired.

(Diapering Policy continued)

**Our teachers follow these procedures when diapering children:**

- Wet or soiled diapers are changed immediately.
- Disposable paper is placed under each child for sanitary purposes.
- The changing table is cleaned and disinfected after each use with a sanitizer solution.
- Single-use, non-latex gloves are used for each diapering.
- Ointments and/or creams are used as requested by the family.
- Soiled clothing, cloth diapers and clothes are sealed in a plastic bag and stored apart from other items to be sent home.
- Teacher's and children's hands are washed after each diapering, and dried with disposable towels.

**Toileting:** Southborough Village Preschool's philosophy supports children's individuality in all areas and recognizes that each child has a physical and emotional readiness for toilet training. Children are toilet trained in accordance with the requests of their family and in a manner that is consistent with the child's physical and emotional abilities. Toilet training is not coerced, and no child will be punished for soiling, wetting, or not using the toilet. Children will have the option to refuse potty during training, and staff members will not force a child to sit on the potty against their will.

**Behavior Management Policy:** Reg. 7.04, 7.05, 7.06

### **Child Guidance**

Southborough Village Preschool uses positive guidance methods in order to help children learn self control without a loss of self-esteem. Discipline is based on consistency and an understanding of the developmental stages of children, as well as the needs of each individual child. A variety of methods are used at SVP for encouraging children's cooperation and may include the following:

1. Redirection - encouraging the child's interest in another activity.
2. Modeling problem solving techniques- providing and modeling the language necessary to resolve conflict.
3. Positive reinforcement- praising the child for positive behaviors and cooperative skills.

(Child Guidance continued)

4. Offering choices between acceptable behaviors.
5. Modeling appropriate behaviors and positive attitudes. Teachers are encouraged to speak in calm and quiet voices and to speak at the child's physical level by bending down or sitting.
6. Role playing at circle time in order for the students to develop an understanding of their feelings as well as their friend's feelings and ways to deal with these feelings.
7. Brainstorming at group time to generate appropriate, meaningful and understandable class rules.
8. Encouraging independence by allowing children to resolve conflict on their own.

If a child continues with a behavior that may be harmful to him/herself, or to others, then it may be advisable to remove the child to a safe, quiet place within the room for him or her to gain control. If for some reason this is not possible and the child continues to be a danger to him/herself or others, then the child may be removed from the group for a short, supervised period of time. If a behavior persists for a period of time, then a parent conference is called. Teachers must work closely with parents to determine methods that work best for each individual child. This will provide some level of consistency between consequences in the home and at the school.

**Our teachers are reminded to keep in mind the following:**

1. Ways to set up the classroom and arrange furniture that encourage active learning and independence.
2. To plan a daily schedule that prevents boredom, waiting and hurrying.
3. To have a routine that gives children advanced notice of transitions and also allows ample time for children to explore activities and equipment.
4. To have clear, consistent expectations that are age-appropriate.
5. To always observe and document children's behaviors.
6. To work in close partnership with parents and to keep them informed of their children's behaviors and successes.
7. Be aware of support services in the event of prolonged behavioral difficulties.

**The following are strictly prohibited:**

- Spanking or corporal punishment.
- Subjecting children to severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment.
- Depriving children of meals or snacks or force feeding them.
- Disciplining a child for wetting, soiling or not using the toilet, forcing a child to stay on a toilet, forcing a child to stay in soiled clothing or any other excessive toileting practice.
- The use of any physical restraints.
- Confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision.
- Excessive use of time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

## Health Care Policy at Southborough Village Preschool

Reg. 7.11(7), 7.08, 7.11(9-10)

Southborough Village Preschool works hard to create the healthiest learning environment possible for our students, our faculty and our families. As part of our ongoing Healthy Habits curriculum, we teach, model and encourage healthy choices including hand-washing, good food choices, exercise, active play and overall healthy habits. We go to great lengths to ensure the physical, emotional and developmental health and safety of our students. Our staff are certified in CPR as well as First Aid. We follow teeth brushing guidelines for our full day students and are exceptionally careful in the management and supervision of our students who have allergies. SVP has an emergency evacuation plan in place and we practice fire drills regularly.

As careful as we are to support and encourage a healthy environment at SVP, the transmission of illness is always possible in an environment such as a preschool, where children and teachers are working so closely together. With this in mind, we are vigilant about keeping a sanitary environment to minimize the risk of spreading infection. We closely follow the recommended guidelines for controlling infection in a group childcare setting, set forth by the Massachusetts Department of Public Health. We follow these strict guidelines and procedures for sanitizing table tops, diaper areas, toys and school materials. In addition, we require the use of disposable vinyl gloves for changing diapers and handling bodily fluids. We employ a professional cleaning company to clean the preschool nightly, including bathrooms and sink areas, furniture, fixtures and trash receptacles. To minimize air-borne bacteria and improve the quality of the air, the duct systems and air vents are cleaned on a yearly basis.

As part of our licensing, we operate within the strict requirements of the Massachusetts Department of Health, and per their directives, we ask that all children who are ill remain at home. We recognize that this can put pressure on working families, however, it is the only way we can ensure the health and safety of all the children and teachers in our care. Please see our specific policy and guidelines on “illness” below.

1. At Southborough Village Preschool, we are fortunate to have a registered nurse who acts as our **Health Care Consultant**. The Health Care Consultant will be available to the preschool as needed for consultation. Her responsibilities include reviewing the children’s medical forms, filling out the required state immunization records, approving the preschool’s Health Care Plan, providing first aid training and training in medicine administration. Reg. 7.11 (1-2)(11)
2. **If, while at school, a student encounters an illness, injury or emergency that requires immediate medical attention, the staff will follow the following procedures.**
  - A call will be made to 911.
  - The parent, or the emergency contact as listed in the child’s records, will be contacted.

3. **The following is a list of severe symptoms that require notification of parents but not a 911 emergency call. Please keep your child home if he/she has the following symptoms.**
  - Fever
  - Vomiting
  - Diarrhea
  - Undiagnosed rash
  - Cold/cough/sore throat with a fever
  - Conjunctivitis
  - Headlice
  
4. **The following is a list of mild symptoms with which ill children may remain at preschool.**
  - Cold without a fever
  - Mild illness with consent to attend school from doctor
  
5. **Please use the following guidelines if you are unsure as to whether or not to send your child to school.**

### **Not Sure If You Should Send Your Child To School?**

- A temperature greater than 100.4F is considered a fever. Your child should be fever free, without the use of fever reducing medication, for 24 hours before returning to school.
- Vomiting and Diarrhea: Your child should be symptom free, without the aid of medication for at least 12 hours before returning to school.
- Rash: A rash is usually a sign of a viral illness. It may also be a reaction to a medication or chemical (plant, detergent). If your child has an unusual rash or it is associated with a fever, contact your doctor. Keep your child home until you have discussed the rash with your doctor.
- Cold, sore throat, cough: Children average six to eight colds per year. Your child may attend school if there is no fever and he or she feels well enough to attend. If cold and cough symptoms are associated with a fever or they do not readily improve, call your doctor.
- Strep throat: A sore throat in conjunction with a fever, headache or stomachache may indicate strep throat. Your child must complete 24 hours of medication and be fever free for 24 hours without the use of fever reducing medication before returning to school.
- Conjunctivitis (pink eye): The signs and symptoms of conjunctivitis are when the white part of the eye is red, eyes are itchy and produce a yellow or green crusty discharge. If suspected, contact your physician before coming to school. Your child may attend school 24 hours after treatment starts.
- Chicken Pox: Please contact your doctor (and school) if your child has Chicken Pox.

- In general, in order to keep everyone healthy and ready to learn, it is important to keep your child home if they are ill or not feeling well. Thank you!
6. Sometimes a child will become **ill while at school**. The following is our plan for caring for mildly ill children who remain in our care and are waiting to be picked up.
    - Mildly ill children who are allowed to be in school will be watched carefully and reminded to wash hands regularly and dispose of used tissues appropriately.
    - If your child becomes ill at school and is waiting to be picked up, he/she will be kept quiet, calm and comfortable and away from the other students until you arrive.
  7. The directors of Southborough Village Preschool will be trained according to the DEEC regulations for **Medication Administration Procedures**. In the case that a student requires non-topical, non-prescription medication, parents must provide written authorization by a licensed health care practitioner.
  8. **Allergies:** We at Southborough Village Preschool take our student's individual health needs very seriously. Information on students with allergies will be posted in a clear visible spot for all staff to see. All staff will be made aware of which students have allergies and will take proper steps to ensure that those students are not exposed to the allergens at any point during their time at school. This may include taking measures to notify other parents in the classroom of serious classmate allergies.
  9. **Children's medical records** are very important to us at Southborough Village Preschool and are required by the DEEC. Current physicals are required, and must be updated annually for our records. Please be sure to keep us updated on any changes regarding your child's health.
  10. We will work closely with parents and health care providers to meet all requirements of a child's specific health care needs or disabilities. Please feel free to contact us at any point if you have concerns about your child's health while he/she is in our care at SVP.
  11. The DEEC requires us to remind parents to **place infants to sleep on their backs only**.  
Reg. 7.08(6)(j)
  12. Southborough Village Preschool is committed to protecting children from neglect and abuse while they are in our care. We would like to remind parents that teachers are **mandated reporters of child abuse** and must, by law, report all suspected child abuse or neglect to the Department of Children and Families. Reg. 7.08 (6)(l)

13. **Sunscreen** should be applied by parents before school. If you would like for us to reapply sunscreen later in the day, please put this request in writing and bring us a bottle of your preferred sunscreen.
14. **Rest, sleep and quiet activities:** Children who remain in our care for longer than a half day will be provided with the opportunity to rest, sleep or have quiet activities. Reg. 7.11 (13)

### **Southborough Village Preschool Emergency Contacts for Health Care**

- Southborough Village Preschool, 14 East Main St., Southborough, MA 01772  
telephone (508) 485-3109
- Directors: Laura Eppen (cell 774 245-2770) and Gretchen Hartnett (cell 508 989-5652)
- Health Care Consultant: Sarah Drepanos (508) 460-9199
- For all police, fire and ambulance emergencies, we will call 911
- Southborough Police Department non-emergency line (508) 485-2147
- Southborough Fire Department non-emergency line (508) 485-3235
- Southborough Board of Health (508)481-3013
- Emergency Health Care Facilities: Marlborough Hospital (508) 481-5000 or  
Metrowest Medical Center in Framingham (508) 383-1000
- Poison Control Center (800) 682-9211
  
- Southborough Youth and Family Services (508) 481-5676
  
- Massachusetts Department of Children and Families (508)424-0100
- DCF Child-at-Risk Hotline (800) 792-5200

### **Other Things to Know About Southborough Village Preschool**

#### **Transportation Policy:** Reg. 7.13(1)

Southborough Village Preschool is not responsible for transporting its students to or from school. Parents will fill out a transportation plan and authorization form on the first day of school to inform the school on how the children will get to and be picked up from school. The only time that a child will be transported from the school is in case of an emergency. In the event of an emergency, the school will call 911 and secure police or ambulance transport. If for any reason this is not possible, the child will be driven by a director, teacher, or parent.

The school will not participate in field trips that require private cars. All field trips will either be walking trips or through a hired bus that meets EEC regulations.

## **Suspension/Termination Policy:** Reg. 7.04(17)(i)

Note: The Early Education and Care Division of the Department of Education require that the following information be provided to parents of children enrolled in preschool.

Every effort will be made to have a child remain in the school program until the end of the school year, when possible. Circumstances under which a child may need to leave the program include, but are not limited to:

- 1) Parental choice- Moving out of the area or a change in work schedule.
- 2) Parent inability or unwillingness to conform to school policies and practices.
  - a) Failure to provide updated medical information.
  - b) Failure to pay tuition.
- 3) Safety of other children in the program.
- 4) SVP's inability to meet behavioral/special needs of the student.

Termination and suspension are an unlikely event at Southborough Village Preschool. Suspension is used in cases where it is determined that a short term separation from the school would be beneficial to the student and the school.

If at any time it is deemed necessary to terminate a student due to any of the above listed reasons, the parents will be notified in writing, including circumstances and documentation of reasons for termination. All referral information for other services will be made available to the parents. The school will work closely with the parents and child to prepare the child for termination and a smooth transition in a manner consistent with the child's ability to understand.

**Please feel free to contact us at school if you have any questions about our Parent Handbook. We look forward to working with you and your child at Southborough Village Preschool!**

**Sincerely,**

**Directors, Laura Eppen and Gretchen Hartnett**

