

TINY TOTS PRESCHOOL

PARENT'S HANDBOOK

TINY TOTS PRESCHOOL

204 Center Street

North Easton, MA 02356

508-238-9131 main office

508-230-8303 classroom

eastontinytotspreschool@gmail.com

PURPOSE OF THE SCHOOL

Tiny Tots Preschool was established in 1968 and is the longest running preschool in the town of Easton. We were started as a Ministry of the Covenant Congregational Church, providing a loving environment for families of all faiths and beliefs.

First and foremost, we believe in joyful learning! We are dedicated to providing exciting opportunities for children to develop cognitively, socially and emotionally through arts, thematic units and creative play. Speech and language, and fine motor skills are developed daily through literature, crafts, finger play and music and movement. Math skills are developed through manipulatives, games, daily calendar, counting, graphing, sorting, patterning and measuring lessons.

Through interaction with their peers, the children engage in problem solving, conflict resolution, and make lasting friendships. Under the guidance of our devoted and nurturing teachers, the children are provided opportunities to develop self-confidence, independence and a love of learning, which is the true beginning of a great student and academic success. Our large gym and outdoor playground promote gross motor development and provide physical activity, encouraging health and fitness on a daily basis.

We offer a spacious, cheerful classroom environment, with curriculum geared towards learning through open-ended, hands-on activities that encourage curiosity and enthusiasm throughout the school year. Fun and exciting themes, our large gym, and/or outdoor play yard, provide the opportunity for the children to learn, be creative and freely express themselves in a safe and nurturing environment. Most importantly, we strive to make all our children feel secure, special, and loved focusing on each child's individuality and uniqueness.

LICENSE TO OPERATE

Tiny Tots is a State accredited school licensed by the Department of Early Education and Care (EEC). State safety visits are conducted every other year providing us with an accreditation certificate and a license to operate. Tiny Tots Preschool conducts regular background checks every two years as required by Department of EEC. This includes a SORI, CORI, and Fingerprinting (done every three years). Results will be kept on file in the Director's office. Staff will sign a request form to be submitted prior to the background check using appropriate forms. After results are received, the Director will place the reviewed results in their file as well. In case of a questionable BRC, the Director will evaluate the results and determine whether the employee will remain or be terminated. This will be based on the details of the results and relevance of the results to the contact with the children.

DAILY ACTIVITIES

Daily activities include: manipulatives, circle time, stories, language development, songs and finger play, music and movement, gross and large motor activities, arts and crafts, dramatic play, science and exploration center, creative craft center, snack time, cooking, daily outdoor activities (weather permitting) and/or gym time. Our 3-Day class is geared toward preparing the children for kindergarten including, phonics, letter of the week, daily calendar, math enrichment skills, number and letter recognition, language development through show 'n tell, and creative writing.

Themes and Special Events include:

| | |
|-------------------------------------|----------------------------|
| Halloween Parade | Visit from Nutritionist |
| Music Workshop with Kirstie Wheeler | Down on the Farm |
| Harvesting and Healthy Bodies | Visit from Fire Department |
| Traveling to other Countries | Teddy Bear Picnic |
| All About Space | Annual Pajama Party |
| Under Construction | Summer Solstice |
| Pancake Breakfast | Holiday Program |
| Spring Tea | Art Show/Ice Cream Social |
| Outdoor Fun Day | Graduation |

Monthly special themes are planned throughout the school year. Each child will be given a monthly calendar and newsletter. This information will also be posted on our website. Follow the calendar to keep up with daily activities.

WEBSITE

To keep up to date, please keep our website handy at eastontinytotspreschool and our email at eastontinytotspreschool@gmail.com. Also, join us on Facebook at TINY TOTS Preschool

PRE ENROLLMENT

Several "Open Houses" will be held throughout the school year beginning in January. This will give parents and children an opportunity to visit our school and meet with the Director and Educators prior to enrollment. Parents are also encouraged to visit at any time during the school year with their child. During the visit, parents and children will be oriented to the program, see the classroom in session, ask any questions or concerns they may have to the educators and directors, discuss family interests, and address any special concerns. The allergy policy will be clearly stated during this time. Parents and children will also be able to see our gym and outdoor play area.

ENROLLMENT

Tiny Tots begins enrolling in December for children and siblings who are currently enrolled in our program. General enrollment begins in January. Registration forms can be printed out from our website or picked up at the school. Enrollment is based on a first come, first serve basis. A \$75 non-refundable registration fee is due at the time of enrollment along with a form to be completed by the parent. First months tuition (September) is due in April to secure the child's spot for the fall. This is non-refundable if the child does not attend in September.

Children are also able to enroll throughout the school year when they turn 2.9 years of age. This is contingent upon us not being at full enrollment. We will not register children after February for the current school year.

REQUIREMENTS FOR ENROLLMENT

AGE REQUIREMENT: Children must be 2.9 years of age.

HEALTH CERTIFICATE: A health certificate must be completed by a physician and returned to school by September 1st. No child will be allowed to attend unless a completed medical form with immunizations and date of the last physical is on file. Lead tests must also be documented. All immunizations and physicals must be up- to- date yearly and clearly marked with date of exam. All children with allergies must have a special medical form filled out by their Dr. with details of the allergy and instructions for treatment clearly written.

Children DO NOT need to be toilet trained to enroll.

TRANSITIONING

Children will remain in the classroom they are enrolled in for the full school year. The hours that the children come to school can be increased or decreased after speaking with the Director. Children must enroll for the following school year on a first come basis. Pre-registration for children and siblings is in December. No spots will be held prior to pre-registration for any reason. Children must be enrolled by filling out a registration form and paying a \$75 non-refundable registration fee.

SCHOOL SESSIONS AND HOURS

THREE YEAR OLD CLASS/ PRESCHOOL CLASS: Children must be 2.9 by September 1st.

| | | |
|-------------|-------------------|--------------|
| 2 DAY CLASS | Tuesday/Thursday | 8:45 – 11:30 |
| | Tuesday /Thursday | 8:45-1:00 |
| | Tuesday/Thursday | 8:45-2:30 |

FOUR YEAR OLD CLASS/PRE-KINDERGARTEN CLASS: Children must be 4 by September 1st

| | | |
|-------------|-------------------------|-------------|
| 3 DAY CLASS | Monday/Wednesday/Friday | 8:45 - 1:00 |
| | Monday/Wednesday/Friday | 8:45 - 2:30 |

MULTI AGE/SMALLER CLASSROOM: Children must be 2.9 by September 1st

| | |
|------------|-----------|
| Mon/Wed | 8:45-1:00 |
| Tues/Thurs | 8:45-1:00 |

***TUITION IS DUE THE FIRST WEEK OF EACH MONTH
PLEASE PLACE IT IN THE MAILBOX IN THE HALLWAY.

FINANCIAL INFORMATION

SEPTEMBER PAYMENT:

September's tuition must be made by April 1st in order to insure your child remains enrolled in our school. We generally have a waiting list so it is important that this first payment is made in order to secure a spot.

MONTHLY PAYMENT:

Monthly payments are due by the first of each month. It is easiest if you set up auto pay with your bank or you can make checks payable to Tiny Tots Preschool. Every check must have the child's full name and the month the payment is for. This will insure proper crediting to your account. If your payment is going to be later than the fifth of the month, please speak with the Director to set up a plan. Payments can be placed in the Tiny Tots mailbox in the coat area. Additional fees will be charged for any bounced checks. Your child will not be able to attend Summer Camp unless you are paid in full.

NOTIFICATION OF WITHDRAWAL:

A 30 day notice must be given in to the Director if you are withdrawing your child from the program, otherwise full payment is expected. There is no credit for time missed from school due to vacations or sick time. Everyone is expected to pay for each month regardless of days absent and school vacations. Tuition is based on yearly rate divided by 9 months.

SCHOOL BEGINS:

School begins the first Thursday and Friday after Labor Day. There is an Open House "Get Acquainted Day" for the first day of class. Parent and child will come to school for one hour on that day. Full day classes begin the following week. A notice will be sent out early in August with detailed information on when your child starts. All school forms will be filled out then.

SCHOOL ENDS:

Tiny Tots ends the Thursday and Friday before Memorial Day in May.

SCHOOL CANCELLATION:

Tiny Tots follows the Easton Public Schools for inclement weather and school closings. Please refer to your School Cancellation Policy given at Open House for more details.

PROGRAM ACTIVITIES:

A schedule of our program activities is posted in the classroom. Our program provides positive and consistent guidance to all children based on their individual needs and development. We follow a flexible schedule, allowing time for free play, music and movement, stories, snack, circle time and craft time. Most crafts are open ended allowing children to be creative and explore on their own.

TRANSITIONING:

Children in our program will remain in their class they are registered in for the full school year. At the end of the school year, the 3 and 4 yr. olds will have an opportunity to re-register for the following school year. The 4 and 5 yr. olds will mostly register for kindergarten. Easton Public School provides a short trip in the school bus along with a presentation on bus safety for children entering Kindergarten.

SCHOOL CANCELLATIONS:

Tiny Tots follows the Easton Public Schools for days off and inclement weather, holidays, and school vacations. Please listen to the local news channel for cancellations. There are no make-up days due to inclement weather. Refer to the detailed information notice in your first day of school packet.

OUTDOOR ACTIVITY:

Please dress your child appropriately for the weather as we will be going out throughout the school year, weather permitting. Sneakers are recommended or shoes with rubber soles. On gym days, sneakers are the only shoes allowed to participate in gym activity as they are best for climbing, running, etc.

REST TIME:

The State requires that all children in a program more than four hours have a rest time. Mats are provided for children staying all day to rest with a quiet story or calming music. Children will not sleep during this time. Children will rest for approximately 15 minutes.

ORAL HEALTH:

For children who are at Tiny Tots for four hours, must fill out an oral health non-participation form. Please sign if you do not want your child to brush his/her teeth after lunch. You may leave a toothbrush marked with your child's name with the educator or you may choose to send the toothbrush in each day in their lunch box. Staff will assist your child in brushing their teeth. Toothbrushes will be stored in the back room brought out at lunchtime.

TOILETING POLICY:

Children do not have to be toilet trained to attend Tiny Tots. Educators will help children who have soiled their clothing. An educator will take the child into the bathroom and after cleaning the child and getting them into dry clothes, the child will enter back into the classroom. Soiled clothing will be put into a plastic bag with the child's name on it. The bag will be given to the parent at time of pickup. If the child wears Tiny Tots clothing home, the parent is expected to wash and send it back to school. Educators and the child will wash their hands, according to the hand washing procedures posted in the bathrooms.

BIRTHDAYS:

We are happy to celebrate your child's birthday in school. If you wish to send in a treat, please sign up on the snack sheet in the hallway. It would be helpful if you could provide a Nut Free treat so all children can participate. Invitations for home parties should be mailed rather than given out in school especially if not every child is invited to the party.

TOYS:

We strongly discourage children from bringing in toys from home. If a child has something special to share with the class relevant to theme days, please check with an educator to see if it is ok to bring in the item. If a child is having a particularly difficult time adjusting, exceptions may be made. Toys are disinfected on a regular basis. A thorough cleaning is done twice a year. Show and Tell days are part of the Pre-K class curriculum.

ALLERGIES:

It is necessary to inform the director and educator if your child has an allergy at the time of enrollment. All allergies will be posted in the teacher's cabinet clearly marked with the child's name. Children with severe food allergies will receive a food allergy action plan to be signed by the child's physician by the first day of school. Parents will also need to provide a signed, type written documentation, instruction and medication plan by their child's physician. We are a nut free school, providing snack from home is the safest way however, it is not required.

CARING FOR MILDLY ILL CHILDREN:

Children who are ill should not be sent to school until their temperature has been normal for 24 hours. If a child seems sick or develops illness while in school, a parent will be notified. If a parent cannot be reached, the next person on the emergency card will be called to come and get the child. A cot and blanket will be provided in a quiet area away from the other children. An educator will remain with the child until the contact person arrives. Symptoms of illness: a fever or signs of a fever, vomiting, unexplained rash, redness or drainage of the eyes, diarrhea, persistent cough, open lesion with drainage.

DISPENSING MEDICATIONS:

Medication is administered by an educator when needed. All educators have completed an on-line medication training course through the EEC, on how to administer medication safely. Educators will not administer the first dose of any medication unless it is an emergency (ie: epi-pen) All medications will be kept in our cabinet above the sink only accessible to educators. Parents are welcome to come in any time to administer medication. All medication needs to be clearly marked with the child's name, dose, time of administration, and information given by the child's physician with special instructions. All

medication will be given back to the parent when done or no longer needed or at the close of the school year. Topical lotions and sunscreen must be applied by the parent. All educators are current in First Aid and yearly CPR training and certification.

SPECIFIC HEALTH CARE NEEDS:

An Individual Health Care Plan Form will be filled out by the Dr. and Parent and placed in the appropriate cabinet and child's folder. If an allergic reaction or injury occurs during school, it will be documented by the educator and an incident report will be given to the parent. A copy will be placed in the child's folder and one will be in our injury log book.

PLAN FOR MANAGEMENT OF INFECTIOUS DISEASE

Staff will follow the UNIVERSAL PRECAUTIONS DISEASE FOR SCHOOL SETTINGS which is posted in each bathroom and is also given to each staff member. All adults will adhere whether the child exhibits symptoms or not. A symptom of illness will exclude a child from attending school is as follows: Fever or signs of, unexplained rash, redness or drainage from the eyes, an open or draining lesion, vomiting, persistent cough, diarrhea. Parents will receive a copy of these symptoms in their handbook. Children may return to school when these symptoms are no longer evident or on the advice of their health provider. Parents will be notified of any communicable disease as soon as it has been identified by means of written notice.

PLAN FOR INFECTIOUS CONTROL AND MONITORING

Staff will be instructed on hand washing procedures that are outlined in Health in Day Care, guide for day care providers in MA. Children will also be taught the recommended hand washing procedures and will periodically be monitored to verify proper procedure is being carried out. The hand washing guide will be posted at each sink. Children are required to wash hands upon entering the classroom, after going to the bathroom and before all snack or meals.

EMERGENCY PROCEDURES

The Easton police and emergency number (911) is called for emergency transportation. Parents are contacted by telephone. If a parent or emergency contact person can't be reached, and it is a definite emergency, the Director will accompany the child to the hospital via emergency vehicle. **See full policy in back of handbook.

PROCEDURES ON FIELD TRIPS

Permission slips are required on any field trip that involves leaving the school's property with the exception of nature walks. Emergencies and first aid policies will be followed as in the classroom. Educators will carry emergency cards for each child, as well as a portable first aid kit.

PARENTAL VISITS:

Tiny Tots permits unannounced visits by parents to the classroom or the building while their child is present. Parents are always welcome to come in to assist the educators or just visit. We keep the doors locked so please call the classroom number [508-230-8303](tel:508-230-8303) to enter the building.

PARENT/TEACHER CONFERENCES:

Educators will arrange for a conference with parents whenever necessary. Parents may request a conference at any time throughout the school year. It is best to call ahead to set up a time and date, to assure proper privacy.

PARENT INPUT:

We encourage parent's concerns, comments and contributions in regard to our program. You may meet with an educator or the director, email, or leave a note at any time. Educators will address the issue as soon as possible.

STUDENT INTERNS AND VOLUNTEERS:

Currently student interns and volunteers are not part of our program. In the past if we did have them, a CORI was necessary to volunteer.

PROGRESS REPORTS:

A progress report is a guideline as to the progress your child is making in school. Progress reports are given out twice a year in November and May. If you have any questions or concerns about this report, you may ask to meet with the educators by appointment.

TELEPHONE:

The school can be reached by calling [508-238-9131](tel:508-238-9131) for the Director/office and [508-230-8303](tel:508-230-8303) for the direct line to the classroom. We are best reached between the hours of 8:00 and 2:30.

TRANSPORTATION:

Tiny Tots does not provide transportation to any students. Parents are responsible for transporting children to and from school. We must receive a note if anyone other than a parent or person listed on the release form will be picking up your child. The parent must either email, deliver the note or send it in with your child. The person picking up will be asked to sign in the release book and show a picture I.D. at the time of pick up.

TERMINATION AND SUSPENSION

If a problem arises that may lead to the possible termination or suspension of a child, the Lead Educator and the Director will meet with the parents to determine what actions will be taken. Every effort will be made to keep the child in the program. In the case of challenging behavior, Educators will meet with the parent to plan appropriate goals for the child, including home intervention as well as in the program. Special reward incentives may be used. If a child is physically aggressive, a child may be asked to leave the program as a last resort. The procedure after meeting with the parents and declaring a

verbal termination will be provided in written documentation and reason for termination. This will be done by the Lead Educator, if it is a classroom problem. Tiny Tots will provide information and referrals to other services such as the Special Needs Department of the Easton Public School system, The Early Intervention Program or Pastoral Counseling through the Covenant Congregational Church. There is also a list of private social services that we have available. The child's pediatrician is generally the first step in early intervention.

The child shall be prepared for the termination from the school in a manner that is consistent with the child's ability to understand the consequences by the Educator or Director. All items that belong to the child will be returned the last day the child is enrolled. This will be done in a considerate and understanding manner and in privacy. Suspension or termination is not to be used for punishment or to circumvent referral requirements. Suspension or termination would not violate the A.S.A.

REASONS FOR TERMINATION

Tiny Tots is unable to provide adequate services for the child.

Tiny Tots is unable to provide physical assistance for the child

The child's health or safety is a serious threat or concern to the other children, staff or themselves.

Parent's refusal to submit proper health form or complete the required EEC forms before enrollment.

Non-payment, if you are having financial difficulties please speak to the director.

REFERRAL REQUIREMENTS

If an educator feels that a particular child may need additional social, mental health, or medical services a conference is set up with the director to establish which service would be most appropriate. At this time names, agencies, and telephone numbers are compiled and assembled to be made available to the parent. A conference is then set up between the Educators, Director and Parent regarding written observations and concerns. Suggestions will be made for a parent to first contact the child's pediatrician and choose from a list of referrals provided to the parent. The Easton Public School's special needs program and early intervention program is often recommended for early screening and evaluation. All conferences and referrals as well as the results, are always documented by the Educator and kept in the child's records. This information will be kept confidential. After a reasonable length of time, no later than two weeks, the Educator will again contact the parent for a follow up on either progress made or further course of action. This will be recorded in the child's records and signed by the parent.

EMERGENCY PROCEDURES/ EVACUATION POLICY

Each emergency will be independently assessed as to what procedures will be taken to provide the most effective and orderly care and safety of the children. This will be done with the cooperation of the emergency personal, the Director and educators as well as safe home at Pastor Jason's. Cell phones and emergency cards will be used by the Director and/or staff

member to contact all necessary people. Escape routes are located by all of the doors in the classroom and staff has been drilled in these procedures.

In case of fire, natural disaster, or other situations requiring evacuation of the building, the educators and Director will help the children immediately exit the building and proceed to the rear of the parking lot as deemed as a safe area. Educators will take the roll book and emergency cards and call out each child's name to assure all are present. All parents or emergency contact persons will be notified by telephone to come get their child. Emergency personal will be notified by the fire alarms in various areas of the building and by dialing 911.

In case of inclement weather, if it is safe to do so, shelter will be provided in the Pastor's home at the rear of the parking lot. Children and staff will walk the children to these areas. Staff will keep emergency water on site to take with them as well as a medical/first aid kit. Parents will be notified which location the children are at.

In the case of loss of heat, electricity or water, the situation will be assessed by the Director and parents will be notified if this is a prolonged incident. If a situation arises where the school needs to go on immediate "lock down", the Director will notify all staff by entering the classrooms and notifying or by cell phones or classroom phones. The Director will lock all outside doors and call 911 or pull fire alarm. The main classroom will lock themselves in the back room storage closet and immediately take roll call. Educators will bring their cell phones and emergency contact numbers to use if necessary. The small classroom will lock themselves into the middle classroom locking all adjacent doors. Educator will bring her cell phone and contact numbers to use if necessary.

The Educators will inform the Director of a missing child immediately. Educators will stay with the class and the Director will be responsible for searching for the child, checking all inside areas as well as outside playground, grass area and woods. Outside authorities will be notified after all areas have been searched but no longer than five minutes as well as emergency contact for the missing child. No field trips are taken.

All staff were informed, trained and regularly practice these procedures. Monthly fire drills are conducted with the children.

EEC will be notified of all emergencies that have occurred within one day of incident.