

# Bay Path Preschool

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Dear Parents:

Welcome to Bay Path College  
Preschool Program.

Our Parent Handbook is intended to serve as your program guide throughout your child's stay at our preschool. Its purpose is to explain our program, as well as answer any questions you may have concerning our policies and procedures.

Please take the time to read through the Handbook and keep it handy for future reference. In the event that a question of concern is not addressed satisfactorily, feel free to contact us. We will be happy to assist you in any way possible.

Your friends at the

Bay Path College Preschool

## Bay Path College Preschool Philosophy

Our mission is to promote learning, socialization, independence, and self-confidence. Our safe and stimulating environment enhances your child's development through a combination of play based and structured activities. Learning activities, early literacy, music, art, creative movement, and dramatic play are integrated into our many thematic units.

Bay Path College Preschool is an Early Childhood Laboratory setting and is an integral part of the Bay Path College community. The Bay Path College Preschool supports observation and field opportunities for students in education, psychology, and occupational therapy.

We value:

- A nurturing and supportive community
- An exposure to different themes and learning activities including those that reflect cultural diversity and the use of technology
- Activities that allow our children to participate in the college and local communities
- A variety of adult role models, college students, international students, and college faculty.

## **Licensure**

Bay Path College Preschool is licensed and approved to operate by the Massachusetts Department of Early Education and Care.

## **Program Policies**

Statement of Nondiscrimination:

The Preschool does not discriminate against children/families/staff on the basis of race, color, religion, national origin, gender, cultural heritage, political beliefs, marital status, disability, or sexual orientation.

## **Laboratory School**

The Bay Path Preschool serves as a laboratory for Bay Path College students majoring in Early Childhood Education, Occupational Therapy and Psychology. The purpose of a laboratory school is to allow college students the opportunity to work with young children as part of their career preparation. Early Childhood Education students at Bay Path College often do a component of their teacher training at the preschool.

As a laboratory school, the preschool is aligned with the Early Childhood Education program at the college. There is a college supervisor who serves as a liaison between the preschool and college community. Bay Path College students work in conjunction with the preschool staff and the college instructor. They are not permitted to be left alone with a child or group of children. They often bring new, creative ideas to the classroom which they implement in conjunction with the preschool staff. International college students are encouraged to share their culture, holidays and traditions with the preschool children.

## **Staff**

The permanent staff consists of one Director and two full-time teachers trained and certified in Early Child Education. The Preschool staff is subject to the Bay Path College Employee Operations Manual. Teacher education is an integral part of our program. College students join our classes to observe, assist the teachers, plan and teach lessons, and give the preschool children individual attention. All staff, practicum students and work study students must have a CORI report completed before working with children in the Preschool.

## **Baby Sitting**

Staff members and Bay Path College students, working in the preschool, are not permitted to baby-sit for a family whose child is enrolled at the Bay Path College Preschool. This regulation has been put in place to protect a family's confidentiality and maintain professionalism within the school environment.

## **Enrollment**

\*A child is eligible for enrollment at the Bay Path College Preschool when he or she is two years nine months of age as of September first.

\*Enrollment is based upon the order of which the application is received.

\*Staff and faculty children are encouraged to attend the preschool.

\*The preschool cannot guarantee staff and faculty children a spot of their choice. Openings are determined by a first come, first served basis.

\* Returning children automatically have priority placement for the next year. Applications from children of new families are accepted in the order received.

**Sessions:** Tuesday/Thursday  
8:30-11:30 or 12:30-3:30  
Monday/Wednesday/Friday  
8:30-11:30 or 12:30-3:30

The Monday, Wednesday, Friday AM and PM sessions are for pre-kindergarten children (four and five year olds).

The Tuesday, Thursday AM and PM sessions are for children between the ages of two years-nine months through four years.

**Daily Schedule**

Morning Class		Afternoon Class
Arrival	8:30 a.m.	12:30 p.m.
Free Play	8:30-9:00 a.m.	12:30-1:00 p.m.
Circle	9:00-9:20 a.m.	1:00-1:20 p.m.
Activities	9:20-10:10 a.m.	1:20-2:10 p.m.
Story Time	10:10-10:30 a.m.	2:10-2:30 p.m.
Snack	10:30-10:50 a.m.	2:30-2:50 p.m.
Outside Play	10:50-11:30 a.m.	2:50-3:30 p.m.
Departure	11:30 a.m.	3:30 p.m.

\*Our schedule is flexible and subject to change.

## **Fees**

- 1) Fees are determined by the Preschool Director and Bay Path College and are set for one school year.
- 2) The program requires a non-refundable application fee and registration fee to be paid upon enrollment. The registration fee will be applied toward June's tuition.
- 3) Parents are required to pay one month in advance by cash, check or credit card, on the first of every month.
- 4) There is no tuition reimbursement because of absence due to illness, inclement weather, vacations or unexpected closures.
- 5) Parents' cooperation in keeping up their fees is greatly appreciated. A late fee will be assessed for payments made after the 15<sup>th</sup> of the month.
- 6) Parents are expected to pick up their child on time. A LATE FEE of \$15.00 per every 15 minutes will be charged for late pick-ups. After five late pick-ups a child will be terminated from the program.

## **Hours and School Closings**

The Bay Path College Preschool will be open five days a week with both morning and afternoon sessions. The program will operate in accordance with Longmeadow Public School Calendar. There are a few exceptions. We start school the day after Labor Day, we take the Wednesday before Thanksgiving off, and we do NOT take conference and in-service half days like public schools.

In the event of severe weather conditions, the program will close in conjunction with Longmeadow Public School Closings. In the event of a delayed Public School opening of more than one hour, the Preschool will close for the morning session and open for the afternoon session only. In the event that the Public Schools have an early dismissal, due to inclement weather, the Preschool will close for the afternoon session.

### **Arrival and Departure Procedures**

In order to ensure a comfortable transition from home to school, we have established the following policies:

- 1) Daily routines are a very important part in your child's learning experience. Therefore, all children must be in school at their designated time. Please make every effort to be on time in order to limit the distractions for the children as well as ease the transition for your child. Prompt arrival allows time for free play integration before structured activities begin.
- 2) For the safety of your child, we require the parent to sign their child IN and OUT each day, and note the time.
- 3) Please allow your child a few moments to become involved in the activities offered in the classroom and a comfortable good-bye before leaving. This helps ease the anxiety of separation.
- 4) Notify the center director in person, by telephone, or in writing if your child is to be picked up by anyone other than the usual person. Please indicate this on the daily sign-in/out sheet. If your child is involved in a car

pool, please indicate all persons taking part on the Authorization to Release Form.

- 5) It is very important to pick up no later than 11:30 am and 3:30 pm. Children can become worried if they are kept waiting. This is also the time for the teacher's lunch and curriculum planning.
- 6) Please enter and exit the parking lot with extreme caution, be sure to turn off the engine of your car, **close the gate**, and always walk with your child to and from the school.

### **Preschool Rules**

- 1) All clothing which is removed at school (Example: boots, hats, coats, etc.) should be marked with the child's name so that there is no mix up at the end of the day.
- 2) An extra set of clothing, including underwear, socks, shirt and pants or skirt, must be brought to the Preschool daily in case of spills and bathroom accidents. Please check your child's backpack daily for notices or soiled clothing. Please remember to change extra clothing with the seasons.
- 3) If diapers or Pull-ups are necessary, they are provided by the child's parent.
- 4) Each parent is asked to send in two snapshot photos of their child with their enrollment forms. These photos will be for classroom use only.
- 5) Toys from home should only be brought to school on 'Show and Tell' days.

### **Important Information Needed**

The state requires all children's files to be reviewed annually and changed as necessary during the year. If there are any revisions after the initial intake please inform the center director in writing. The Preschool must be informed of the following situations:

- Change in residence/work including phone numbers

- Change in emergency numbers/contacts

- Special dietary restrictions

- Allergies

- Any special information about your child in order to provide the most sensitive and understanding care possible (Example: new baby, divorce, death in the family, etc.)

- Updated physical, lead screening and immunizations.

It is always helpful for parents to let staff know if anything has happened at home which may affect their child's behavior at school.

### **Good Nutrition**

The Bay Path College Preschool offers a nutrition program with milk for both the morning afternoon sessions. There are some exceptions, such as birthdays and special holiday parties. Parents are to notify the preschool Director of any dietary restrictions (allergy and/ or ethical belief) and must provide the Preschool with the necessary documentation.

## **Toileting**

The student bathroom has a child sized toilet and sink, which encourages independence in the bathroom. Teachers assist student when needed. Bathroom needs and clothing changes will be handled quickly and quietly to avoid any embarrassment. The staff shall use disposable gloves when changing soiled clothing. Children will not be punished, or ridiculed because of soiling. Parents shall be informed of the event. Students are always supervised while using the bathroom.

## **Diapering Procedure**

The diaper changing and hand washing area are separate from the food preparation area. The staff shall use disposable gloves when changing diapers or soiled clothing for the children. Children shall be changed on the mat, covered with disposable paper. Disposable paper is changed and the mat is cleaned after each use. Diapers are provided by parents and are to be kept in student backpacks. The child's hands are to be washed after diapering. The hands of the staff shall be washed after diapering each child.

## **Plan for Mildly Ill Children**

Children who are mildly ill may remain in school if they are not contagious and they can participate in the daily program, including outside time. If the child becomes unable to participate and/or their health deteriorates, the Director will contact the parent(s) or authorized adult.

The parent(s) or authorized adult will be asked to pick up the child as soon as possible. The child will be cared for in a quiet area away from the other children by the Director until the parent(s) or authorized adult arrives. Any toys or materials used by an ill child will be cleaned and disinfected before being used by other children.

## **Health Care Policies**

Rules for medication during the school day:

1. All medication must be handed to the Director or teacher by the parent, not the child.
2. The parent needs to sign a permission slip for any medication administered at the Preschool. NO medication is administered without written permission on file. All non-prescription medication must have a doctor's signature.
3. Topical non-medication such as sunscreen, petroleum jelly or other ointments may be administered with a permission slip signed by the parent with specific instructions. This slip is valid for one school year.
4. The first aid supplies, instructions and First Aid Manual are located on top of the refrigerator in the kitchen. The teaching staff is certified in First Aid and Safety and C.P.R.
5. Known allergies of the children are posted on the refrigerator in the kitchen and in the child's folder.
6. Children who are exhibiting the following symptoms will NOT be allowed in school:
  - \*a temperature of 101 or greater
  - \*gastrointestinal disorders
  - \*severe coughing
  - \*thick mucus from nose
  - \*contagious skin infections and any communicable disease

The child will be admitted back to school when the symptoms are cleared and/or doctor's release has been signed. This rule is to protect the spread of infection. If the child is in school when the symptoms appear the parent will be notified to pick up the child. In the event that a child has been exposed to or infected with a communicable disease the Preschool Director will notify the Board of Health as well as all the Preschool parents in writing.

7. If emergency medical attention is needed during school hours, every effort will be made to contact parents or other designated adults. If the Preschool is unable to reach the designated persons the child will be transported to the nearest emergency facility by ambulance.
8. In case of fire, qualified teaching staff will lead the children in single file to the nearest exit and away from the building. Parents will be notified as soon as possible. Fire drills will be conducted four times a year.
9. In cases of suspected abuse and/or neglect, the staff is mandated by law to report to the Department of Social Services.

### **Classroom Management**

The Bay Path Preschool uses a 'Child-Centered' approach to discipline. We try to abide by the meaning of the word 'discipline,' which means to teach, to lead and to guide. Occasionally, children make a decision to do something which is unacceptable in a preschool classroom. At that time, the child is redirected as to the appropriate way of expressing his/her emotions (Example: An angry child is encouraged to express

his/her emotions verbally). If the inappropriate behavior continues, the child is asked to leave the activity in order to regain control and think about the incident. When the child decides he/she is ready, they rejoin the activity. The teacher talks with him/her about acceptable behavior at an appropriate time.

Under NO circumstance is your child subjected to:

- A) corporal punishment.
- b) cruel or severe punishment, humiliation or verbal abuse.
- c) denial of food as a punishment.
- d) punishment for soiling, wetting or not using the toilet.

### **Biting**

Biting is a situation that can occur with young preschool age children. There are several reasons for a young child to bite. Biting is sometimes a young child's first instinct when they are unable to express themselves verbally. Our first concern is the well-being and safety of each child that is placed in our care. Each biting incident will be handled on an individual basis and all information shall remain confidential.

Here are the steps we take when a biting occurs:

- The first time your child bites you will receive a call from the director prior to picking your child up to notify you this occurred if you can be reached by phone. If you cannot be reached by phone prior to picking up your child, the director or teacher will privately notify you your child has bitten when you pick him/her up.

- If your child was bitten you will receive a phone call from the director notifying you that your child was bitten and steps that were taken or that need to be taken. If you cannot be reached prior to picking your child up the director or teacher will privately notify you that your child was bitten when you pick him/her up.
- The second time a child bites the above procedures will be followed along with being notified that if the child bites the third time, the parent will be called to pick up the child from school.
- If the child bites a third time, the child will be removed from the class immediately and the parent will be called to pick up the child from school. A conference will be scheduled among the parents, the teachers, and the director before the child returns to school. The director will make the determination what step should next be taken to remedy the situation.
- Your child's personal physician should evaluate any bite mark that breaks the skin.
- This problem will only be discussed by telephone or after school hours and of course we will be happy to conference with you at any time as we all strive to better understand the situation.

### **Parent Involvement**

The Bay Path College Preschool encourages parents to visit their child's classroom and participate in special classroom activities and field trips whenever possible. Parents are welcome to make unannounced visits at any time. Parents' suggestions and ideas are always welcome in providing input in the development of classroom activities. Once a year, parents will be asked to complete a parent survey with questions regarding the Preschool.

## **Field Trip**

The Bay Path College Preschool will schedule field trips throughout the year. This is a fun; educational experience that also gives parents the opportunity to interact with the child's class. We will be requesting drivers and chaperones for these trips. We ask that parents closely supervise their children and those in their car at all times. We are sorry that we are not able to include siblings on all trips. All safety regulations must be met (i.e. seatbelts, car seats, etc.). All chaperones must submit a CORI request form and picture ID to the Human Resource Department at the College.

## **Show and Tell**

Show and Tell is an opportunity for your child to speak individually to his/her class allowing for social and academic development. This is also a time for gaining confidence and self-esteem.

Show and Tell guidelines:

- One toy per show and tell.
- No guns, swords, or weapons of any kind.
- Toys must be labeled with your child's name.
- Parents need to discuss living show and tells (pets or family members) in advance with the Preschool Director.
- Please check your monthly newsletter for show and tell dates.

### **Birthday and other Celebrations**

Children may celebrate birthdays at school. A special snack may be provided by the parents. We do have children with food allergies. **No nuts or peanut butter are allowed in the Preschool building or on the grounds.** For the comfort of all students, no invitations, thank you notes or birthday presents for parties outside of school may be distributed in school.

There is an all school December Holiday Celebration with a performance by the children on the last day before winter break.

For the Tuesday, Thursday classes, there is a Move-Up Day celebration to which family members and guests are invited. For the Monday, Wednesday, Friday classes there is a Graduation Day to celebrate the culmination of your child's preschool experience. Family members and guests are invited to Graduation.

### **Parent Reports/Conferences/Parent Meetings**

An Open House will be scheduled before the school year starts in order for the child's family to experience the preschool atmosphere.

The classroom teachers will prepare developmental assessments on each child twice a year.

If parents have any concerns or questions regarding their child, the staff will make themselves available to meet with the parent individually.

## **Parent Newsletters**

Each month the parents will receive a newsletter from the Bay Path College Preschool. The newsletter contains important information about your child's classroom activities, school information, song lyrics, upcoming events and field trips. Please take the time to carefully read the newsletter for it will advise you of the schedule of activities which are planned at the preschool.

## **Information Required By the Department of Early Education and Care**

Records and information contained in a child's file is privileged and confidential. Information in a child's file will not be distributed to anyone without the written consent of the child's parent.

The program will notify the parents if a child's record is subpoenaed.

The child's parents, upon request, will have access to the child's record at reasonable times. In no event will such access be delayed more than two business days after the initial request without the consent of the child's parent. Upon such request for access, the child's entire record, regardless of the physical location of its parts, will be made available. The Preschool adheres to establish Department of Early Education and Care procedures governing access to, duplication of, and release of such information and maintains a permanent, written log in each child's records indicating any persons to whom information contained in the child's record has been released. Each person releasing information contained in a child's record, in whole or part, will enter into the log the following: his/her name, signature, position, the date and the portion of the record released. Such log shall be available only to the child's parents

and the Preschool personnel responsible for record maintenance.

### **Amending the Child's Records**

- A) A child's parents have the right to add information, comments, data, or any other relevant materials to the child's records.
- B) A child's parents have the right to request deletion or amendment of any information contained in the child's record. Such requests shall be made in accordance with the procedures below.
  - 1) If parents are of the opinion that adding information is not sufficient to explain, clarify or correct objectionable materials in the child's record, they have the right to have a conference with the Center Director to make their objections known.
  - 2) The Preschool Director will, within one week of the conference, supply the parents a decision in writing. If the decision is in favor of the parents, immediate steps will be taken to amend the file.

### **Transfer of Records**

Upon written request of the parents, the Preschool Director will transfer a copy of a child's records to the parents or any other person the parents identify. A release form must be signed by a parent or legal guardian to authorize the release of records.

## **Availability of Information to the Department of Early Education and Care**

Upon request of an employee, authorized by the Director and involved in the regulatory process, the Preschool staff shall make available to the Department of Early Education and Care any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. Authorized employees of the Department of Early Education and Care shall not remove identifying case material from the Preschool's premises and shall maintain the confidentiality of the individual records. If further clarification is necessary, please contact the Department of Early Education and Care.

## **Inoculations**

Before admission of your child to the Bay Path College Preschool, you must submit documentation that your child has had the following tests and immunizations:

4 Doses of DtaP/DTP

3 Doses of Polio

1 Dose MMR

4 Doses Hib

3 Doses Hep B

1 Dose Varicella

Lead Screening Test

A current physical within one year

It is required that medical forms are kept up to date on a yearly basis.

### **The Procedures for Identifying and Reporting Suspected Child Abuse and Neglect**

If the Preschool staff has a reason to suspect a child in care is a victim of physical, psychological or sexual abuse, or neglect, they are mandated by law to report facts and circumstances to the Department of Social Services Protective Investigation Unit. According to Massachusetts General Law C119, Section 51A, a staff member accused of abuse or neglect will be removed from direct work with the children until the DSS investigation is completed.

### **Bay Path College Preschool Termination Policy**

A child may be or terminated from Bay Path College Preschool for:

- \*non payment of tuition for two months
- \*excessive lateness that disrupts the class
- \*five late pick ups
- \*incomplete paper work or missed deadlines for paperwork
- \*non-compliance with Health Care Policies
- \* A child who is a danger to himself, other children, teachers or school property
- \*continual display of behaviors which are disruptive to the class and prevent the child from participating in the program

\*the child's developmental needs are not being met at school

\*possession of dangerous substances or items

In all instances, the parent(s) will be notified and a report will be written by the witnessing staff, with a copy given to the parent(s), and one put in the child's file after review by the Preschool Director. A meeting(s) will be called to discuss the situation and options for dealing with it. When any child is terminated from the program, initiated by the program Director, the child shall be prepared for termination from the program in a manner consistent with the child's ability to understand. The date of the termination will be determined on a case by case basis.

The decision to terminate will be made by the Preschool Director and will be based on the following criteria:

\*the severity of the incident

\*the frequency of unacceptable behaviors

\*the inability of the program to meet the needs of the child

\*other relevant information

**Important Phone Numbers**

Bay Path College Preschool	413-565-1334
Poison Control	1-800-682-9211
Fire/Police/Ambulance	911
Bay State Hospital	413-784-0000
Board of Health	413-565-4140
Department of Social Services	413-381-0881
Longmeadow Pupil Services	413-565-4210
Department of Early Education and Care	
413-788-8401	
Preschool Enrichment Team	413-736-3900

## **Dates To Remember**

- September 2 - First Day of School
- September 30 - No School/ Rosh Hashanah
- October 9 - No School / Yom Kippur
- October 13- No School/ Columbus Day
- November 11- No School/ Veteran's Day
- November 26-28 No School/ Thanksgiving
- December 19- Holiday Show
- December 24-January 2- No School/ Holiday Break
- January 19- No School/ Martin Luther King Jr.  
Day
- February 16-20- No School/ Winter Break
- April 10- No School/ Good Friday
- April 20-24- No School/ Spring Break
- May 25- No School/ Memorial Day