



Framingham Centre Nursery School

24 Vernon Street
Framingham, MA 01701
508-875-8260
www.fcnsma.org

POLICIES AND PROCEDURES [606 CMR 7.08(6)]

PLEASE take the time to read this information (some is also addressed in more detail in the Parent Handbook which can be found on our website - <https://www.fcnsma.org/school-forms---parent-resources.html>) and save both for future reference. Your assistance is important to make this a successful school year for your child.

ORIENTATION DAYS 2017-2018

Parent and Children's ORIENTATION DAYS

THURSDAY (8/31) **OR** FRIDAY (9/1) – see orientation email & calendar


Children Orientation in classrooms – 9:00 AM TO 11:00 AM | Parent Orientation in Gym 9:30am to 10:30am
This is **your child's** time to get acquainted with the teachers and some of his/her classmates and your time to review orientation materials as well as Q&A.

- The **first full day of school** will be Tuesday, September 5, 2017. The Early Arrival, Lunch & Learn, Stay & Play and Extended Day programs will all begin at this time.
- Your child may need **extra support** during the first few days of school. Please take a look at the FCNS Blog post [How to support your child's transition back to school.](#)

ARRIVAL AND DEPARTURE

EARLY ARRIVAL – 7:30 - 9:00am*
STANDARD CLASS HOURS – 9:00 – 12pm
4-HOUR CLASS HOURS – 9:00am – 1:00pm
6-HOUR CLASS HOURS – 9:00am – 3:00pm
LUNCH & LEARN – 12pm – 1:00pm*
STAY & PLAY – 1:00pm – 3:00pm*
EXTENDED DAY – 3:00 – 5:30pm*

(* see pg.3 from more information about extended hours*)

-  **A child must be accompanied by an adult at all times.** Each child must be escorted to their classroom and picked up from there by an adult. **Do not allow your child to run ahead of you into or out of a classroom. Children are NOT allowed to 'hide' in the front entry room.**

It is dangerous for children to be unattended in this room. The door is a fire exit so it is easy for a child to open and leave the building.

- **Let the teachers know that you are dropping off and picking up your child from the classroom.** You must make sure that a teacher sees AND acknowledges you before you leave your child or pick them up.
- Please be sure to **let your child know that you are leaving** and then go. Leaving without saying “good-bye” or continuing to say you are going to leave without doing so jeopardizes your child's trust.
- It is very important that children are **picked up promptly**. Standard classes pick up time is 11:45am to 11:55am, 4 hour classes pick up time is 12:45pm to 12:55pm and 6 hour classes pick up time is 2:45pm to 2:55pm. It is an emotional hardship for a child who is left after closing time of a class or school as well as a challenge to the teacher, who will have teaching responsibilities with another group starting immediately.
- Please cooperate with our schedule and **call us in case of an emergency or any change** so that we can inform your child.
- **A late fee will be charged** at \$1/minute for late pickups at the end of contracted classes. Children not picked up promptly at the end of their class will be moved to the office and billed accordingly.

- **A late fee of \$1/minute will be charged** after Extended Day closes at 5:30. Teachers can't leave until you and your child do. Please be respectful of their time.
- **Going home plans.** If there is ever a **change in your usual plan**, please report it in writing to the office. **We must have written instructions from you in order to send your child home with anyone other than the regular person responsible for picking him/her up at dismissal** **EVEN IF THAT OTHER PERSON IS LISTED ON THE EMERGENCY AUTHORIZATION/RELEASE FORM ("GREEN SHEET")**. Photo IDs are required if your child is being picked up by someone all staff do not know. **Car pools** or **consistent pick ups by anyone other than a child's parent** should be reported to the office in writing by all parents participating.
- **Parking lot safety.** **NEVER leave a child unsupervised in a car.** **Please keep your child(ren) with you at all times and do not allow them to run ahead.** Please do not permit your child to play on, in or around the railings, bushes and trees near the building. You should discuss these important rules at home.
- **Parking lot congestion is a given.** Please try to plan your arrival/departure so that you are not in a hurry. The driveway and parking lot are one-way. **DO NOT park in the driveway**, it is considered a Fire Zone. Utilizing the entire parking lot, driving very slowly (5 mph), being extra alert and following the **one way arrows** down the first parking aisle away from Vernon St. then up the second aisle back toward Vernon St. will keep it as safe as possible for everyone.
- **Building access and security.** The building in which FCNS is located is locked and secure at all times. The FCNS door at the bottom of the ramp adjacent to the playground is equipped with a buzzer unlock and camera system so that entry for persons other than FCNS families can be controlled. FCNS families will be given the code to the key pad at the door so that they may enter during school hours. The security system will be unlocked at 7:25am and relocked at 5:30pm or at any other time necessary for safety.
 - **To avoid risking unauthorized entry by others, please do not allow your child to know or enter the code.**
Please do not allow delivery people or anyone unknown to you into the school.

HEALTH REGULATIONS

- **MEDICAL FORMS** must be requested from the office of your child's health care provider. This must be completed, signed by your child's physician and **returned to the school office by August 31 for new children** to allow us to comply with licensing regulations. The medical forms are valid for 1 year from the date of examination and **need to be renewed annually at the time your child has another physical.** **Please make sure that your health care provider reports on the form results of LEAD SCREENING (required for school attendance by the Massachusetts Department of Health, with annual re-testing until your child turns 4).**
- **Emergency contact(s)** **must** be kept up to date. Please let us know when there is any change. Also, if you know that you will be at a particular phone number when your child is with us, let us know even if it is on a day to day basis. Having a **cell phone number on file** is also important. There is nothing more miserable for a child than to be sick or injured at school and for us to be unable to reach you.
- **Contagious diseases or conditions** must be reported to the school (e.g. head lice, strep, conjunctivitis, etc.) so notification of exposure can be sent to the families of any child affected. **The Framingham Health Dept.** requires that you obtain a certificate from a doctor to present to us upon the child's return to school after a reportable communicable disease (chicken pox, whooping cough, salmonella, etc.).
- **Does my child belong in school today??** Please err on the side of caution when making this decision.
 - **A child who doesn't feel well** should stay home.
 - **A child who shows any symptoms of illness (fever, rashes, vomiting, diarrhea, etc.)** should be kept at home until symptoms are normal for 24 hours or until your physician clears his/her return to school.
 - **A child requiring antibiotics for a contagious illness** must have been medicated for 24 hours before returning to school. FCNS staff **MAY NOT administer the first dose of any medication.**
 - **A child with a fresh cold or cough** must remain home until symptoms improve. Infections are most contagious during initial stages and the other children in the group must be protected.
 - **Returning from an illness to school** should be delayed until your child is fully recovered and able to both play outdoors and enter into all of the regular activities with the other children. Also, a child is more susceptible to other infections after an illness lowers his/her resistance. If a child becomes ill during school hours you will be notified and asked to come for him/her.
- **Whenever possible, medications are to be given prior to coming to school.** Only when necessary should the parent bring the medication to the office and complete and sign a "permission to medicate" form. FCNS Staff **MAY NOT administer the first dose of any medication.** A **prescription medication** must be in the

original container. Non-prescription medication requires a health care provider's authorization. A non-prescription topical substance (sunscreen, insect repellent) requires only your permission. Please call the school office if you have any further questions.

- The Department of Early Education and Care has rigorous requirements for the way we must document consent received, and precautions taken before and after administration of medication to a child.
- Emergency medications (EPI-Pens; inhalers for an asthmatic emergency) are carried in a backpack, and worn by a teacher responsible for that child's care during a particular period of time so that the medication is with the child at all times and immediately available for use. The medications are passed on to the next responsible teacher for each additional block of time should the child be enrolled for extended hours.
- Each staff member who administers medication to a child, other than emergency medications (EPI-Pens; inhalers in an asthmatic emergency) or topical medications, must be trained by a licensed health care practitioner and has to demonstrate medication administration competence annually to the trainer's satisfaction.
- Children's medications will be stored out of the reach of children and administered and stored according directions on the container or authorized in writing by a licensed health care provider.
- Individual health care plans (IHCP) for children with chronic conditions will be prepared by parents in collaboration with a child's physician and the FCNS health care consultant, if necessary, and will describe the chronic condition, symptoms, any medical treatments that may be necessary while your child is with us, the potential side effects of that treatment, and the potential consequences to your child's health if the treatment is not administered.
- FCNS has a medication disposal policy. When possible, all unused, discontinued or outdated prescription medications will be returned to parents for disposal.

KEEPING YOUR INFORMATION CURRENT

- We realize that many of you completed the application many months ago and, as a result, some of the information given about your children may no longer be current. The ***DEVELOPMENTAL HISTORY***, which must be completed and returned to the school by AUGUST 31, will give you the opportunity to share any major changes in any areas of your child's development. Anything that you can tell us about your child at any time will help us to have a more successful school year and is greatly appreciated.
- The ***EMERGENCY AUTHORIZATION AND RELEASE (or "GREEN SHEET")*** must be completed and returned to the school by AUGUST 31. **This is your written authorization for us to release your child to your designated representative. It is the form which would accompany your child in case of a medical emergency AND your child may not be at school without it.** It also provides current information for us about phone numbers, doctor, etc. Please let us know if there are any changes during the school year.
 - All members of the FCNS staff are trained to administer First Aid and CPR. Administrators, office staff and one member of each teaching team will be trained to administer medication.
 - In case of a serious emergency or incident we will call 911 and contact the parents. If it is necessary for a child to be transported, it would be by ambulance dispatched to the Nursery School by the Town of Framingham to MetroWest Medical Center in Framingham. Your child's teacher would remain with him/her until a parent, or parent designate in the event you are not reachable, arrives.

SUGGESTIONS

- We ***encourage*** children to develop ***self-help skills***, which helps them gain confidence and independence. You can support our effort by teaching your child to wipe him/herself after toileting and to pull up his/her own clothing. Please provide manageable clothing for his/her school wardrobe to make success easier.
- Dress your child in ***comfortable play clothes and rubber soled shoes*** so he/she will be safe and free to join in outdoor play/gym and use all of the many art materials inside without worrying about getting dirty.
- ***Outdoor play*** is a crucial part of our program. It is particularly important, therefore, that the children wear seasonally appropriate clothing throughout the year. We go outside to play for a portion of each day unless the temperature is below 20°F (including wind chill) or it is very wet or slippery.
- Please provide a complete ***set of extra clothing*** marked with your child's name to be available at school for emergency changes. Put the clothes in a marked zip-lock bag for keeping in his/her backpack, please.
- ***Big backpacks/tote bags*** are the best solution for carrying art, clothing, etc. home from school. Please be sure the outside is clearly marked with your child's name. We will email or send home newsletters or school announcements in your child's bag, so please watch for these notices and read them carefully.

ENROLLMENT, EXTENDED HOURS AND FINANCIAL POLICIES

- **Enrollment policy.** When we reserve a place for your child in our program, we count on enrollment being for the full school year (September to June). If you withdraw your child for any reason we ask that you give us at least one month's written notice providing us with time to offer the space to another child. Otherwise you will need to pay an additional month's tuition payment.
- **Tuition payments.** The number of school days in each month varies because of holidays and school vacations. Tuition is a year long commitment and is calculated on an annual basis payable in ten equal payments. The first of these payments is due June 1 (tuition for June 2017, the last month of school) with additional payments made from September through May. **The first payment, Security Deposit for June 2018, is non-transferable to any other month, regardless of mid-year withdrawal from FCNS.** We email monthly invoices for tuition and other fees. A late fee of \$20 will be charged for payments received after the 10th of the month. If you have a problem meeting your tuition payments please speak with us in the school office in order to make special arrangements. **Checks can be made out to FCNS and placed in the mailbox on the office door.** See the Parent Handbook for the complete payment policy.
- **Late pick-up fees.** See p. 1, next to last paragraph.
- **Early Arrival** is always available between 7:30am and 9:00am. The fee may be paid as part of contracted tuition, or as a drop-in by check made out to FCNS or cash at the time of drop-off. This can be done on a regular or as-needed basis.
- **Lunch & Learn** is offered Monday through Friday from 12pm -1:00pm. LL may be contracted (paid as part of tuition) or on an as-needed/space available basis (payment must be made at the time you sign up). Check with the office.
- **Stay & Play** is offered every afternoon as a block of time from 1:00pm – 3:00pm (2-Hour). SP may be contracted (paid as part of tuition) or on an as-needed/space available basis (payment must be made at the time you sign up). Check with the office.
- **Extended Day** is offered every afternoon from 3:00pm – 4:00, 5:00 or 5:30pm. You may contract and pay as part of tuition or be billed weekly at a higher rate for the time used.

PARENT - SCHOOL RELATIONSHIPS

- **Parent participation is welcome and needed at FCNS.** Parents are always encouraged to stay, come back early or just drop in. If there is a time when you would like to help with an art or cooking project, share a hobby/talent with us, or drop in to play/read/tell a story, please let us know. This can be done for your child's class or for additional groups. Perhaps you have time to participate in a Parent Committee and be part of parent events, outreach and/or fundraising – it is a terrific way to meet other families. The school's governing body is the FCNS Board of Directors elected from the corporation general membership at the Annual Meeting in June.
- **Parent - teacher conferences.** We encourage you to schedule a conversation with any of the staff members whenever you feel it necessary. The teachers will hold their first parent-teacher conferences during the 2nd and 3rd weeks of school (September 11th through September 20th). These 20 minute conferences are your opportunity to talk about your goals for your child this school year. In the Fall, we have transition reports that focus on how your child has done with their new class. In the Spring we will post a progress report that encompasses the whole school year in Lifecubby and offer parent-teacher conference again.
 - Please contact the school office if you ever have any concerns about your child or the program – we will meet with you, talk over the phone or email at any time you wish. We will also be in touch with you if we have concerns.
- **Class lists** will be made available with addresses and phone numbers through Lifecubby. In the first month of school, you will be asked to check your information to make sure it is correct. This will be a useful reference throughout the school year. You always have the choice to opt out of inclusion in the class/family directory. We will try to keep you up-to-date with any additions and/or corrections.
- **Changes.** Please keep us informed of any changes, unusual situations, etc. in your home or family. Situations such as illness, extensive travel, visitors, unemployment, or a new family member can have a great impact on a preschool child. This information will help us to support your child more effectively.
- **Absence from school.** Please call the school or email us at absent@fcnsma.org to let us know your child will be absent and why. Keeping aware of “what is going around” is most helpful for us when other parents call wondering just what it is that their child has brought home from school! We will call you to check on your child if you do not contact us.
- **Snacks** are 2 of the following food groups – grain, fruit, vegetables, dairy, protein – and water. We follow a USDA Child/Adult Care Food Program requirement (go to www.choosemyplate.gov/health-and-nutrition-

[information](#) to learn more about these requirements). **WE ARE PEANUT AND TREE NUT SAFE**. As a safety precaution, parents must provide a snack from home for a highly allergic child with multiple food allergies. Classrooms with such highly allergic children may be limited in the food permitted in the room. The daily snack menu for a class is part of the lesson plan posted outside each classroom. However, any parent may provide a snack from home for his/her child.

- **Birthdays** are celebrated at school with special school provided snack, a birthday hat and usually a picture posted in LifeCubby. Please *DO NOT* bring in goody bags or other items for the class. At FCNS, while we acknowledge each child's special day, it is important to remember that we do not host birthday parties at school. Even though families are welcome to visit throughout the year, birthdays are not the time for grandparents, aunts, uncles, cousins, etc to come and celebrate with the class. We request that home birthday parties not become a part of school. Children should not leave directly from FCNS for parties, bring presents to school, or distribute invitations in the building. These practices cause unnecessary hurt feelings, misunderstandings, and over-stimulation that interfere with a productive school atmosphere and program.
- **Holidays and Special Days** – If teachers are celebrating a special day or event, they may ask for donations of food or supplies for the class. Any food brought to school must be store bought and in their original packaging so that we can check ingredients for allergens. We try to emphasize nutritious, wholesome snacks. Fruits and vegetables are always appreciated. **We request that no candy, chewing gum, balloons or candles be brought to school for any of these celebrations or packed in your child's lunch.** Thank you for your cooperation.
- **Toys from home** can serve as a wonderful security bridge for a child. Learning to share is a major part of our program; however, sharing one's own possessions might be a difficult lesson. Please use your own judgment when it comes to what is brought to school in the bag or in the pockets. We suggest a book, CD, special stuffed animal, stickers, etc. that can easily be stored in a backpack.
- **Family Night** is planned for the evening of Wednesday, October 4th from 6pm to 7pm. This evening is particularly important for the children in that it is a special time when they can invite family members to see their school, meet their friends and their teachers.
- **Fundraising activities** are occasionally organized during the school year. These funds are used to provide the school with items that would not ordinarily be within the budget. We try to provide a variety of projects in order to appeal to the varied interests of the school community. We do not want anyone to feel overwhelmed or pressured by these events. We realize that no one needs all of the goods or services that might be offered and that your participation must be selective. Please do only what you feel you are able and want to do. Thank you in advance for any support you may give.
- **Newsletters, etc.**, will be given to you periodically throughout the school year. PLEASE READ ALL NOTICES CAREFULLY so that you will be well informed. Please feel free to inquire about anything at any time either through the school office or a staff member.
- We also have a **library** of magazines, picture books and adult references that are available to support our families. You may sign them out at any time.
- There are areas of our program and policies that have not been covered at all or in depth in these pages. Our **Parent Handbook** has additional important information. It is available in the office and on our web site (www.fcnsma.org/school-forms---parent-resources). Please use this expanded information as an important reference during the year. It includes summaries of the following: the school's licensing authority and administrative organization; procedures for parent conferences and reports; visits and input to school policy, Annual Program Assessment Report; procedures relating to children's records; child guidance policy; referral services policy; termination and suspension policy; the policy and procedures for identifying and reporting child abuse and neglect by mandated reporters; health and safety information; payment and reimbursement policy; dismissal policy, etc. Complete copies of documents will be provided upon request.

Thank you for sharing your child(ren) with us at FCNS. We look forward to a wonderful year!