



MAPLE VILLAGE
P R E S C H O O L

Maple Village Preschool
PARENT HANDBOOK AND GUIDE
2025-2026

Phone 978-649-9680

Statement of Purpose

Maple Village Preschool was founded to encourage the social, intellectual, emotional and physical development of preschool children from the age of three years at the time of enrollment. The school will offer early education, academic activities, art, music and physical activities. Social interaction, both in large and small groups, as well as individual play/work periods will be encouraged. An attitude of respect for each other, respect for individual differences and an atmosphere of fairness will prevail.

Maple Village Preschool does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, sex, national origin or disabilities. Toilet training is not an eligibility requirement for enrollment.

Curriculum Philosophy - Areas of Development

I. Emotional

- A. Good self image
- B. Positive attitude towards school
- C. Smooth separation from home to school
- D. Good concept of others
- E. Happy, comfortable, and secure in a group of peers

II. Social

- A. Learning to become part of a group
- B. Respect and kindness for other children and teachers
- C. Learning sharing and cooperation
- D. Waiting for turns
- E. Conforming to rules

III. Physical

- A. Fine Motor: Strengthening small muscles in hands
 - 1. To teach pre-writing skills - using a pencil, crayons, paintbrush, cutting
 - 2. To develop eye-hand coordination - playdough, manipulative toys, puzzles, finger plays, sand and water play (sensory play)
- B. Gross Motor: Development of large muscles
 - 1. To encourage good physical condition
 - 2. To teach spatial relationships
 - 3. To develop good body image and self-concept. These are accomplished by running, gross-motor equipment, indoor and outdoor play, activity songs, parachute play and exercises.

IV. Intellectual

- A. Comprehension skills (thinking skills)
 - e.g., community gathering, reading, music, letter of the week
- B. Pre-math skills
 - e.g., block play, measuring, counting, number recognition, patterns
- C. Pre-reading skills

e.g., story time, listening center, library center

D. Pre-writing skills

e.g., easel center, crayons, cutting

E. Science

e.g., water play, sand, seasons, science units

F. Social Studies

e.g., celebrations, social studies units

G. Music

e.g., songs, rhythmic movement, finger plays, musical instruments

H. Speech and Language

e.g., conversation, finger plays, storytelling, music, social

The day is structured to include specific times for specific activities, alternating quiet and active times. These times may vary according to the needs of the children. No more than fifteen or twenty minutes should be allotted to a teacher-directed activity. The room shall be divided into individual learning centers. Each center shall be an inviting area with a specific goal (e.g., art projects in art center, various types of block play in block center). During center play, children are able to move freely from one center to another. These centers should be set up to encourage play. Play is a child's greatest tool. Play is to a child as work is to an adult.

Calendar/Weather Cancellations

Classes will be held:

Monday/Wednesday/Friday 9:00 am - 1:00 pm

Tuesday/Thursday 9:00 am - 12:00 pm

The Maple Village Preschool calendar, which is included in the Orientation Folder, uses the Groton-Dunstable Regional School District calendar as a guideline in establishing holidays and vacations.

In the event of inclement weather, classes at Maple Village Preschool are canceled when there is no school in the Groton/Dunstable Regional School District (GDRSD). If GDRSD has a delay, classes at the preschool will be cancelled. Parents will not be called when classes are cancelled, so they are asked to check local radio stations (WBZ-1030 & WCAP-980) and television stations (Channels 4, 5 and 7) for cancellation announcements for the Groton/Dunstable Regional School District. Closings will also be announced on the preschool's Facebook page. If parents are in doubt about whether classes are being held, they may phone one of the teachers.

If school is canceled due to weather conditions more than four days per class for the M/W/F classes or more than three days per class for the T/TH classes, the school year will be extended by not more than one week to allow for class make-ups. The schedule of the make-up days will be at the discretion of the Executive Board.

Organization

Maple Village Preschool is licensed by the Commonwealth of Massachusetts. All policy decisions for the school are the responsibility of the Executive Board. The Executive Board is comprised of teachers and parents of children currently enrolled at the preschool. The monthly meetings are open to the public, parents of currently enrolled children and anyone who has an interest in the school.

In addition to serving as members of the Executive Board, the Teachers are responsible for developing and maintaining the early education program with the cooperation of the other Executive Board members. The weekly program will be posted for interested parents. Any other substitute teachers, volunteers or parents will work with the Teachers under their authority. The Teachers will work with the Executive Board in such matters as health and nutrition programs, parental involvement, social services, staff supervision and training.

Organizational Chart

Massachusetts Department of Early Education and Care
Licensing Authority

Executive Board

Director

Lead Teacher

Executive Board

Treasurer	Kimberly Young	
President	Melissa Medley	
Member	Catherine Flaherty	
Member	Carolyn Rafferty	
Teacher	Angela Moore Rubin	310-849-3447
Lead Teacher	Nicole Hoffman	978-844-0861

Registration

Maple Village Preschool is open to all children aged 2 years and nine months before September 1st. No child shall be denied enrollment because of sex, race or religion. The acceptance of a child will be complete with the completion of a current registration form, a current medical form and a recommendation by the Head Teacher and/or the Executive Board that the child be enrolled. Should a child be refused enrollment, the parents are entitled to know the reason for the refusal.

When registration opens in February, children who are currently enrolled are given first choice of classes for the following year. They are asked to return registration forms two weeks ahead of new enrollees.

Siblings of currently enrolled students and interim members are given second choice of classes.

Interim members are parents/guardians who formerly had a child in MVP and have a one to two year absence before their next child is eligible to attend the school.

After the mailing to current students, siblings and interim members, forms are then sent to people who have requested information about the school and opened to the general public. Registrations for all students are accepted in the order in which they are received, based on the postmark date. Parents are encouraged to return applications promptly as classes fill up quickly.

Information about the opening week of school will be sent to parents in late July/early August. On the first day for each child, parent(s) must attend with their child for a brief half hour visit to help the child adjust to the classroom environment. Parents will also receive business information during this visit. On the second day, the children in the T/TH Class will spend one hour in the classroom. The third day of class is the first full day without parents present for the T/TH Class. The M/W/F class will meet for the full four hours on the second day.

Registration Fee

A non-refundable registration fee of \$30.00 is charged at the time of enrollment.

Fees

One non-refundable tuition payment representing the final month (June 2026) must be paid at registration to hold the class reservation. Nine equal monthly payments will be due on the first of each month from September 2025 – May 2026. A late fee of \$10.00 will be charged for late payments. Payments may be hand delivered to school or mailed to:

Maple Village Preschool
P.O. Box 122
Dunstable, 01827

All concerns about the fees or the payment should be directed to the Director of the Corporation. Non-payment of fees is grounds for dismissal from the school. The fees have been averaged over the ten month period to remain constant even when a vacation or holiday occurs during a month.

Tuition for Maple Village Preschool

Class	Time	Monthly Tuition
Monday/Wednesday/Friday	9:00 am – 1:00 pm	\$425.00
Tuesday/Thursday	9:00 am – 12:00 pm	\$290.00
Materials Fee		\$50.00 per year

Late Pick-Up

All parents are expected to pick up their child on time. Late pickup will result in a charge of \$1.00 per minute after scheduled class departure. Reoccurring late pickup may constitute grounds for dismissal.

Withdrawal Policy

A four-week written notice is required to withdraw a currently enrolled child.

Medication

No medication will be administered except in the case of emergency. No prescription or non-prescription medication will be administered without written order of a child's physician, with the exception of non-prescription creams and lotions, which are not applied to rashes and open wounds. All medications (including creams and lotions) must have written parental authorization and directions for administration and storage. Medication authorization forms can be obtained from the teachers. All medications must be in the original container and must be labeled with the child's name. Any unused portion will be returned to the parent. Individual records will be kept in chart form of the administration of medication. This is in accordance with State Regulation 7.11(2). Please refer to the Health Care Policy, Section 1, for complete details.

An Infectious Disease Policy will be posted in the classroom. A copy may be obtained by contacting the teachers.

Parental Involvement

All parents of children currently enrolled in Maple Village Preschool may visit the school while classes are being held. Parental suggestions may also be presented to the Executive Board as well as the Head Teacher(s). Parents will also from time to time be asked to help with such activities as fund raising and special school functions -on a volunteer basis. A copy of parental rights according to Chapter 28A, Section 10 of the General Laws of the Commonwealth of Massachusetts is attached to this Handbook.

Conferences and Progress Reports

A written progress report will be issued twice during the school year. These reports will be held as part of the child's records. Copies will be sent to parents, and a conference will be offered to any parent(s) interested. Teachers may also request a conference on an individual basis. If needed, the Teachers would assist the parent with a referral to the proper agency or organization to handle such problems that might be helped with additional social, mental health or medical service. Confidentiality will be respected.

Children's Records

A master file including policies of the school, staff records and a current medical record of each child will be kept at the school. The law requires that each child receive a physical examination by a doctor upon enrolling in the school. Health forms will be available at the school to be completed and returned prior to attending any pre-school class. If your child has had a recent physical, a new one is not necessary, but the health form must be completed by the examining doctor.

Parents have the right to amend or add pertinent information to their children's records. State regulations require that the pre-school keep children's records on file for five years after they have left

the school. However, records can be transferred to parents if they sign the pre-school's release form and pick up the file in person. Confidentiality of the records will be respected in accordance with the Department of Early Education and Care regulations and parental wishes.

Toileting -- Change of Clothes

Children are not required to be toilet-trained when enrolled in the school. A regular time will be scheduled during classes for toileting and hand washing. Children will be escorted to the bathroom and the child's privacy will be respected. Parents are asked to teach their child to be self-sufficient in the bathroom. Each child should have a complete change of clothes (labeled with his/her name) to be kept in their backpack. If your child wears pull-ups or a diaper an extra supply is required to be kept in their backpack. Children will be changed on a changing table in the nursery room across the hall. A copy of the toileting policy is posted in the classroom, as required by the EEC.

Snack/Lunch

Each school day, your child should bring a lunchbox from home containing a snack and beverage. The children in the Monday, Wednesday, Friday class should also bring a lunch to school each day. Due to concerns about food allergies, parents are asked to check with the teachers before bringing in any food which is to be shared by the class.

Location

Maple Village Preschool is located on the lower floor of the Dunstable Congregational Church.

Parking

Parking is available in the two parking lots on either side of the church. Please be aware that buses need access to all driveways leading to the elementary school. Please do not park on any grassy area.

Procedure for Emergencies

In the event of a fire the children and staff will exit the building using the safest exit route. These routes are known to the staff and children through the monthly "Quick Drills". The staff counts the children before exiting the building and will take the attendance sheet and perform an additional check once safely away from the building. The teachers take their cell phones and if possible the school phone with them when exiting the building. The phone tree with parents contact information is taken with the attendance sheet. In the event of a fire the staff and children will go to the Swallow Union School (which is located directly behind the Maple Village Preschool).

The town of Dunstable uses the reverse 911 system to notify residents, businesses and schools of potential natural disasters, loss of power or water. Parents are notified immediately if it is deemed necessary to dismiss the children. If it is necessary to exit the building immediately the staff and children will go to the Swallow Union School. The student files and emergency contact information will be taken when exiting the building.

In the event of a no heat situation the parents or authorized adult are contacted to pick the child up from school. The staff and children can wait for the parents at the Swallow Union School in these situations.

Transportation

Transportation to and from the school is the responsibility of each parent. Teachers must be informed in writing if a person other than the child's parent or guardian is picking up the child. Every child entering or leaving the school must be accompanied by a parent or authorized adult. Please make certain the teacher or person in charge is aware of your child's arrival or departure.

In the event of an emergency the parents are notified immediately of the type of emergency. If the child needs to be transported by ambulance to a medical emergency facility before the parent arrives at school a staff member will accompany the child. The child's medical, insurance and emergency contact release authorizations will accompany the child and staff member. The staff member will stay with the child until a parent/guardian arrives.

All children will be accompanied by a parent/guardian on all field trips.

Field Trips/Special Events

Special events and field trips are designed to enhance the teaching units being worked on at that time. These programs are held monthly and may vary by class. They may include a fireman who comes to talk about the job, a storyteller, a nature program, pumpkin picking, a visit to the post office or a visit to a local farm. They are usually held during your child's class time, and there may or may not be a fee for this special program. Although we believe that all children will benefit from these events, if a trip or special event is held during a time different from your child's normal class hours, it is considered an optional program.

Parents/Guardians will transport their child to and from field trips. There are no exceptions to this policy. All field trips begin at 9:00 a.m. unless otherwise noted on the field trip permission form.

Report of Suspected Child Abuse or Neglect

In accordance with the Massachusetts Department of Early Education and Care regulation 7.08(6)(l) the staff is required to report suspected child abuse or neglect to the Massachusetts Department of Children and Families. Child-At-Risk Hotline 1-800-792-5200.

Massachusetts Department of Early Education and Care

Regional Office:
324-R Clark Street
Worcester, MA 01606
508-461-1440

Parents may contact the EEC for information regarding the Maple Village Preschool's regulatory compliance history.

Birthdays

Children's birthdays will be celebrated once each month with all the children having birthdays in that month celebrating together. Due to food allergies no food is allowed to be sent in to share with the class. Under no conditions will presents be given in the classroom. **Party invitations should be**

mailed or handled outside of class. Individual addresses will be given for this purpose with the parents' consent.

Telephone

Please use the following phone number for school business during school hours. **978-649-9680**
After school hours, please call the appropriate board member.

Discipline Guidelines

The Teachers will handle all difficulties that may require disciplinary attention, in accordance with the following guidelines:

1. Act with confidence and sympathetic firmness.
2. Use good timing.
3. Follow through.
4. Use simple, clear statements about acceptable behavior with choices when possible.
5. Consequences for misbehavior should be immediate, of short duration and without humiliation for the child.
6. Effective consequences are restrictions in space, such as where the child can play and be, or restrictions in use, such as what he can use.
7. Respect the child's feeling of guilt, but do not try to add to it
8. Preventing misbehavior reduces the necessity for disciplining.
9. All staff members and volunteers in the Maple Village Preschool shall abide by the Department of Early Education and Care guidelines for discipline as found in the Rules and Regulations Section 7.05(8). These include:
 - a. No corporal punishment shall be used, including spanking.
 - b. No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
 - c. No child shall be denied food as a form of punishment.
 - d. No child shall be punished for soiling, wetting, or not using the toilet.
 - e. No child shall be deprived of outdoor time or subjected to excessive time-out.

The teachers use their best judgment to encourage good behavior and ensure a smooth-running classroom. If any parent or guardian has any concerns or problems affecting their child, they are asked to notify the teachers. The teachers will respond to these issues in an appropriate manner.

Policy

A child may be dismissed on the recommendation of the Director and/or the Elected Officers. A child may be asked to leave the school for the following reasons:

1. The child's behavior is so disruptive or upsetting that the other children are adversely affected by the behavior.
2. Tuition has not been paid.
3. Reoccurring late pick up may constitute grounds for dismissal.

Dismissal Procedure

If a situation warrants potential dismissal, the following procedure is used:

1. Parents are notified verbally and in written form.

2. A meeting is arranged to discuss the problem(s) with the parents.
3. Any written records will be made available to the parents.
4. A significant improvement to the situation must occur within three weeks.
5. The decision to dismiss will be made after the three-week period by the Elected Officers upon recommendation of the Director
6. Parents will be notified in writing of the dismissal
7. The child's parents will be given a list of resources to help them with the child's placement.
8. The staff will help with the transition of the child if it is determined that a different program will be in the child's best interest.

PLEASE NOTE: WE ARE REQUIRED BY EEC REGULATIONS TO INCLUDE THE FOLLOWING INFORMATION. THERE IS NO LEAD IN THE SCHOOL.

What is lead poisoning?

Through hand and mouth activity (such as teething or thumb sucking), children may accidentally poison themselves with lead if it is available during the stages of normal development.

What are the possible sources of lead in a child's environment?

They are: improper glazing of ceramics, Window putty, soft metal objects, fishing weights, solder, paper printed with red, yellow and orange inks, oil colors which may contain lead chromate and matches containing lead acetate, and most common, lead based paint.

How can you tell if a child has lead poisoning?

Usually a child shows no symptoms until the lead build up is quite great, but the early symptoms may be poor appetite, stomach aches, vomiting, constipation, bedwetting, headaches, paleness, hyperactivity or a complete change of personality such as crankiness. The only way to know is to have your child's blood tested.

