**HANDBOOK FOR PARENTS**

**2017-2018**

9Ashland Place



P.O. Box 525

Taunton, Massachusetts 02780-0525

508 822-2364

***Welcome to Brick House School!!***

**Introduction:**

The staff and I would like to take this opportunity to welcome you and your child(ren) to Brick House School. We look forward to spending this time becoming more acquainted with you and your family. This handbook has been created to familiarize you with the Brick House School policies and procedures. Please keep this as a reference guide during your time at our school. We hope you will take advantage of the many opportunities available for parent involvement throughout the school year.

**Our mailing address**:

Brick House School, Inc.

P. O. Box 525

Taunton, MA 02780-0525

**There is no mail delivery to the school at the 9 Ashland Place address; therefore all correspondence requires the use of P.O. Box 525 in the address.**

**Our telephone number:** 508-822-2364.

**Fax number:** 508-822-6031

**\*\*Note:** Throughout this Handbook, a checkmark ( **√** ) will be placed in the left margin to indicate a paragraph containing something that you must do to fulfill a school requirement. Please read this entire Handbook, but pay particular attention to the check marked items.

 Once you have finished reading the handbook, please sign the acknowledgement sheet at the end and return it to the school. This may be done via mail at the above address, in person on Orientation Day, or via your child’s backpack on one of the first days of school. Thank you!

 **Brick House School, Incorporated**

 **Handbook for Parents**

**Our School**

Brick House has been providing quality early childhood education since 1940. We are a nonprofit corporation having no owners or any constituency to serve other than our students and their parents. Your participation is not only desirable to enhance your child's experience at Brick House, it is fundamental to the way our school is organized.

The only employees of the school are our school Director, teaching staff, administrative assistant, and teacher aide. Brick House School operates under the licensing authority of the Commonwealth of Massachusetts Department of Early Education and Care (E.E.C.) and all teachers are certified in Early Childhood Education. The school is governed by a Board of Directors. Parents of all enrolled students automatically become members of the Corporation. The Board of Directors is comprised of volunteers who are elected from, and by, the members of the Corporation at the membership’s Annual Meeting, held in May. As Officers, Board Members, or parents, there are more than enough projects and committees that need volunteers. All Corporation members (parents) are encouraged to take an active part in helping to run our school. The Department of Early Education and Care (EEC) is our licensing agency. Their office is located at 1 Washington Street, Suite 20, Taunton, MA. Phone number 508-828-5025.

**Organizational Flow Chart**

 MASSACHUSETTS DEPARTMENT

 OF EARLY EDUCATION AND CARE

 BRICK HOUSE SCHOOL

 BOARD OF DIRECTORS

 DIRECTOR

 ACTING DIRECTOR ADMINISTRATIVE ASSISTANT

 TEACHING STAFF TEACHING STAFF TEACHING STAFF

**Our Philosophy**

The philosophy of Brick House School is to maximize the full potential of each child. This is accomplished by providing for each child's individual needs in the four areas of his or her development: physical, social, emotional, and intellectual.

Our goal is to foster a positive self-image in each child. Our small class sizes allow our teachers to provide individual attention to our children and permits children to progress at their individual paces. Classes are generally, but not solely, grouped by age and gender mix.

Our teachers are encouraged to develop methods and activities reflecting their individual styles and talents. This provides children attending more than one year of pre-school at Brick House the opportunity for a varied experience within our sound fundamentals.

**Our Programs**

Brick House offers 2-day, 3-day, and 5-day programs. All are half-day programs and meet in the morning. Availability of specific programs is contingent upon the volume of our enrollment in any given school year. The maximum class size at Brick House is ten (10) students, with the majority being a maximum of eight (8) or nine (9).

**Our Students**

Pre-school students must be 2 years and 9 months of age by August 31. Our E.E.C. licensing prohibits admission of younger children. We encourage all children to be toilet trained.

All students are admitted on a provisional basis. If a child does not meet communicative or behavioral requirements for the classroom setting, as determined during the first thirty calendar day adjustment period for new students, final admission may be denied.

**Non-Discrimination Policy:**

Brick House School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate on the basis of a student's or prospective student's family's race, religion, cultural heritage, national origin, political beliefs, marital status, disability, toileting abilities, or sexual orientation in administration of its educational policies, admissions policies, and other school-administered programs.

**Our Admissions Policy**

An Open House is held in January for prospective students and their parents to view our school and to register for the following year.

Brick House School prioritizes admissions in two ways:

Group 1: Currently-enrolled students wishing to continue at Brick House, siblings of currently-enrolled students, children of Board Members, and children of Brick House School teachers, are all equally given first preference for admission. Prior to opening enrollment to other students, Group 1 is offered an opportunity to enroll at Brick House for a specified period of time prior to the Open House. This is intended to allow for continuity of education of current students and to provide their parents with the convenience of having siblings attend the same school. Also, preference is given to the children of our employees to provide them with the convenience of having their children attend school where a parent teaches, and to Board members as a courtesy for serving in this volunteer capacity.

Group 2: All other applicants are considered on a first come, first served basis. A meeting with the Director is mandatory.

After members of Group 1 have had a chance to apply, applications will be accepted from Groups 1 and 2 beginning at the Open House in January until all available spaces have been filled. Applications will be kept in order of receipt and time preferences will be filled in order of receipt of applications. Classes are formulated based upon age appropriateness and gender mix, as much as is possible. Brick House School is no longer accepting requests for specific classroom assignments. It is in the best interest of the children and the school to assign students based on age, gender and input from the teaching staff. We are confident that your child will have an exceptional experience in any of our classrooms!

To preserve the quality and continuity of our educational programs, new students applying after the start of the school year will be admitted upon availability and upon the discretion of the Director and teaching staff. This decision will be based upon an evaluation of the new child and the class’s social dynamics.

Following acceptance, a packet will be mailed to each family. This packet will include the Parent, Handbook, health forms, development history and background information forms, tuition information, and the upcoming school calendar.

**Our Teachers**

Brick House currently has four operating classrooms. Each is staffed by a qualified teacher meeting not only the legal requirements of the Massachusetts Department of Early Education and Care, but also our own high standards. The teachers of Brick House School will provide guidance to children in a positive and consistent manner by: encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits and redirecting. They will help children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors. The staff will use environmental modifications, activity modifications, adult or peer support , and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors. Physically aggressive behavior will be addressed quickly and positive strategies for resolving conflict will be discussed. Rules and procedures and the reasons for them will be discussed by each staff member and where appropriated and feasible, children will be allowed to participate in the establishment of classroom rules, policies and procedures. We are justifiably proud of the abilities and talents of our teachers.

While our teachers are responsible for the daily educational programs, it should be noted that successful provision of supplemental activities for our children requires parent participation. These activities, valuable to our children's socialization and general enrichment, include field trips, seasonal parties and Class Day, to name a few.

**Our School Year**

Brick House School follows a school year beginning in September and ending the last week of May or first week of June. At the beginning of the school year, parents receive a Brick House School calendar, which includes a schedule of events throughout the upcoming year. We recommend reviewing this so that you may plan your home or work schedules accordingly. Any exceptions to the Taunton Public School normal school year will be noted on our calendar (professional days, etc.). This calendar may be modified or updated throughout the year, and changes will be communicated via monthly Brick House School calendar updates and periodic notices.

**√** Orientation Day, which is scheduled prior to the first day of school, allows students and their parents to meet their teachers and familiarize themselves with their new surroundings. You will receive a letter notifying you of the date and time.

**Room Assignments and Transition Plan**

The Director will assign children to individual classes based on age and a mix of girls and boys once all applications have been received. The Director will meet with staff after the initial assignments have been made for additional input. Children will receive a letter or postcard from their new teacher before the beginning of the new school year. Children will participate in activities throughout the year that are held in different classrooms to become familiar with other rooms and teachers. At the end of the school year, the staff will read stories, in age appropriate classes, about Kindergarten to help with the transition.

**Child Assessment Procedure During the School Year**

Assessment is a very important factor in every early childhood program, including that of Brick House School. It is a means of providing information necessary for making informed and important educational decisions that affect each child, and to improve the instructional planning in the program. Assessment not only helps the teacher determine how each child learns, thinks, and solves problems; it also evaluates how well the program is meeting its goals. A variety of assessment strategies are used at Brick House to gather information about the whole child, including his or her physical, emotional, and intellectual needs. Assessment procedures are used early in the year, and are ongoing throughout the year, to help the teacher get to know the child as a learner. The teacher needs to know what can be accomplished independently by the child and what can be accomplished with assistance, with a goal of independence in the direction of growth, development, and learning.

Each teacher has a checklist which provides a brief outline of information about specific concepts and behaviors the child already possesses. This information assists the teacher in assessing specific areas where a particular child needs help. Our teachers also do a tremendous amount of observation, and will document how each child learns in, and reacts to, various situations. Samples of children’s work are also collected which is evidence of the child’s learning, such as self-portraits and beginning writing samples (letters, names, etc.). This process of observing and documenting the work children do and how they do it are all methods used at Brick House to assess the child’s performance. A progress report is sent home via backpacks in November. This report includes the emotional and social progress the student has made since the beginning of the school year.

**√** Formal parent conferences are held during the school year for parents to view their children's work and to meet with the teachers. Individual meetings between parents and teachers may be arranged as needed. It is wise to call in advance to assure that your child's teacher will be prepared to give you individual attention.

**√** Brick House provides our children with a snack during their session. A menu of healthy snacks will be sent home each month on the back of the monthly school calendar. Please review this menu weekly. Saltine crackers are always available as an alternative to our scheduled menu item. Milk or water is provided at snack time.

**Our Policies and Procedures**

Many of our policies are dictated by the requirements of the Massachusetts Department of Early Education and Care. These are detailed in the final section of this guide. However, certain procedures have also evolved at Brick House to ensure proper functioning of the school. Some of these follow:

 1. **Emergency Situation Plans**

In the event of a power outage, loss of heat, or loss of water, which may impact the safety requirements of Brick House School, the school will close and parents (or other emergency contact) will be called to pick up the children.

In the event a crime is committed in the vicinity of the school, the Lead Teachers and Teachers will calmly guide the children to safety and secure the building. A 9-1-1- call will be made by a staff member.

In the unlikely event that a child becomes lost, the staff will gather children in a safe area to provide supervision and reassurance. A thorough search of the premises will be conducted by the Administrative Assistant for the missing child. If the child is not located, the Director or Acting Director will call 911 and provide a description of the child. Parents will be notified immediately following the call to 911.

Parents will receive an emergency Evacuation Plan in the event of a fire or natural disaster or other situation which may necessitate the evacuation of the building. This information is sent to parents in their parent packet that is mailed at the beginning of each school year. Evacuation escape routes are posted in each room.

2. **Extreme Weather**

Extreme weather conditions may force cancellation of scheduled school sessions. Brick House will always close when the Taunton public schools delay opening or close for reasons of inclement weather. Additionally, Brick House may close for inclement weather when Taunton Public schools remain open. Brick House School will leave an announcement of school closings on our telephone answering machine by 7:00 A.M whenever possible.

3. **Tuition**

Tuition is annualized and is payable for the entire school year regardless of your child's ability to attend all sessions.

An incentive of a $50 reduction of the annual tuition may be taken for all annual tuition payments paid in full by August 1. Payment in full will alleviate the need to remember to pay monthly and will also aid in reducing school administrative costs. Invoices are not generated for tuition amounts due.

For those parents who choose to budget payments throughout the school year, Brick House has agreed to accept an initial non-refundable deposit of $125.00 due on May 1 (which may be deducted from your April tuition payment) followed by nine (9) monthly payments commencing on August 1 and on the first day of each month thereafter with a final payment due on April 1.

**√**

4. **Late Fees**

If your tuition payment is not made by the 10th day of the month, a penalty charge of $15.00 is imposed. Any tuition unpaid after the last day of the month will result in your child being denied admission to class until all overdue tuition and the $15 penalty are paid.

If tuition remains unpaid after the last day of the month for which it is due, late tuition, all surcharges, and the remainder of the year's tuition, in advance, must be paid for readmission of your child.

5. **Exceptional Circumstances**

If unforeseen circumstances make payment on schedule difficult, the parents involved are urged to contact the Treasurer before payment delinquencies occur. A mutually acceptable alternate payment schedule may then be arranged.

6. **Payments**

**√** All payments to the school must be in the form of a check or money order, made payable to Brick House School, Inc.

Checks must clearly indicate their purpose (example: "Brian - May tuition). Please put your child's name on the check. If your child has a different last name from that of the person writing the check, please put both the child's first and last name on the check. Separate checks must be written for individual items. For example, if you are buying a Brick House T-shirt and making a tuition payment, you must write a separate check for each. This will ensure that all checks are properly credited to the person and purpose intended.

A penalty of $20 will be charged for each check returned for insufficient funds.

7. **Payment Questions**

Your financial dealings with Brick House are treated with confidentiality. Only those individuals with a need to know are privy to individual financial information. Accordingly, your child's teacher will usually not be able to answer specific, individual questions in this area. Such questions should be submitted in writing, in a sealed envelope marked "Attention: Treasurer." If you wish a telephone reply, please indicate convenient times for us to call.

8. **Parent Concerns**

Any questions or concerns should be resolved with your child's teacher. Upon request, teachers will schedule a private conference with parents who would like to discuss an issue concerning their child. If the matter is not resolved to the parents' satisfaction in such a conference, the parents should then request a meeting with the teacher and the School Director.

Any matters remaining unresolved at this stage will be referred to the appropriate Board Committee (Education, Finance, House, Health and Safety) by the School Director. At the committee level, Board Officers are involved.

Any matters unresolved in committee, may be brought to a full meeting of the Board. This forum is typically used to resolve issues of general concern to the School. For this reason, the private concerns of individual parents are treated with confidentiality and not discussed in open Board meetings unless the parents involved so request.

9. **School Communication**

Our children often act as messengers, so please check your child's school bag daily for messages from the school. You may likewise send messages or payments to the school via your child. A school-wide e-mail is sent on occasion as a reminder to parents regarding tuition payments and deadlines regarding special events.

Please call the school if your child is going to be absent, so the teacher can plan accordingly. We also ask that the child bring a note to the school upon returning after an absence, giving the reason for the absence so the teacher can be sensitive to any factors which might bear on the child's needs.

10. **Penalties for Late Pick-up of Children**

**√** You must pick up your child within fifteen minutes of the close of class, after which time penalty charges will be assessed. 5-day, 3-day and 2-day classes all end at 11:45. Fines will be imposed for late pick-ups on the following basis:

16 to 30 minutes late: $15

Each additional 15 minutes: $15

Fines must be paid within one week of receiving the late pick-ups fine notification. Nonpayment of the fine after one week will result in your child being denied admittance to class until payment is made. Five instances of late pick-ups in a school year will result in your child being denied continued attendance at Brick House.

11. **Student Drop-Off and Pick-Up**

Due to the unique format of pick-up and delivery of Brick House School children, we urge you to please read the following directions and to study the diagram at the end of this book carefully.

Your cooperation in complying with these simple rules for delivery and pick-up of children will enable us to ensure their safety.

The 5-day, 3-day, and 2-day classes all begin at 8:30 AM and end at 11:45 AM. Please have your child at the school on time so none of the session is missed.

**Drop-off procedure**:

Please stop at the corner of the chain link fence enclosure at the right front end of the school. A staff member will signal you to move to the drop-off entrance, which is usually the front, middle door of the building. When you are signaled, the staff member will wait for the vehicle to come to a complete stop in front of the arrival entrance and then assist your child out of the **passenger side** of your vehicle. We ask that you always have children exit the car from the passenger side for safety reasons. Please keep children in the car until the staff member reaches the car door. Once your child has left your vehicle and is a safe distance away from it, you may then pull ahead so that the next person in line may move forward. The staff member will safely assist your child by hand into the building.

 **Pick-up procedure:**

Name cards will be given for each child at Orientation. Please place this card in the left front corner of the windshield when picking up your child. A staff member will walk along the line of waiting vehicles outside, and relay your child’s name printed on this card to the school (via a two-way radio) so that your child will be waiting for you when you pull up.

When approaching the school, please stay to the right of the driveway, and remain in line. The line of cars will again, begin at the corner of the chain link fence enclosure at the right, front end of the school, and will form down the driveway and around the corner onto Ashland Place. DO NOT pass another car in the driveway, and refrain from walking in and around cars entering or leaving. A teacher will signal you when it is time to pull up in front of the school. (Please refer to diagram on the inside cover of this handbook.) Again, please have children enter your car from the passenger side. If for some reason the child you are seeking is not immediately available, pull into a parking space in front of the school to allow others to continue picking up their children. Try not to hold up an entire line of cars with teacher conferences. For these, pull into a parking space and go into the school. Once teachers become familiar with children and cars, the process will become smoother and faster, but meanwhile be patient and remain in line.

Caution your children not to run out to greet you, but to walk with a teacher to the passenger side of your car and enter. Supply car pool information (e.g. who picks up and delivers on what day, etc.) to the school and be sure your child is familiar with his driver and car on those days you do not drive.

Always give the teacher at the gate your child's first and last name and those of all the children in your car pool. Do not just ask for Kristen, John, and Susie, because there may be more than one child with any of these names. We hope that with your cooperation this process will continue to work safely and efficiently.

We will only release children to persons previously designated by their parents. A person may be so designated either on the appropriate form at the beginning of the school year, or in a letter, signed by the parent, on the day of pickup. We also ask that you choose a code word (not to be known to your child) for verification of a person's authorization to pick up your child should a question arise. If the code word is not known, we will not allow that person to pick up your child.

1. **Non-Smoking Policy:**

Brick House School observes a non-smoking environment within the school building and on school property.

13. **Massachusetts Department of Early Education and Care (E.E.C.) Regulations**

**√** Brick House School, Incorporated, is licensed to operate by the E.E.C. For this reason, the school must abide by various regulations designed to protect you and your child. The school cannot waive any of these requirements.

**Enrollment Procedure**

1. Program size:

Brick House School shall not admit or enroll at any one time, more children than the licensed capacity of the program.

2. Children’s Enrollment Information

The parent or guardian is required to supply the following information which will be made part of the child’s record.

(a) In All Programs An admissions form, which identifies the child by the following information where available:

1. The name, date of admission, date of birth, and primary language of the child and parent(s), if other than English.

2. The parent(s) name, home address(es), and telephone number(s).

3. The parent(s) business address(es), and telephone number(s).

4. The name, address, and telephone number of person to contact in case of emergency when parent is unavailable.

5. A physical description or a current photograph of the child.

6. The name, address, and phone number of the physician or source of health care, and

7. Information on allergies and/or special diets.

The parent or guardian and child will meet with the School Director or a designated alternate prior to admission to Brick House School. At this meeting all information pertaining to the child’s enrollment will be discussed, including Brick House School policies, health care procedures, and E.E.C. requirements.

**Parent or Guardian Consent**

 Validity of Consent

 A written consent shall be valid for one year from the date on the application form or any other forms that require a parent’s or guardian’s signature. If the consent expires, parents will be required to re-sign and update the form(s) to keep records in compliance with E.E.C. regulations. All children’s files will be kept for five years per E.E.C. regulations.

**Health Care Procedures**

To ensure the health of all our students, parents are asked to observe the following:

**√** No child should be sent to school with a cold or other illness. To protect the health of other children, it may be necessary to send a child home. Please make alternative provisions for a sick child. Outdoor play is a vital part of the program. Please understand that if your child is well enough to attend school, we assume he or she is well enough to participate in outdoor activities. In conformance to state law, as well as for the child's well-being, we will not leave a child unattended in a classroom.

No child will be allowed to return to school after recovering from a communicable disease without written authorization from the child’s physician.

When injury or illness occurs at school the following policy and procedures are observed:

**Health Care Policy**

 Emergency Telephone Numbers for Brick House School, 9 Ashland Pl, Taunton, MA 508-822-2364:

 Health Care Consultant: Teresa Dolloff: 508-977-2320

 Fire Department: 911

 Police Department: 911

 Designated Adult: Deborah Colcord: 508-824-3719

 Ambulance/Rescue: 911

 Poison Control Center: 1-800-628-9211

First Aid Procedure

Minor Injuries - scraped knees, etc. – administered on the premises

1. Assess situation (prior to moving child)

2. Apply First Aid (notify parent or guardian, notate situation on Injury Log Form, fill out Injury Form including parent’s signature within 24 hours, duplicate form, place original in child’s file and return copy to parent or guardian)

3. If a child is picked up from school by parent or guardian and later visits a hospital, physician or medical facility, the E.E.C. must be notified. Parents are asked to assist Brick House in meeting this E.E.C. requirement by promptly notifying the School Director when such subsequent care is sought.

Mild Illness

If a child becomes ill at school, attempts will be made to notify the parents or their emergency designate. The child will remain in the office while waiting for his/her parent to arrive, and every effort will be made to make the child comfortable. Students are required to have on file an emergency information card with at least two telephone numbers that can be used to locate parents or guardians, and the name and number of a relative or friend in the immediate area who can be contacted in the event that neither parent can be reached.

Serious Injuries or Illness

In cases of illness and or emergency situations when 911 is called the following procedures will be applied:

 1. Assess situation

2. Parent or guardian will be notified.

3. If the situation requires the child to be transported and the parent or guardian cannot be present in time for departure, the Director will accompany the child to the nearest hospital.

4. The Injury Log and form will be filled out, the original placed in the child’s file, and a copy sent to the parent.

5. E.E.C. will be notified concerning this medical emergency.

 Field Trip Procedures

Children will be transported on field trips by their own parents or guardians, or those of others in the program, unless a bus is provided. The operator of any vehicle transporting children shall be licensed in accordance with the laws of the state, and any vehicle used for transportation of children shall be registered and inspected in accordance with the laws of the state. Each child who is under 5 years of age must be seated in a suitable safety carrier, in addition to a restraint or seat belt. Children over 5 years who do not yet weigh 40 pounds must use a safety carrier (booster seat) and restraint or seat belt.

A First Aid Kit will accompany all out of school field trips. In case of illness or a medical emergency, the transporting parent of guardian will assume the responsibility of the child. E.E.C. requires notification if further medical attention is sought for the child at a medical facility. Again, parent cooperation is required to satisfy this requirement, so please notify the School Director if further medical attention becomes necessary.

**Evacuation Procedures**

A diagram with written instructions are provided and posted at each exit. Brick House School conducts fire drills every month (nine times per school calendar year) and a record of time and comments are kept in the office. The procedure is a follows:

 1. The Director chooses the time and date.

 2. The Director or school secretary will ring the alarm bell.

 3. Led by the classroom teacher, each classroom follows their individual procedure (as stated by the posted written instructions and diagram found in each classroom).

 4. Children form a single line and quickly walk out their exit to a safe specific area away from the building. Attendance is taken by each classroom teacher and is related back to the Secretary or Director.

 5. Two short bells are rung (for the all clear signal) and the children file back into the school.

 6. Occasionally, an alternate route is practiced to allow children the opportunity to exit the building from a different location.

**Policy for Management of Allergic Reactions**

 Life threatening and non-life threatening allergic reactions will be appropriately managed by all Brick House Staff. For purposes of clarity, “life threatening” and “non-life threatening” allergic reactions will be defined as follows: Life threatening: A reaction that demonstrates the potential for loss of life or limb. Non-life threatening: A reaction that does not demonstrate the potential for loss of life or limb.

 Procedure: Management of allergic reactions will be as follows:

 Life threatening:

 1. Each child’s medical provider will identify know allergies and treatments on the student’s annual medical questionnaire provided by the school.

 2. A list will be posted in each classroom of children with known allergies and appropriate treatments for allergic reactions.

 3. Prescribed treatments will be kept in a child safe location that is accessible by all Brick House staff.

 4. In the event that a life threatening allergic reaction occurs, an emergency medical response team will be called and treatment as described by the child’s medical provider on the annual medical questionnaire will be administered, if possible.

 5. The child’s parent or guardian will be immediately notified of the incident and the location to which the child is being transported.

 6. Appropriate follow-up will be the responsibility of the parent or guardian.

 Non-life threatening:

 1. Each child’s medical provider will identify known allergies and treatments on the student’s annual medical questionnaire provided by the school.

 2. A list will be posted in each classroom of children with known allergies and appropriate treatments for allergic reactions.

 3. Prescribed treatments will be kept in a child safe location that is accessible by all Brick House staff.

 4. In the event that a non-life threatening reaction occurs, treatment will be given as described by the child’s medical provider on the annual medical questionnaire, up to and including administration of prescribed medications. The child’s parent or guardian will be notified of any allergic reactions and medications/treatments administered.

 5. Appropriate follow-up will be the responsibility of the parent or guardian.

 6. If a child’s prescribed medication and recommended treatments does not minimize or alleviate symptoms, the reaction will be deemed “life threatening” and the “life threatening” procedure will befollowed.

 **Plan for Management of Infectious Diseases**

 Notification to all parents will be provided by Brick House School’s Director that a contagious disease has been detected. If a child shows signs or symptoms of illness, said child will be removed from area and cared for elsewhere. Parents will be notified to come and take child home. Attached is a guideline for the management of infectious diseases which require exclusion from Brick House School in order to ensure the health of all of the students and staff. No child will be allowed to return to school after recovering from a communicable disease without written authorization from the child’s physician.

 **Administration of Medication**

 Brick House School will not administer the first dose of a prescription or non prescription medication. This must be done one hour prior to coming to school. Medication which has been provided by the parent would be administered with written permission of the parent or the physician's written order, and in accordance with the directions on the original container. Such medication will be properly stored in the First Aid cabinet located in the office and labeled with the child's name, the name of the drug, and directions for administering. In the event of an allergy induced emergency, the classroom teacher will notify the office via intercom to immediately deliver the needed emergency medication to the classroom for administration. In the event a medical emergency occurs on the playground, a staff member will be dispatched to obtain the medication. Upon administration, the parent will immediately be notified that the medication has been administered, and a written record will be kept in the child's file. Over the counter medications must be in the original manufacturer's packaging. Medications will be stored out of reach of children at all times. Medications needing refrigeration will be stored in the medical lock-box. Any unused medication will be returned to the child's parent. In the event return to the parent is not possible, the Taunton Police Department will be contacted to determine the date of the next collection of unused or expired medication. The Director will bring it to the designated location. Parents, with the written permission of their child's health care practitioner, may train staff in implementation of their child's individual health care plan. All staff will renew the policies of administering medication annually. Documentation will be kept in each child's folder when medication has been administered and parents will be notified.

All medications must be administered in accordance with the consent and documentation requirements specified(7.11(2)(1)

|  |  |  |  |
| --- | --- | --- | --- |
| Regulation Number and Type of Medication  | Written Parental Consent Required  | Health Care Practitioner Authorization Required  | Logging Required  |
| 7.11(2)(1)1l All Prescription  | Yes  | Yes. Must be in original container with original label containing the name of the child affixed.  | Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.  |
| 7.11(2)(l)2 Oral Non-Prescription  | Yes, renewed weekly with dosage, times, days and purpose  | No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed  | Yes, including name of child, dosage, date, time, & staff signature. Missed doses must also be noted along with the reason(s) why the dose was missed.  |
| 7.11(2)(l)3 Unanticipated Non-Prescription for Mild Symptoms (e.g., acetaminophen, ibuprofen, antihistamines)  | Yes, renewed annually  | No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed  | Yes, including name of child, dosage, date, time, & staff signature  |
| 7.11(2)(l)4 Topical, non-Prescription (when applied to open wounds or broken skin)  | Yes, renewed annually  | No in FCC Yes in Large and Small Group Must be in original container with original label containing the name of the child affixed  | Yes, including name of child, dosage, date, time, & staff signature.  |
| 7.11(2)(l)5 Topical, non-Prescription (not applied to open wounds or broken skin)  | Yes, renewed annually  | No. Items not applied to open wounds or broken skin may be supplied by program with notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)’s use.  | No for items not applied to open wounds or broken skin  |

**Required Medical Examinations In Group Day Care Programs**

1. Brick House School shall admit a child only if provided with a written statement from a physician which indicates that the child has had a complete physical examination within one year prior to admission, or obtains one within one month of admission, or obtains a written verification from the child’s parent(s) that they object to such an examination on the grounds that it conflicts with their religious beliefs.

2. The physical examination required upon enrollment shall be valid for one year from the date the child was examined and shall be repeated annually. The school shall obtain evidence of each child’s annual physical examination.

3. For children under the age of four years, but not less than nine months of age, the licensee (Brick House School) shall admit a child to the school only if provided with a statement signed by a physician or an employee of a health care agency stating that the child has been screened for lead poisoning, or obtains one within one month of admission, or obtains a written verification from the child’s parent(s) that they object to such an examination on the grounds that it conflicts with their religious beliefs.

4. The licensee (Brick House School) shall require, at admission, a physician’s certificate that each child has been successfully immunized in accordance with the current Department of Public Health’s recommended schedules against diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, measles, and such other communicable diseases as may be specified by the Office. No child shall be required under 102 CMR 7.00 to have any immunization if his parent(s) objects thereto, in writing on the grounds that it conflicts with their religious beliefs or if the child’s physician submits documentation that such a procedure is contraindicated.

If your child's annual physical exam takes place during the school year you must have your child's physician complete a new Health Form at the time of the exam and submit it to the school to keep your child's record up-to-date. Any child not covered by an up-to-date Health Form will be denied access to the school.

**Parent's Rights**

Our licensing by the E.E.C. requires that we inform you of specific parents’ rights delineated in their regulations. Parents have the right to contact E.E.C. for information regarding the program's regulatory compliance history. The local office of E.E.C. is located at 1 Washington Street, Suite 20, Taunton, MA. The phone number is 508-828-5025. The following are direct quotations of the relevant paragraphs in the regulations. Because Brick House (referred to as "the licensee" or "the center" therein) limits the ages of our students, some of the following does not apply. Further, Brick House generally offers more extensive parental participation than required by the regulations, due to our parent-management structure. The earlier sections of this Handbook detail many of those participation opportunities. Hence, some of the following information is redundant to these earlier sections. However, to conform fully to our governing regulations, Brick House hereby informs you of the following parental rights as outlined by the E.E.C.:

**Parent Conferences** The licensee shall make the staff available for individual conferences with parents at parental request

**Parent Visits** The licensee shall permit unannounced visits by parents to the center and their child's room while their child is present.

**Parent Input** The licensee shall have a procedure for allowing parental input in the development of center policy and programs. The licensee shall provide an explanation to the parent(s) when a parent makes suggestions as to the program or policy of a center and the suggestions are not adopted by the licensee. If the parent requests a written response, the licensee shall respond in writing to the parent.

**Reports to Parents** The licensee shall, periodically but at least every six (6) months, prepare a written progress report of the participation of each child in the center's program. This report shall be maintained in the child's records. The licensee shall provide a copy of each report to the parent(s) or meet with them at least every six (6) months to discuss their child's activities and participation in the center. In addition:

a) for infants and children with disabilities, the licensee shall complete a written progress report of the child's development every three (3) months, and provide it to the parent(s);

(b) the licensee shall bring special problems or significant developments, particularly as they regard infants, to the parent's attention as soon as they arise.

**Notification of Injury** The licensee shall inform parents immediately of any injury which requires emergency care beyond minor first aid and shall inform parents in writing of any first aid administered to their child within 24 hours of the incident.

**Confidentiality and Distribution of Records** Information contained in a child's record shall be privileged and confidential. The licensee shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). The licensee shall notify the parent(s) if a child's record is subpoenaed.

The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request without the consent of the child's parent(s). Upon such request for access, the child's entire record, regardless of the physical location of its parts, shall be made available. The licensee shall establish procedures governing access to, duplication of, and dissemination of such information; and shall maintain a permanent, written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall, upon each instance of dissemination or release, enter into the log the following: his name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parent(s) and center personnel responsible for record maintenance.

**Amending the Child's Record.**

(a) A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record;

(b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedures described below:

1. if such parent(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, he shall have the right to have a conference with the licensee to make his objections known;

2. the licensee shall, within one (1) week after the conference, render to such parent(s) a decision in writing stating the reason or reasons for the decision. If his decision is in favor of the parent(s), he shall immediately take steps as may be necessary to put the decision into effect.

**Transfer of Records** Upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies, when the child is no longer in care.

**Research and Experimentation; Unusual Treatment** No licensee shall conduct research, experimentation, or allow unusual treatment involving children without the written, informed consent of the child’s parents or guardian, for each occurrence. In programs where observations of children (by other than parents of the children in the center) are common, a general parental consent may be obtained in writing. Observation shall mean that there is no interaction between the child and the observers and no identification of the individual child. In no case shall the licensee allow a child to be harmed during research, experimentation, or unusual treatment. Research and experimentation shall not mean program evaluation or data collection for purposes of documenting services of the program which do not identify individual children.

**Unauthorized Activities** The licensee shall not allow children to participate in any activities unrelated to the direct care of children without the written, informed consent of the parent(s) or guardian. “Activities” shall mean, but not be limited to:

(a) fund raising;

(b) publicity, including photographs and participation in the mass media.

**Availability of Information to the Office.** Notwithstanding 102 CMR 7.05(19), upon request of an employee, authorized by the Commissioner and involved in the regulatory process, the licensee shall make available to the Office 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 Office shall not remove identifying case material from the center's premises and shall maintain the confidentiality of individual records.

**Prevention of Abuse and Neglect**

(a) The licensee shall protect children from abuse and neglect while in the program’s care and custody.

(b) The licensee shall develop and follow written procedures for the reporting of any suspected incidents of child abuse and neglect as required by M.G.L. c. 119,¶51A. The procedures shall include:

1. All staff are mandated reporters and shall report suspected child abuse or neglect. The report shall be made either to the Department of Children and Families pursuant to M.G.L. c. 119,¶51A, or to the licensee’s program administrator or designee.

2. The licensee’s program administrator or designee shall notify the Office immediately after filing a 51A report or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.

3. The licensee shall cooperate in all investigations of abuse or neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to the Office of information from, and allowing the Office to disclose information to, any person and/or agency the Office may specify as necessary to the investigation of allegations and protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license.

4. The licensee shall develop and maintain written procedures for addressing any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that the allegedly abusive or neglectful staff member does not work directly with children until the Department of Children and Families investigation is completed and for such further time as the Office requires.

5. Educators are responsible for abuse and neglect if the educator admits to causing the abuse or neglect or the educator is convicted of the abuse or neglect in a criminal proceeding or the Department of Early Education and Care determines, based upon its own investigation or an investigation conducted by the Department of Children and Families subsequent to a report filed under M.G.L. c. 119 51A and 51B, that there is reasonable cause to believe that the educator or any other person caused the abuse or neglect while children were in the care.

 **Referral Plan** In the event that a problem should arise that would indicate the advisability of an assessment for additional social, mental health educational and medical services, including but not limited to dental check-up, vision or hearing screenings for a particular child, the following procedure will be followed:

The concern will be noted in writing by the teacher after observation and documentation of the child's behavior as well as a review of the child's record. The parents will be notified in writing and consulted as to their prior knowledge of the concern and whether any action has been heretofore undertaken in this regard. The teacher, director, and health consultant, if appropriate, shall meet with the parents to determine what action, if any, will be taken. A list of all available related services will be given to the parents, including the contact person for Chapter 766. The appropriate administrator of special education will be notified in writing that Brick House is servicing a child with a special education need.

Should a referral be made with the permission of the parents in writing, the parents will be provided with a written statement which includes the reason for recommending a referral for additional services, and a brief summary of the school's observations related to the referral and any efforts the school may have made to accommodate the child's needs.

The school will follow up, with parental permission, and contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the school. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, the school shall review the child's progress at the school every three months to determine if another referral is necessary.

Written records of any referrals, including parent conferences and results will be kept on file.

CURRENT LIST OF COMMUNITY REFERRAL RESOURCES

Department of Children and Families: 508-821-7000 - Taunton Area

 1-800-792-5200 - Child Risk Hot Line

Early Intervention Program: 508-880-0202 - Pat Bushika - Referral

Chapter 766 - 508-880-0202 - Zulmira Allcock

Federation for Children with Special Needs - 1-800-331-0688

Medical Services: 508-828-7000 - Morton Hospital

Mental Health: 508-828-7000 Morton Hospital Info Line

Speech/Hearing/Language: 508-823-3050 Morton Hospital

Vision/Dental: 508-828-7000 - Morton Hospital Info Line

 **Suspension and Termination**. In the event that a child would be suspended or terminated from attendance at the school, the reasons for termination would be as follows:

1. Nonpayment of tuition.

2. Referral of the child to a program or service which could better serve his or her needs.

3. Relocation of parent’s residence.

4. Personal reasons of parents.

5. Aggressive or inappropriate behavior that endangers the safety of children and/or staff.

An opportunity to meet and discuss options other than suspension or termination will be given to all families. Families will be given referral information for evaluation, diagnostic or therapeutic services. Staff will work with parents to develop a plan for behavioral intervention at home and in the program and encouraged to attend workshops that address special needs or all individual children.

If the situation cannot be resolved, parents would be asked to meet with the director and any other individuals, such as the health consultant, in order to discuss the reason(s) for termination. Written documentation and reasons for suspension or termination would be provided to the parents, and procedures for informing the child of termination would be discussed.

The child would be informed and prepared for suspension or termination in a manner consistent with the child's ability to comprehend. The child will be encouraged to anticipate, if appropriate, the new situation which he or she will enter. The child will be invited to return to visit the school and share information about his new friends and activities. All meetings and decisions will be documented and placed on file in the child's folder.

A child may return to the program when tuition has been brought up to date. In the case of the child receiving outside services, the child may return when the servicing agency determines that the child is not longer in need of such services.

**Care of Children** The licensee shall ensure that policies and procedures promote the recognition of the individual and diverse developmental needs of each child.

**Behavior Management** The licensee shall establish rules, policies, and procedures for the behavior management of children which are directed to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. The teachers shall use behavior management in a consistent, reasonable, and appropriate way based on an understanding of the individual needs and development of a child.

(a) The teachers shall use behavior management techniques such as setting reasonable and positive expectations, offering choices, and providing children an opportunity to verbalize their feelings, which encourage children to develop self-control through understanding.

(b) The licensee shall prohibit:

1. spanking or other corporal punishment of children;

2. subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;

3. depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;

4. disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.

5. confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and

6. excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

**Background Record Check**

The licensee will complete BRC's for each new employee before an offer of employment is confirmed. The proper forms will be competed for the program's Licensee and Reviewers at least every two years. The school Administrative Assistant will notify employees when it is time to submit a new BRC and forms will be provided. The licensee will complete a new BRC review for an employee, volunteer or intern any time the program receives information that may indicate that a new CORI or DCF Background Record Check review is appropriate and deemed necessary from new information that has been received.

**Parent Acknowledgement of Handbook Information**

*Please detach form after signing below and remit to Brick House School, Inc.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have read, accept and understand the Brick House School, Inc. Handbook for Parents.

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Signature Date

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Print Name