LLL Preschool



Family Handbook

2020-2021

Welcome to LLL Preschool. We hope that your child’s year(s) with us will be fun, nurturing and happy.

**HISTORY OF LLL PRESCHOOL**

LLL Preschool, a non-profit, non-denominational school, was established in 1975. We have remained in our original site at 129 Reservation Road, on the West Parish Church grounds in Andover, Massachusetts. We are an EEC (Early Education and Care) licensed and accredited program and we are licensed to accommodate up to 39 children daily between the ages of 2.9 to 7 years old. Throughout this handbook, you will see notation numbers. These represent EEC regulations. EEC may be contacted for our program compliance history at:

Commonwealth of Massachusetts

Department of Early Education and Care

360 Merrimack Street

Building 9, Third floor

Lawrence, MA01843

(978) 681-9684

**MISSION STATEMENT 7.04 (17a)**

The mission of LLL is to help young children foster independence, self-reliance and positive self-esteem. Based on a developmental curriculum, children develop reasoning and critical thinking skills, engage in problem solving, experiment with making choices and become aware of their role as part of a larger group.

**OBJECTIVES 7.04 (17a)**

The objectives of LLL are: to establish and conduct a nonprofit, private educational preschool for young children, to provide for the education of the children by creating an environment in which the unique and individual qualities of each child are recognized and affirmed, that promotes healthy social development in the child and guides him/her to greater independence, social competence and self fulfillment. The school shall provide developmentally appropriate curriculum including a variety of indoor and outdoor activities. The school shall encourage a close relationship between the parents, staff and the Advisory Board.

**PURPOSE 7.04 (17a)**

LLL Preschool is committed to the following goals:

1) To provide a warm, stimulating environment for young children in accordance with the standards for developmentally appropriate practices set forth by the Massachusetts Department of Early Education and Care.

2) To provide an educational resource for families in the Andover and surrounding communities.

**PHILOSOPHY 7.04 (17a)**

Children find meaning and joy through play. We create an environment that encourages children to learn through discovery. Our commitment to this is seen in our rich developmentally appropriate play based curriculum. We meet each child at their developmental level, nurture their growth and foster excitement of their own discoveries.

LLL Preschool provides a safe, nurturing environment that promotes physical, social, emotional, and cognitive development of young children while responding to the needs of families. Our philosophy is based on wholeness of body, mind, emotions and spirit. We recognize the importance of applying knowledge of child development to program practices, while respecting and responding to the uniqueness of each child.

The curriculum at LLL Preschool presents an integrated, process-oriented, thematic approach with the incorporation of children's literature. Activities are based on weekly/monthly themes, which combine language, math, science, music, art and cooking related experiences. There are many learning opportunities and open-ended activities for the children throughout the day as they visit various interest areas. Within an integrated model, children are provided valuable learning opportunities through learning centers in the classroom as well as outdoor experiences. Classroom learning centers may include: library, blocks, art, writing, math, science, puzzles, manipulative toys, and our sensory table. The curriculum represents *process, rather than product*; for example, when examining materials in the science area, investigating and describing *how* a leaf looks, feels, and smells is far more important than labeling *what* the leaf actually *is.* Teachers plan activities in the learning centers with a focus on the theme, so that the experiences and learning in one area reinforces and supports learning in another area; this is identified as a thematic approach. The emphasis on children's literature in the curriculum acknowledges the importance of books in the lives of children and the role of reading aloud to children in literacy development. We encourage children to be thinkers and learners by supporting children in their curiosity, discovery, and joy in the process of learning about the world around them.

**NON-DISCRIMINATION STATEMENT 7.04 (17a)**

We work with all children between the ages of 2 years nine months and 7 years old. We do not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disability, sexual orientation or marital status. The school will make the necessary adaptations for any child enrolled in our program.

**TEACHERS 7.09**

Our school benefits from a talented and experienced staff. All teachers meet certification standards set by EEC (Early Education and Care). They participate in a continuing program of professional development in order to remain knowledgeable to the needs of today’s families and up to date with current educational research. Our teachers are certified in First Aid and CPR.

**ORGANIZATIONAL CHART 7.04 (17c)**

**Licensing Authority**

Department of Early Education and Care (EEC)

Northeast Regional Office

360 Merrimack Street

Lawrence MA 01843

978-681-9684

**Preschool Parent Board**

Tammy Doyle, Chairperson

Caroline Gillis, Vice Chairperson

Nicole Barbagallo, Treasurer

Amanda Twomey, Fundraising Coordinator

Melissa Harris, Book Club Coordinator

Loren Tran, Recording Secretary

**Director**

Laine Gordon

**Teachers**

Mikaila Bourgeois

Betty Galluzzo

Cindy Jeffery

Jacqueline Lachance

Dee Robb

Loren Tran

*In the event of the absence of the Director, Jacqueline Lachance will be the designated administrator.*

**PRESCHOOL CURRICULUM**

Children learn through play at LLL Preschool. Our day-to-day activities are aligned with the Massachusetts Standards for Preschool Curriculum. Teaching specific skills such as letters and numbers are very important, however teaching these skills as isolated lessons is not developmentally appropriate. Literacy and math skills are embedded throughout our activities while your child interacts with the environment, their friends and their teachers. The main goal of our preschool program is to foster social competence and self esteem to assure success in future learning.

*\*Goals for* ***social/emotional developmen****t*

* *foster each child’s understanding of self as an individual and as a member of a group*
* *build trust and security*
* *foster independence and decision-making skills*
* *encourage respect for the feelings and rights of others*
* *respect cultural, family, and economic diversity, and individual differences*

*\*Goals for* ***cognitive, language and literacy******development****:*

* encourage children to think, reason, question, experiment, and problem solve through activities related to scientific and mathematical learning according to each child’s developmental level
* *support creative self-expression through activities such as art, music, movement, and dialogue*
* *promote interaction and language development among children and between children and adults*
* *foster emergent literacy through books, materials and activities that are appropriate to the developmental level of each child*

*\*Goals for* ***physical development****:*

* *build large muscle/gross motor skills by providing time and space each day both indoors and outdoors (weather permitting) for active play such as jumping, running, balancing, climbing.*
* *develop small muscle/fine motor skills by providing time, space, and adult guidance in activities that develop hand strength and finger coordination such as using art supplies, doing puzzles or playing with manipulative toys.*
* *encourage and model sound health, safety, and nutritional practices.*

*(\*Massachusetts Guidelines for Preschool Learning Experiences)*

**CURRICULUM PLANS**

Weekly curriculum plans are located on the Parent Information Board in the hallway between our classrooms. A developmental preschool curriculum is always flexible and the children’s interests and needs drive the daily activities. So, plans are, of course, subject to change.

**PROGRAMS**

LLL Preschool operates on a *modified* Andover Public School calendar. The preschool typically opens each fall on the Tuesday after Labor Day. A complete school calendar will be sent to families in the summer prior to the school year. The programs at LLL Preschool meet from 8:45 AM to 11:45 AM. Children 2.9 years through 5 years old may enroll.

All of our programs offer young children many opportunities to learn through discovery while visiting various interest areas. Caring teachers foster independence through warm and encouraging direction. Choices and independence are encouraged while the teachers serve as facilitators of the learning process. There is a careful balance of individual, small group, and large group activities.

**REGISTRATION PROCESS**

Registration for returning families begins during the first week of November. Registration is on a first come, first served basis by the Director. Application forms are given to all current students and siblings. If there are not enough slots to accommodate all the registrations, a lottery will be instituted. If it is needed, the lottery will be performed immediately after the application deadline. If your child does not receive placement in your class of choice, your deposit will be returned. After current and returning children and siblings are placed, we will accept “new family” applications on a first come first served basis.

In the event that an unusual circumstance presents itself during the enrollment process, the Director reserves the right to make a determination in keeping with the purpose and philosophy of LLL Preschool.

**ENROLLMENT AND TUITION**

2 Day Program children 2.9 by 9/1 Tuesday, Thursday $2700

3 Day Program children 3 by 9/1 Tuesday, Thursday, Friday $3870

4 Day Program children 4 by 9/1 Tuesday, Wednesday, Thursday, Friday $4446

Tuition at LLL Preschool is an annual commitment. If for any reason it is necessary to leave, payment in full is expected. Registration fees, and tuition payments are non-refundable. Tuition is expected in full each payment period. There are no exceptions for illness or vacation regardless of duration. No tuition credit will be given for any reason. Payment is expected in three payments (less deposit and registration), on September 1st, December 1st and March 1st

**PAYMENT POLICY**

1. A tuition check must be received at the preschool by the first of every month in which a payment is due, according to the selected payment option. If tuition is not received by the expected date, a reminder will be issued. A 10% late fee will be charged to payments not received by the 7th of the month. If payment is not received by the 10th of the month it is due, the child will not be allowed to attend preschool until payment is received. The same process applies to late fees and special charges.

2. A fee of $25 will be charged for any checks returned from the bank for any reason.

**EXTENDED DAY OPTIONS**

**LUNCH BUNCH**

Our afternoon program offers families a way to extend their child’s day with fun and learning. We offer two options: Lunch Bunch and Bridge to Learning. Lunch Bunch is a small group program. It is a time for sharing conversation and enjoying lunch with teachers and friends. LLL is a NUT FREE environment so please be sure to send your child with a nut free lunch. A period of free play is followed by lunch. Lunch Bunch is offered Tuesday through Friday from 11:45-1:00. The cost for Lunch Bunch is $27 per day.

Families may reserve a slot for their child on an annual basis at a slight discount. In the event of an absence, whether due to events including sickness, vacation, snow days etc., there are no refunds or substituting days.

**BRIDGE TO LEARNING**

Bridge to learning is a small group program designed to give supplemental academic support to children. The focus of this class will be to prepare children for a lifetime of enthusiastic learning through project driven, play based curriculum. The curriculum focuses on topics in reading, writing, literature, math, nature and science. The daily format includes lunch. The Bridge to Learning program begins the third week of September and runs through the end of May. The program is offered Tuesday through Friday from 11:45-2:30 and is $32 per day. Children may attend 1, 2, 3 or 4 days per week.

**PARENT-TODDLER PLAYGROUP**

Playgroup is for toddlers 18 months and older and their parent. It is coordinated and planned weekly by a preschool teacher. Parents and children enjoy 90 minutes of peer play, art activities, story time, music and a snack. The playgroup is on Fridays from 9:00-10:30 beginning in January and runs to May. Enrollment is limited to 10 children. The cost is $225.

**ENRICHMENT SPECIALISTS 7.06**

Our music specialist provides a wonderful music program including singing, rhythmic instruments and movements for the children to appreciate the fine arts and music.

Our dance specialist offers children the opportunity to move and dance to music following her instructions.

Fit for Fun provides children with obstacle courses, non competitive games and movement, supporting our goal of keeping children active while having fun.

**ARRIVAL AND DISMISSAL**

School starts at 8:45. Parents should park on the Shawsheen Road side of West Parish and walk their children to the classroom each morning. Teachers will open the doors to their classrooms at 8:45. If you arrive early at school, you and your child may play on the playground (weather permitting) or you may line up outside the classroom entrance door.

A very important role for the teachers each morning is to individually greet each child and parent. In order to adequately greet each child, it is not possible for teachers to engage in lengthy conversations or conferences at this time. There is certainly the time and need for *brief* exchanges of information at arrival but for any confidential or lengthy discussions please plan to schedule a conference with either the Teacher or Director. We do care about your concerns and prefer to give you our undivided attention at a conference.

Dismissal is at 11:45. Teachers will open the classroom door at dismissal time. If you arrive before this time you may wait outside the classroom until the door opens. We ask parents cooperation in picking up their children on time. If you will be delayed, please call the school to inform us. No child will be released to an adult unless they have properly identified themselves and the school has written parental permission. Parents need to inform the Director in writing of any changes in authorization to pick-up. A late fee will be charged for *repeated late pickups.*

*Please notify the school by emailing the Director at* *info@lllpreschool.com* *or calling the school office at 978 475-7722 in the morning if your child is going to be late or absent.*

**WHAT TO WEAR**

All children should come to school dressed in comfortable play clothes that allow for full participation in the day's activities. Paint, sand, water, clay, markers, and glue are among the "staples" of our curriculum. Children should be dressed in clothing that enables them to move freely, including getting into the bathroom quickly and independently. Please avoid buckles, difficult buttons, and slippery shoes. All clothing should be labeled with your child's name. Outdoor play is part of our daily routine. We take children outside on the playground as long as the temperature is 20 degrees or warmer. Please anticipate the need for cold weather gear - boots, snow pants, mittens, hats, etc., and send them in each day as the weather indicates. Please label outdoor clothes as well with your child's name.

ALL CHILDREN SHOULD HAVE A STORAGE BAG WITH A COMPLETE CHANGE OF CLOTHES CLEARLY LABELED TO KEEP IN THEIR CLASSROOM STORAGE BIN.

**PLAYGROUND**

LLL Preschool shares playground time with Discover Preschool. Please be respectful if preschool classes are on the playground.

**BUILDING SECURTIY AND ACCESS**

LLL Preschool is protected by a security system that requires that all entrance doors are locked at all times. Every family is provided with a special key fob that permits entrance to the preschool during the hours their child is in school.

* Two fobs will be assigned to each family. These fobs will allow you to open the door to the school during the hours that your child is present. By scanning the fob in front of the transmitter the door will unlock for 5 seconds allowing you to enter. Slightly push the door first and then it will open. Entry will only be allowed with a fob.
* There will be a $30 ($15 for each fob) deposit required. Your full deposit will be returned to you when the fobs are returned to the preschool. Your deposit will not be returned if you lose or break the fob.
* In the event that your fob is lost, please notify the preschool at once so that the chip inside the fob can be deactivated, prohibiting use by someone else. To receive a new fob a new $15 deposit will be required.
* Keep in mind that you must always scan your fob when you enter the building, even if you are following another family in. This will allow the system to keep track of who is entering the building.
* In the event that you forget your fob at home, you can ring the doorbell for someone to open the door.
* To ensure the security of all, please do not admit anyone into the school. Advise them that you will get a teacher or Director to speak with them.

**TRANSITIONS 704(3)**

Whether entering LLL Preschool for the very first time, or moving on to a new class within the program, children and families are given the opportunity for a smooth transition. Each fall, prior to school opening, the preschool holds a Visiting Day for all its children and their families. Each class is given the opportunity to visit school and meet their teacher with their parents before the official first day.

**TRANSPORTATION 7.13**

The daily transportation to and from LLL Preschool is each family’s responsibility. At the beginning of each school year, each family is required to submit a Transportation Plan Form stating the method of arrival and departure from the preschool. Families are encouraged to follow the Massachusetts Child Passenger Law: children ride in a car seat or booster seat until they are eight years old or 4 feet 9 inches (57 inches) tall.

If any staff person has cause to believe that an adult who is picking up a child is not competent to drive, the staff person will follow these procedures: Notify the Director of his/her concerns. If it is determined that the parent is not capable of driving, the Director will offer to call a spouse, friend or neighbor, another parent or a cab to help. If the parent refuses help, the Director will inform the parent that in the interest of safety, the police will be called.

**EMERGENCY TRANSPORTATION 7.13**

In the case of an emergency, every effort will be made to reach the parent, however in cases where a child's health is at risk, LLL Preschool will follow the emergency procedures for transportation outlined in the Health Care Policy, which is included in this handbook.

**BIRTHDAY CELEBRATIONS**

Birthdays are recognized at school during snack time. If parents would like to send in a special snack, please make arrangements with the teachers in advance. All snacks must be nut free. In the event of severe allergies, the teachers will give you a list of acceptable birthday snacks.

Parents are asked to be sensitive with birthday parties. Although these celebrations do not involve the preschool, they may have an unintended hurtful impact on some of the children and families. We encourage you to send invitations and thank you notes through the mail and NOT to distribute them in school.

**HOLIDAY CELEBRATIONS**

LLL Preschool, a nondenominational school, follows the Commonwealth of Massachusetts Department of Education recommendations for balancing holiday celebrations. The curriculum teaches *about* religious holidays, but the school does not *celebrate* religious holidays. Holiday education focuses on origins and histories and promote an understanding and acceptance of diversity.

**HOLIDAYS/VACATIONS**

LLL Preschool follows a modified Andover Public Schools calendar year. We are closed the following holidays and vacations:

Martin Luther King Day Parent Conference Days

Columbus Day Winter Vacation

Veterans Day Good Friday

Thanksgiving Spring Vacation

Christmas Vacation Memorial Day

There are three days (that are not holidays) that LLL Preschool is closed for parent/teacher conference dates. These days as well as holidays and vacation weeks are not included in your tuition.

**WEATHER RELATED CLOSING**

LLL Preschool is closed whenever the Andover Public Schools are closed due to inclement weather. If a 1-hour delay is announced, LLL Preschool will open at 9:45 AM. When Andover Schools are delayed longer 90 minutes or more, there will be no preschool. No School announcements for the Andover Public Schools are posted the local news. LLL Preschool does not make up snow days.

**PARENT INVOLVEMENT 7.08**

At LLL Preschool, staff recognizes the value and importance of parent involvement in early childhood education. We also realize the responsibility we have to provide a variety of ways for parents to be involved in our programs in order to accommodate the diverse schedules, lifestyles, and needs of our families. Your ideas, suggestions, and comments are always appreciated.

LLL Preschool has a very enthusiastic, hands-on Parent Board. The board supports the Director and teachers to provide a creative stimulating atmosphere for the preschool children. Our Parent Board is responsible for many tasks in the daily operation of the preschool. There are many opportunities to help throughout the school year either by becoming an active member of our Parent Board or by supporting the Parent Board’s efforts. All board meetings are open to all parents. A list of board members and available positions is available upon request.

**PARENT VISITS 7.08 (4)**

Parents of enrolled children are always welcome to visit LLL Preschool at any time whether the visit is scheduled or not. You may simply observe or participate in classroom activities. The staff is happy to have you, but while they are teaching, staff will be unable to engage in discussion or conferences with parents. While school is in session, teachers will be focusing on the needs of the children. Please call to make an appointment with your child's teacher or the Director any time you have a question or concern.

**COMMUNICATION**

LLL Preschool believes that parents, teachers, and children all play important roles in the educational process. Essential to the success of the program is open communication between parents and teachers. Parents are encouraged to share information about their children with the teachers. It is important to keep the teachers informed of changes at home or to daily routines so that we are able to provide support and encouragement.

LLL families will receive seasonal newsletters as well as other forms of written communication in regard to the preschool “goings on”. Each family will have a cubbie labeled with their child’s name. Families are encouraged to check daily for communications.

**PARENT CONFERENCES 7.06**

There are two scheduled progress reports during the school year. During the Fall and Spring, parents may sign up for an on-site conference with their child's teacher. Parents will be given a copy of progress reports and a copy will be placed in their child’s folder. Parents may at any time request to schedule an additional time to conference with their child’s teachers. There will be three scheduled progress reports arranged for children with disabilities.

**FUNDRAISING**

Each year the LLL Preschool Parent Board conducts fundraisers. Your tuition payments cover annual expenses such as salaries, rent, insurance, and basic consumable supplies.  Fundraising proceeds are used for either a specific item such as a science table; dress up cart, new window shades, or general equipment purchases (puzzles, games, tables and chairs and various toys). Fundraising efforts over the years have been instrumental in updating our playground to meet the new Massachusetts requirements as well as purchasing many new items for the children and teachers to use throughout the classroom. As an alternative to fundraising, direct donations are welcomed.  We sincerely appreciate the continued support of LLL Preschool families who maintain the tradition of excellence and caring for our school community.

*Please note: LLL Preschool's Advisory Board has established a policy of not allowing events where alcohol may be served unless the venue has specific alcohol liability insurance.*

**SNACKS AND MEALS 7.12**

Children are offered a morning snack at school. Snacks may include crackers, pretzels, cereal, fruit or vegetables. A snack calendar is posted on the bulletin board by the classrooms. If your child requires a special diet, please notify the school. LLL Preschool is a *nut free environment* and will only serve snacks and use recipes that are free of any ingredients containing any form of peanuts and tree nuts. We encourage parents to keep this in mind when sending meals or special snacks. *The safety of all children is our primary concern.* For children participating in lunch, it is the parent's responsibility to provide a simple, nutritious meal that does NOT require refrigeration or heating. Please send your child to school with their own reusable water bottle with their name clearly marked.

**LUNCH BOX SUGGESTIONS**

6 ounces of juice, milk, or water
1/2 sandwich
yogurt
vegetable and/or fruit
(carrot sticks, tomato wedges, pepper rings,
melon, strawberries, banana, applesauce)
nutritious dessert
(pretzels, graham crackers)

**TOOTH BRUSHING 7.11 (11d)**

EEC requires children who attend school 4.5 hours or more to brush their teeth after eating lunch at school. Please place a toothbrush in your child’s lunch box. Teachers will provide support helping the children to brush their teeth with water. Remember to unpack your child’s toothbrush, rinse it and let it dry before repacking it in their lunch box. If you do not want to participate in tooth brushing, you must sign a waiver that is available from the Director.

**TOILETING 7.11**

We accept children who are not yet toilet trained. Children are always welcome to use the bathroom as the need arises with the supervision of a teacher. A regular bathroom time is scheduled for mid-morning for each class. Children and teachers wash their hands with liquid soap and running water after toileting and before handling food. No child will be punished, verbally abused or humiliated for soiling, wetting or not using the toilet. Toileting accidents or soiled diapers are treated as a natural part of the learning process. Every effort is made to support the child's self-esteem: an adult will discreetly help the child change his/her clothing or change his/her diaper. All staff wear gloves during changing of soiled clothing or diapers. Soiled clothing is put in a bag and sent home at the end of the day. Please replace extra clothes when they are used.

**CHILD GUIDANCE 7.05**

It is our policy to guide children’s behavior in a nurturing and loving way. We view children’s errors as a source for learning. Mistaken behavior is part of a child’s development, and as teachers, we see it as an opportunity to teach compassion and empathy, and the ability to compromise, negotiate, lead or acquiesce. Children are always treated with respect, encouraged to feel good about themselves, and supported in becoming increasingly independent. We help children build self-control.

*LLL Preschool prohibits all disciplinary methods including:*

* The use of corporal punishment or spanking.
* Humiliation, verbal abuse, cruel or severe punishment.
* Denial of food as a form of punishment
* Punishment for soiling, wetting or not using the toilet
* Time outs

**CONFIDENTIALITY 7.04**

The staff at LLL Preschool has a professional responsibility to respect the privacy of children, their families, and staff. We take this professional responsibility *very seriously*. We expect parents to understand that certain information will not be disclosed to them.

Staff will...

1) Never discuss a child, other than the parent's own child, with parents.
2) Never disclose the name of the child who has contracted a contagious illness or condition.
3) Never release information about children, parents, or staff without written consent.

Parents at LLL Preschool have access to their child's record upon written request to the Director. The records will be provided at no cost within 2 business days from receipt of a parent's request. Distribution of a child's record will be entered into a log located in the Preschool Office. Parents have the right to add or delete information, comments or other material in their child’s records. Parents may request in writing the transfer of the child's record to the parent or any person the parent identifies when the child is no longer attending LLL Preschool. The information in your child’s record is confidential and will not be released to anyone without the parent’s prior knowledge and written consent.

No child will be involved in unauthorized activities including, but not limited to: fundraising and publicity (photos and participation in mass media without written consent of parents). LLL Preschool is not allowed to produce or distribute a likeness of any child in the program for any purpose without the written consent of the child’s parent.

**HEALTH AND SAFETY**

**EMERGENCY NUMBERS**

Health Care Consultant: Elizabeth Ferreira 617 512-9954

Fire 911 or 978 475-1281

Police 911 or 978 475-0411

Ambulance 911

Poison Control Center 800 682-9211

Lawrence General Hospital 978 683-0400

Department of Children and Families 978 557-2500

Department of Public Health 978 623-8295

**EMERGENCY PROCEDURES 7.11 (7)**

In case of an emergency at LLL Preschool, the procedure is: The nearest available teacher will stay with the child. The teacher will try to keep the child calm while administering the appropriate first aid. The Director will call for emergency assistance. The Director will contact the parent(s). Emergency numbers for each child are in the Emergency Information Binder in the Office. Parents need to immediately meet the child at the hospital. The Teacher will accompany the child to the hospital. The child's file will be taken to the hospital with the child. The Teacher will check the file for permission to treat and any special instructions or conditions.

In case of an emergency on a field trip away from LLL Preschool (including walks around West Parish property): A Teacher will stay with the child and administer the appropriate first aid. A Teacher will contact the police for emergency assistance. A Teacher will contact the Director, and then continue to care for the other children. The Director will contact the parent(s). The Teacher(s) are responsible for bringing the Emergency Information Binder and the travel first aid kit on all field trips.

**FIRST AID KITS**

First aid kits are located in the office, in classroom 1 and in classroom 2. All staff are certified in Infant & Child First Aid and CPR. The Director maintains the first aid kits.

**INCIDENT REPORTS**

All parents will be informed immediately of any emergency care given beyond minor first aid procedures. All parents will be informed in writing of any first aid administered within 24 hours of the incident on an injury report form. The original form signed by a parent will be kept in the child's file; a copy will be given to the parent(s) and a copy will be kept in the Injury Log in the office.

**MANAGEMENT OF COMMUNICABLE DISEASES 7.11**

Your child's health is very important to us. The following guidelines are necessary to insure the health of all children and staff at LLL Preschool.

**Keep your child home if he or she shows signs of the following symptoms:**

* fever (higher than 100.0 oral) or has had one within a 24-hour period before school.
* vomited within a 24-hour period before school.
* diarrhea within a 24-hour period before school.
* contagious illness or condition.
* thick mucous draining from the eye or nose.
* sore throat and or swollen glands.
* undiagnosed or contagious skin rash.
* diagnosed with head lice.

Children should also be kept at home if they have received an initial dose of allergy medicine such as Benadryl to relieve symptoms of a possible allergic reaction (including a rash or hives) regardless of severity.

**Your Child may return to school when:**

* symptom free for 24 hours (fever free without medication)
* a physician has certified in writing that the symptoms are not associated with an infectious agent or they are no longer a health threat to other children, staff, and parents.
* has been on antibiotics for 24 hours.
* in the case of strep - has been on antibiotics for 36 hours.
* in the case of chicken pox - it has been 1 week after the spots have appeared or when all the lesions are crusted over and very dry.
* in the case of conjunctivitis - has been on antibiotic (ointment) for 24 hours.
* in the case of head lice children may return to school 24 hours after treatment and with verification by their physician that she/he is nit free.

If your child develops any signs or symptoms of illness during the school day we will isolate and keep your child comfortable in either the classroom or office with a teacher or the Director until they can be picked up. If you cannot be reached, your emergency contact will be called.

Parents are asked to notify the Director within 24 hours if their child has contracted a communicable disease or condition. In the case of certain highly contagious or serious illness, a doctor's note may be requested stating that the child is free of symptoms and the date that the child may return to school. When a communicable disease or condition is reported, notes will be sent home notifying the families of contagious conditions.

**IMMUNIZATIONS AND MEDICAL FORMS**

Prior to admission, each child must have a physical, a lead test and be updated on all immunizations. A Massachusetts School Health Form must be completed and signed by the child's physician and renewed each year. A child will not be able to attend the programs at LLL Preschool without a current health form.

**MEDICATION 7.11 (2)**

All medications to be administered in school need to be given to the Director to be stored in a safe place. All unused medication will be sent home and the return will be documented in the child’s files. State law mandates that a strict procedure be followed in order for school personnel to administer medication. Anyone who administers medication is trained to verify and document that the right child receives the proper dosage of the correct medication at the correct time by proper method (5 Rights of Medication Administration required by EEC). Another staff member will always verify the dosage. LLL Preschool encourages parents to administer all medications themselves. No educator may give the first dose of any medication. Children must be on the medication for 24 hours before it will be administered at school.

Any medication, prescription or non-prescription, including topical non-prescription medication may be administered only with written parental authorization *and* a written order from a physician. These shall be valid only for one year from the date on which they are signed. All medications will be kept in their original containers labeled with the child’s name, the name of the drug and direction for its use and storage (non-prescription medication including, but not limited to medications such as Tylenol, Motrin, and cough syrups must be reauthorized *weekly)*. In the event that an EPI Pen is administered, 911 will be called and the procedures for emergencies and illnesses will be carried out. LLL Preschool will maintain a written record in the child’s file and a log of all medications (prescription or non-prescription) administered. This log will include the medication name, dosage, time given, by whom, and any side effects will be noted. The Director will keep an omissions log if for any reason the medication was not given. All unused medication will be returned to the parent by the Director or designated teacher, when no longer needed, or in regard to emergency allergy medications, at the end of the school year.

Over the counter topical ointments or creams do not need a doctor’s note. Parents will need to sign a consent form, which you can get from the Director.

**INDIVIDUAL HEALTH CARE PLANS 7.11**

Individual Health Care Plans will be maintained for children with chronic medical conditions or allergies that have been diagnosed by a licensed health care provider. The individual health care plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child’s health if the treatment is not administered. Parents will review the plan and medication with the Director and teachers. All medication administered will be documented on the medication log. The Individual Health Care Plan will be valid for one year, unless withdrawn earlier. Plans must be renewed annually. The forms for the Individual Health Care Plan and the Allergy Plan will be provided to you on request. The information on these forms is required under EEC regulations.

A list of children and their specific allergies will be posted in each classroom and the office. If a child with allergies is staying for lunch, their lunch bag should be labeled with an allergy tag. Emergency medication will be kept wherever the child is located but out of reach of the children.

**REFERRAL OF CHILDREN FOR SERVICES 7.04 (17h)**

The following plan will be implemented in the event that any teacher feels that a child who is enrolled at LLL Preschool would benefit from appropriate assessment for social, emotional, educational, medical services, dental check-ups and/or hearing and vision screening:

* The Lead Teacher will inform the Director and provide written observations with specific details.
* The Lead Teacher, Teacher, and Director will meet to discuss concerns and strategies to help the child. They will develop a written referral plan of recommendations for parents, including reason for referral and adaptations made by teachers in the school setting.
* A parent meeting will be set up to provide information and resources.
* Parents must give written consent before any information, written or verbal, is provided to outside agencies.
* In the event that a child has been evaluated, and is not in need of services, the Lead Teacher will review the child's progress every 3 months.
* The Director serves as the school liaison for each child who is referred for additional services or has special needs. The school liaison is responsible for coordinating care in the program and with service providers, and communicating with the child's parents, service providers, and preschool staff.

**CHILDREN WITH DISABILITES 7.04 (13)**

LLL Preschool accepts the application of any child with a disability. Upon consent of the parents, we will request information from either the Local Education Agency, Early Intervention, or health service providers. The Director and parents of the child will identify in writing any changes needed to accommodate the child such as: change and modification in child’s participation, size of the group to which the child is assigned and the staff to child ratio, any specific equipment, materials, ramp, and aids. Within thirty days of receipt of the above information, the parents will be notified in writing if the accommodations cause undue burden to the school. The notification shall include the reason for the decision, parent’s right to contact the office for determination of compliance, and the center’s need to maintain a copy of the parent notification in its records.

**MANDATED REPORTERS 7.11 (4d)**

The Director and teachers in the Commonwealth of Massachusetts are mandated reporters. If a teacher has a reasonable cause to believe that a child is at risk for abuse or neglect, the school must report such information immediately to the Department of Children and Families and also to EEC. Parents will be notified of allegations of abuse and neglect involving their child.

**The Department of Social Services, Child Abuse Hot Line is:**

978 927-4600 (daytime, weekdays) 800 792-5200 (evenings & weekends)

**HELPFUL PHONE NUMBERS TO NOTE:**

Parental Stress Hot line 800 632-8188

National Drug Hot line 800 241-7946

MA Dental Society 800 342-8747

Physician Referral 800 580-6648

Vision Foundation 800 852-3029

**EVACUATION DRILLS 7.11**

Evacuation drills are conducted monthly. Drills will alternate days so that children in all programs have the opportunity to participate in a fire drill every other month. The Director will document the date, time and effectiveness of each evacuation drill.

**EMERGENCY SITUATIONS 7.11**

At the start of the school year, cell phone information will be collected for an emergency text system.

In the event of loss of power, heat, or water during school hours to the degree that the program cannot operate safely, and within EEC regulations, the parents will be notified to pick up their children. The staff will remain at the school until all the children have been picked up.

The emergency plan for evacuation is posted on the wall in each classroom. If the building must be evacuated due to fire, natural disaster or dangerous situations, these procedures will be followed: the Director will take the first aid kit, and emergency contact information, the Director will check classrooms and bathroom for children and close interior doors, the children will walk under the supervision of the teachers (with their attendance lists and children’s emergency medications) on sidewalks down Shawsheen Road to Andover High School/West Middle School to seek shelter if necessary. Teachers will take attendance once the children have exited the building. The Director will notify the Andover Police/Fire Department immediately. The Director and the teachers will contact the parents to come and pick up their children. In the incidence of severe weather or earthquake alert, children will be moved to the inner hallway of the school. They will sit by walls, away from glass areas. The children will remain in this location until Andover emergency personnel have communicated that the danger has passed.

In the event of a flood, the children will be moved to a location of safety within the West Parish Church. Parents will be notified to pick up their children. The Director will contact emergency personnel of the Town of Andover for further information and instruction for evacuating the building.

If another form of an emergency situation should occur i.e. police or fire department activity in our immediate area, the children will be kept indoors, the facility doors will remain locked, and the children’s day will continue in normal fashion. The Director will remain updated via the Church office and/or Public Service officials. This scenario will remain in effect until the Public Service Departments deem the situation safe. Preschool families will be notified ASAP via the emergency text system, email updates, or directly from the preschool staff.

If the Andover Public Schools release students due to a severe snowstorm, LLL Preschool will contact parents to pick up their children. The staff will remain at the school until all children have departed.

In case of a power outage, loss of heat, gas leak, or loss of water prior to school hours, LLL Preschool will be closed. Parents will be notified ASAP via the emergency text system, if possible.

**IN THE EVENT OF A LOST CHILD: 7.11 (7)**

In the unlikely event of a child going missing while at LLL Preschool the following procedure will be implemented immediately. A staff member will notify the Director, while other staff continues searching. All staff present will be informed and an immediate thorough search of the school facility will be made followed by a search of the surrounding areas, ensuring that all other children remain supervised throughout. The Director will carry out a second search of the area. If the child has still not been accounted for the Director will contact the police and the child’s parents. During this period, staff will be continually searching for the missing child, while other staff maintains as normal a routine as possible for the rest of the children. The Director will meet the police and the parent. Any incidents will be recorded in writing on an incident report form. EEC will be contacted and informed of any incidents.

**SHELTER IN PLACE 7.11**

In the event of a potential threat from an intruder inside or outside the program, the children and staff’s safety within the facility, until police or other emergency responders can respond, is of the utmost importance. We will follow “Shelter in Place” procedures:The Preschool Director or Lead Teacher will call the authorities and will communicate to the staff. All students and teachers will huddle together where the classrooms meet. The teachers will ensure all lights are turned off and the window shades are drawn.Teachers will keep the attendance books in their possession.  Children will be counted before, during, and after the event.Medical and food supplies are available in both classrooms and preschool office.The children will be directed to sit on the floor and remain quiet, out of sight lines from the door. A cell phone will be available to contact the authorities.Once emergency responders or the Director have given us the all clear, we will return to our classrooms.  EEC and parents will be notified.

**TERMINATION AND SUSPENSION 7.04(17i)**

LLL Preschool is committed to providing for the needs of children and their families within the scope of the school's purpose and philosophy. In the event that we are not able to meet the needs of the child, parent, or family, LLL will work collaboratively with the family during this process. Every effort will be made to inform parents of available information and referrals for services that would suit their child upon the request of the parents.

Reasons that may result in the termination or suspension of a child from a program at LLL Preschool are as follows:

1) Non-payment of tuition and/or lack of adherence to our tuition payment policies.

2) Lack of cooperation from parents with LLL Preschool's efforts to resolve differences and/or meet the child's needs through parent-staff meetings or conferences.

3) Abusive behaviors and or verbal threats by parent toward LLL Preschool or other parents.

4) Parent disciplining, in any way, children (other than their own) while at LLL Preschool.

5) Frequent late pickups.

6) Child exhibits special needs or needs related to serious illness that are not possible to be met at LLL Preschool (despite genuine attempts to meet the needs of the child) due to an undue burden that the accommodations for these needs would cause to LLL Preschool.

7) A child's behavior endangers the health and welfare of her/himself or others at LLL Preschool.

Prior to termination or suspension the parents will receive written notification of actions that parents may take to avoid termination or suspension. Actions may include the following: an opportunity to meet with the Director and discuss options, referrals for evaluations and services; an opportunity to pursue options for supportive services to the program, including consultation and educator training; developing a plan for behavioral intervention at home and in the program. If it is determined that the child needs to be moved from our school, into a more therapeutic environment, the teachers and Director will work with the parent so ensure a smooth transition. In the event termination or suspension cannot be avoided, written documentation will be given to parents explaining the reason(s) for termination or suspension.