



Framingham Centre Nursery School

24 Vernon Street, Framingham, MA 01701

508-875-8260

www.fcnsma.org

POLICIES AND PROCEDURES

PLEASE take the time to read this information (some is also addressed in more detail in the Parent Handbook) and save both for future reference. Your assistance is important to make this a successful school year for your child.

ORIENTATION DAYS

PARENTS' ORIENTATION - WEDNESDAY, SEPTEMBER 2, 2009, 7:30 - 9:00pm

This is **your** time to meet the teachers, visit your child's classroom, ask any last minute questions.

CHILDREN'S ORIENTATION DAY - THURSDAY (9/3) OR FRIDAY (9/4) — see pink sheet for details

AM children – Either 9:00 - 10:00am **or** 10:30 - 11:30am

PM children – 12:15 - 1:15pm

This is **your child's** time to get acquainted with the teachers and some of his/her classmates.

- The **first full day of school** will be Tuesday, September 8. The Early Arrival, Lunch Bunch, Stay Day and Extended Day programs will all begin at this time.
- Your child may need **extra support** during the first few days of school. Please plan to stay in the building and perhaps in the classroom until the teachers and you agree that your child is ready for you to leave.

ARRIVAL AND DEPARTURE

EARLY ARRIVAL – 8:00 - 9:00am (see p. 3)

AM/PM CLASS HOURS – 9:00 - 11:45am and 12:15 - 3:00pm

4-HOUR CLASS HOURS – 9:00am - 1:00pm

LUNCH BUNCH – M - F 11:45am - 1:00pm (see p.3 and extended hours sheet for schedule and details)

STANDARD STAY DAY – 11:45am - 2:45pm (see p. 3 and separate sheet for schedule and details)

2-HOUR STAY DAY (for 4 hour AM class children) – 1:00pm - 3:00pm

EXTENDED DAY – 2:45 OR 3:00pm - 5:30pm (see p. 3)

- **A child must be accompanied by an adult at all times.** Each child must be escorted to the classroom and picked up from there. Do not allow your child to go to or from the entry room without you.
- **Let the teachers know that you are dropping off and picking up your child from the classroom.**
- Please be sure to **let your child know that you are leaving** and then go. Leaving without saying “good-bye” or continuing to say you are going to leave without doing so jeopardizes your child’s trust.
- It is very important that children are **picked up promptly** at the end of all classes. It is an emotional hardship for a child who is left after closing time of a class or school as well as a challenge to the teacher, who will have teaching responsibilities with another group starting immediately.
- Please cooperate with our schedule and **call us in case of an emergency or any change** so that we can inform your child.
- **A late fee may be charged** if late pickups become frequent at the end of the morning. Children not picked up promptly at the end of Stay Day or the afternoon classes will be moved to Extended Day and billed.
- **A late fee will be charged** after Extended Day closes at 5:30. Teachers can’t leave until you and your child do, which is why \$1/minute is charged from 5:30 until you and your child leave the building.
- **Going home plans.** If there is ever a change in your usual plan, please report it in writing to the office. We must have written instructions from you in order to send your child home with anyone other than the regular person responsible for picking him/her up at dismissal EVEN IF THAT OTHER PERSON IS LISTED ON THE EMERGENCY AUTHORIZATION/RELEASE FORM (“GREEN SHEET”). Photo IDs are required if your child is being picked up by someone all staff do not know. Car pools or consistent pick ups by anyone other than a child’s parent should be reported to the office in writing by all parents participating.
- **Parking lot safety.** NEVER leave a child unsupervised in the parking lot. Please keep your child(ren) with you at all times and do not allow them to run ahead. Please do not permit your child to play on, in or around

the railings, bushes and trees near the building. You should discuss these important rules at home.

- **Parking lot congestion is a given.** Please try to plan your arrival/departure so that you are not in a hurry. The driveway and parking lot are one-way. Do NOT park in the driveway because that will block access to the building by fire engines. Utilizing the entire parking lot, driving very slowly (5 mph), being extra alert and following the one way arrows down the first parking aisle away from Vernon St. then up the second aisle back toward Vernon St. will keep it as safe as possible for everyone.
- **Building access and security.** The building in which FCNS is located is locked and secure at all times. The FCNS door at the bottom of the ramp adjacent to the playground is equipped with a buzzer unlock and camera system so that entry for persons other than FCNS families can be controlled. FCNS families will be given the code to the key pad at the door so that they may enter during school hours. The security system will be unlocked at 7:55am and relocked at 5:30pm or at any other time necessary for safety. To avoid risking unauthorized entry by others, please do not allow your child to know or enter the code.

HEALTH REGULATIONS

- A **MEDICAL FORM** was sent to you with your child's acceptance letter and enrollment contract. This must be completed, signed by your child's physician and returned to the school office by JULY 30 for new children to allow us to comply with licensing regulations. The medical forms are valid for 1 year from the date of examination and need to be renewed annually at the time your child has another physical! Please make sure that your health care provider reports on the form results of LEAD SCREENING (required for school attendance, with annual re-testing until your child turns 4).
- **Emergency contact(s)** must be kept up to date. Please let us know when there is any change. Also, if you know that you will be at a particular phone number when your child is with us, let us know even if it is on a day to day basis. Having a cell phone number on file is also important. There is nothing more miserable for a child than to be sick or injured at school and for us to be unable to reach you.
- **Contagious diseases or conditions** must be reported to the school (e.g. head lice, strep, conjunctivitis, etc.) so notification of exposure can be sent to the families of any child affected. The Framingham Health Dept. requires that you obtain a certificate from them to present to us upon the child's return to school after a reportable communicable disease (chicken pox, whooping cough, salmonella, etc.).
- **Does my child belong in school today??** Please err on the side of caution when making this decision.
 - A child who doesn't feel well should stay home.
 - A child who shows any symptoms of illness (fever, rashes, vomiting, diarrhea, etc.) should be kept at home until symptoms are normal for 24 hours or until your physician clears his/her return to school.
 - A child requiring antibiotics for a contagious illness must have been medicated for 24 hours before returning to school.
 - A child with a fresh cold or cough must remain home until symptoms improve. Infections are most contagious during initial stages and the other children in the group must be protected.
 - Returning from an illness to school should be delayed until your child is fully recovered and able to both play outdoors and enter into all of the regular activities with the other children. Also, a child is more susceptible to other infections after an illness lowers his/her resistance. If a child becomes ill during school hours you will be notified and asked to come for him/her.
- Whenever possible, **medications** are to be given prior to coming to school. Only when necessary should the parent bring the medication to the office and complete and sign a "permission to medicate" form. A prescription medication must be in the original container. Non-prescription medication requires a health care provider's authorization. A non-prescription topical substance (sunscreen, insect repellent) requires only your permission. Please call the school office if you have any further questions.

KEEPING YOUR INFORMATION CURRENT

- We realize that many of you completed the application many months ago and, as a result, some of the information given about your children may no longer be current. The **DEVELOPMENTAL HISTORY**, which must be completed and returned to the school by JULY 30, will give you the opportunity to share any major changes in any areas of your child's development. Anything that you can tell us about your child at any time will help us to have a more successful school year and is greatly appreciated.
- The **"GREEN SHEET"** must be completed and returned to the school by JULY 30. **The Green Sheet is your written authorization for us to release your child to your designated representative. It is the form which would accompany your child in case of a medical emergency AND your child may not be at school without it.** It also provides current information for us about phone numbers, doctor, etc. Please let us know if there are any changes during the school year.

- All members of the FCNS staff are trained to administer First Aid and CPR.
- In case of a serious emergency or incident we will call 911 and contact the parents. If it is necessary for a child to be transported, it would be by ambulance dispatched to the Nursery School by the Town of Framingham to MetroWest Medical Center in Framingham. Your child's teacher would remain with him/her until a parent, or parent designate in the event you are not reachable, arrives.

SUGGESTIONS

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

ENROLLMENT AND FINANCIAL POLICIES

- **Enrollment policy.** When we reserve a place for your child in our program, we count on enrollment being for the full school year (September to June). If you withdraw your child for any reason we ask that you give us at least one month's written notice providing us with time to offer the space to another child. Otherwise you will need to pay an additional month's tuition payment.
- **Tuition payments.** The number of school days in each month varies because of holidays and school vacations. Tuition is a year long commitment and is calculated on an annual basis payable in nine equal payments. The first of these payments is due June 1 (tuition for May, 2010, the last full month of school) with additional payments made from September through April. The first payment is non-transferable to any other month, regardless of mid-year withdrawal from FCNS. In order to save money, we do not send monthly bills, but will email a reminder. A late fee of \$20. will be charged for payments received after the 10th of the month. If you have a problem meeting your tuition payments please speak with us in the school office in order to make special arrangements. Checks can be made out to FCNS and placed in the mailbox on the office door. See the Parent Handbook for the complete payment policy.
- **Late pick-up fees.** See p. 1, next to last paragraph.
- **Early Arrival** is always available between 8 and 9am. The fee may be paid as part of contracted tuition or by check made out to FCNS or cash at the time of drop-off to the staff member who will be supervising the children. This can be done on a regular or as-needed basis.
- **Stay Days** are offered every afternoon as a block of time from 11:45am - 2:45pm (Standard) or from 1:00 - 3pm (2-Hour for 4-Hour AM Class children). SD may be contracted (paid as part of tuition) or on an as-needed/space available basis (payment must be made at the time you sign up). Check with the office.
- **Lunch Bunch** is offered M-F from 11:45am-1:00pm. LB may be contracted (paid as part of tuition) or on an as-needed/space available basis (payment must be made at the time you sign up). Check with the office.
- **Extended Day** is offered every afternoon from 2:45/3:00 until 5:30pm or earlier. You may contract and pay as part of tuition or be billed weekly at a higher rate for the time used until 4:00, 5:00 or 5:30pm.

PARENT - SCHOOL RELATIONSHIPS

- **Parent participation is welcome and needed at FCNS.** Parents are always encouraged to stay, come back early, or just drop in. If there is a time when you would like to help with an art or cooking project, share a hobby/talent with us, or drop in to play/read/tell a story, please let us know. This can be done for your child's class or additional groups. Perhaps you also have time to participate in the PTO and be part of a volunteer committee – it is a terrific way to meet other families. The school governing body is the Parent Board of Directors elected from the corporation general membership at the Annual Meeting in June.
- **Parent - teacher conferences.** We encourage you to schedule a conversation with any of the staff members whenever you feel it necessary. We will send home an initial fall progress report and invite you to a brief conference about how your child has transitioned into the new school or class situation. Later in the

fall-winter we will fill out a more detailed progress report that will be discussed along with the spring report during a spring conference scheduled at the school (usually during your child's music or gym class). Please contact the school office if you ever have any concerns about your child or the program – we will meet with you or talk over the phone at any time you wish. We will also be in touch with you if we have concerns.

- **Class lists** will be made available with addresses and phone numbers as soon as the groups are finalized. This will be a useful reference throughout the school year. We will try to keep you up-to-date with any additions and/or corrections.
- **Changes.** Please keep us informed of any changes, unusual situations, etc. in your home or family. Situations such as illness, extensive travel, visitors, unemployment, or a new family member can have a great impact on a preschool child. This information will help us to support your child more effectively.
- **Absence from school.** Please call the school to let us know why your child is absent. Keeping aware of “what is going around” is most helpful for us when other parents call wondering just what it is that their child has brought home from school! We will call you to check on your child if you do not contact us.
- **Snacks** are typically crackers of some sort and juice, or water. We follow USDA Child/Adult Care Food Program requirements, which means that our daily snack menus offer choices from at least 2 food groups. **WE ARE PEANUT AND TREE NUT FREE.** The daily snack menu for a class is part of the lesson plan posted outside each classroom.
- **Birthdays and holidays** are usually celebrated with special treats sent in from home. Please let us know if you would like to help in this way. Any snacks brought to school should be for the whole class. We try to emphasize nutritious, wholesome snacks. Fruits and vegetables are always appreciated. We request that no candy, chewing gum, balloons or candles be brought to school for any of these celebrations or packed in your child's lunch. Thank you for your cooperation. We also request that home birthday parties not become a part of school. Children should not leave directly from FCNS for parties, bring presents to school, or distribute invitations in the building. These practices cause unnecessary hurt feelings, misunderstandings, and over-stimulation that interfere with a productive school atmosphere and program.
- **Toys from home** can serve as a wonderful security bridge for a child. Learning to share is a major part of our program; however, sharing one's own possessions might be a difficult lesson. Please use your own judgment when it comes to what is brought to school in the bag or in the pockets. We suggest a book, tape, special snack, etc. that can easily be shared by the whole group.
- **Family Night** is planned for the evening of Wednesday, November 18. This evening is particularly important for the children in that it is a special time when they can invite family members to see their school and meet their friends and their teachers.
- **Fundraising activities** are organized by our active group of parent volunteers during the school year in order to provide the school with items that would not ordinarily be within the budget. We try to provide a variety of projects in order to appeal to the varied interests of the school community. We do not want anyone to feel overwhelmed or pressured by these events. We realize that no one needs all of the goods or services that might be offered and that your participation must be selective. Please do only what you feel you are able and want to do. Thank you in advance for any support you may give.
- **Newsletters, etc.,** will be given to you periodically throughout the school year. PLEASE READ ALL NOTICES CAREFULLY so that you will be well informed. Please feel free to inquire about anything at any time either through the school office or a staff member.
- We also have a large **library** of magazines in the hall and picture books and adult references in the office that are available to support our families. You may sign them out at any time.
- There are areas of our program and policies that have not been covered at all or in depth in these pages. Our **Parent Handbook** has additional important information. It is available in the office and on our web site (www.fcnsma.org). Please use this expanded information as an important reference during the year. It includes summaries of the following: the school's licensing authority and administrative organization; procedures for parent conferences and reports; visits and input to school policy; procedures relating to children's records; child guidance policy; referral services policy; termination and suspension policy; the policy and procedures for identifying and reporting child abuse and neglect by mandated reporters; health and safety information; payment and reimbursement policy; dismissal policy, etc. Complete copies of documents will be provided upon request.

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