

# Family Handbook 2012-2013

Sandwich Village Preschool  
163 Main Street  
Sandwich, MA 02563  
(508) 888-2831

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# Sandwich Village Preschool School Calendar 2012-2013

August 29	New Family Orientation	10:00-11:00
September 5	Preschool Year Begins	
October 8	Columbus Day	SVP Closed
November 12	Veteran's Day	SVP Closed
November 22 & 23	Thanksgiving Break	SVP Closed
December 24	Holiday Recess Begins	SVP Closed
January 2, 2013	School Reopens	
January 21	Martin Luther King Jr. Day	SVP Closed
February 18	President's Day	SVP Closed
February 19-22	Winter Vacation (Open for half & full day students only)	
March 29	Good Friday	SVP Closed
April 15	Patriot's Day	SVP Closed
April 16-19	Spring Vacation (Open for half & full day students only)	
May 27	Memorial Day	SVP Closed
June 13	Final Day of Preschool School Year	
June 13	Graduation for Class of 2013	7:00 p.m.
June 14	SVP Closed/Family Picnic	11:30-1:30
June 17-21	SVP Open (Full & half day child care only)	
June 24-28	SVP Closed	

# **Sandwich Village Preschool 2012-2013 Fee Schedules**

## **Registration Fee**

A yearly, non-refundable fee of \$50.00 per child is due at the time of program registration.

## **Quarter Day Preschool (9:00-12:30)**

2 days per week      \$2300.00 per school year or  
10 equal installments of \$230.00

3 days per week      \$3200.00 per school year or  
10 equal installments of \$320.00

5 days per week      \$150.00 per week

## **Half Day Preschool (9:00-2:00)**

\$36.00 per day

## **Full Day Preschool (5-10 hours/day)**

\$51.00 per day

**About our Preschool**

Sandwich Village Preschool was founded in 1982 by the parishioners of St. John's Episcopal Church to fill a need for professional and nurturing child care for parish families and the greater community.

The preschool's first sessions were held in the parish hall. The house and property at 163 Main Street was purchased and renovated by the church in 1983, and operations have continued here since. Sandwich Village Preschool is licensed through the Department of Early Education and Care and holds a group child care license (#801879.) The preschool is owned and operated by St. John's, whose members continue their support of our program with their time and talents.

Sandwich Village Preschool provides a unique and meaningful early learning experience for children aged two years and nine months and older. Our curriculum includes social and emotional development, intellectual and creative growth, and the development of fine and gross motor skills. Our environment provides learning opportunities through art, music, circle time, science and math activities, and dramatic play. We also place a strong emphasis on language development, building self-esteem, and promoting good nutrition and health.

## **Our Mission Statement**

The mission of Sandwich Village Preschool is to provide an environment which allows students of diverse abilities to strive, thrive, and succeed during those critical early learning years. Our objective is to provide them with an age-appropriate educational experience that will provide a solid foundation for all future learning. Our commitment to educating young children is reflected in our high teacher retention and low student to teacher ratios. We provide family-friendly, flexible scheduling in a warm and caring atmosphere designed to support young students and their families.

## **Our Philosophy**

We believe that all aspects of your child's development (social, emotional, intellectual, motor, and language) are interrelated, and that each child's rate and style of learning is unique.

Fundamental to the development of the whole child is the enhancement of a positive self-image, enabling that child to explore and use these emerging skills to their fullest capacities. Play is an important avenue for learning, expression, and development in a child's world, and is an integral part of our program.

Finally, the family is the primary source of love, guidance and education in every child's life. We strive to build on that foundation with an early educational experience designed to assist in guiding your child as he or she journeys into the outside world.

## **Administration**

Sandwich Village Preschool is governed by St. Johns Episcopal Church's Vestry. The rector of St. John's church serves as an advisor and liaison between the preschool staff, the parish, and the community. The director and assistant director attend meetings in a non-voting, advisory capacity.

The committee is responsible for program offerings, the school's calendar, and for setting and administering the fee structure. The committee also sets general fiscal, personnel and administrative policies, assists in the hiring of personnel, and establishes methods and means to comply with the Department of Early Education and Care.

The director and assistant director are responsible for day-to-day operations, including implementing administrative policy, overseeing curriculum, and staff scheduling and supervision. In addition to working with the families and children in the program, the director also is the primary contact with the state licensing authority, the Department of Early Education and Care.

## **Registration**

Registration for our fall program begins in January of that school year. We give priority to current students enrolled and their siblings. Registration then is open to the community on a first come, first served basis and is subject to the specific availability of preschool openings. Those interested in enrollment should contact the director, Larry Smith or the assistant director, Betsy Mason to schedule an appointment to visit the program. The purpose of this visit is to tour the center and to learn more about the program. Your child is welcome to join you for this visit.

If there is an enrollment opening, you may secure it with the payment of the \$50.00 non-refundable registration fee. The family will be required to complete an enrollment packet prior to their child starting at the preschool.

### **Non-Discrimination Policy**

Sandwich Village Preschool & Child Care will provide services for children two years and nine months through five years. We will not discriminate in providing services to children and their families on the basis of gender, race, religion, cultural heritage, political beliefs, national origin, disability, marital status, sexual orientation, or toilet learning status.

### **Licensing Authority**

Our program is licensed by: Department of Early Education & Care  
The regional office is located at: 1 Washington Street, Suite 20  
Taunton, MA 02780  
(508) 828-5235

As a parent, you may contact EEC for information regarding the program's regulatory compliance history.

## **Our Goals**

- To help your child with his/her peers and adults with confidence. To teach sharing, turn taking, respecting the feelings of others, and showing kindness and consideration.
- To provide a positive verbal environment where your child is encouraged to express his/her feelings openly and with confidence.
- To encourage creativity, imagination and exploration.
- To instill in your child the assertiveness skills necessary to cope with today's societal issues.
- To encourage and develop cognitive skills, memory, organizational skills and pre-kindergarten readiness on an individual basis.

## **Family Information**

At the beginning of each month, you will find in your child's cubby, a calendar of events and a newsletter outlining the activities we plan to introduce that month. Throughout the school year, these events and themes make up the general teaching and learning objectives of our curriculum.

In the foyer we have a Family Board with postings of upcoming events, special activities, and important notices. Individual teachers also post a "What We Did Today..." form that will provide you with the highlights of your child's school day. We also make every attempt to speak with parents and family members each day to report other significant events.

We welcome and celebrate family involvement at our preschool. Suggestions, comments, and ideas are always encouraged and appreciated. Parents are welcome to visit the program at any time. We also invite you to share your special talents with us, join us as a chaperone on a field trip, or just stop by to join in on the fun.

In January and June your child's teacher will contact you to arrange a meeting to discuss your child and review a written progress report of your child's activities, skills, and participation at the preschool. Family members may also request a meeting or conference with the program's staff or director any time throughout the school year.

## **Sandwich Village Preschool's Rules**

1. Everyone can play.
2. Bullying and hurting others is unacceptable.
3. Show respect to: Your teachers  
Your friends  
Your family  
Other adults  
Show respect by: Using kind words  
Using manners  
Sharing with others  
Waiting your turn  
Not interrupting
4. Use school equipment and supplies with care.
5. When inside the school, use inside voices and walking feet.

## **Design of Program**

### **Program Hours**

Sandwich Village Preschool is open from 7:30 a.m. to 5:30 p.m., Monday through Friday. The morning preschool session is from 9:00 a.m. to 12:30 p.m. The preschool half-day is from 9:00 a.m. to 2:00 p.m. The preschool program begins promptly at 9:00 a.m. **All children must arrive no later than 9:15 each school day.** A \$5.00 late fee will be assessed to your account for arrivals past 9:15.

### **Enrollment and Staffing**

Our program is licensed by the Department of Early Education and Care for a capacity of 26 children ages 2 years, 9 months through age 6 years.

Our staff consists of 5 teachers. The three morning groups each have a lead teacher. Additional teachers serve as additional support or for special small group instruction.

### **Absences**

Please call or email our program early in the morning if your child will not be attending school on their scheduled day. Advance notice of appointments, vacations or days off will be greatly appreciated.

### **Late Drop-off and Pick-up Fee Policy**

All children should arrive no later than 9:15 am each school day. Our preschool program ends at 12:30; our half day program at 2:00 pm and our full day program at 5:30 pm. There is a 5 minute grace period for late pick-up for all programs. A \$5.00 late fee is assessed for a late pick-up for every 15 minute time span, or portion of, after the scheduled end time of your child's program.

### **Weather Related Closings and Delays**

Sandwich Village Preschool follows the Sandwich Public Schools for weather related closings and delays. Early closings are at the discretion of the director or assistant director.

- If Sandwich Public Schools are closed, SVP will be closed.
- If Sandwich Public Schools announce a one hour delay, SVP will open for full day students at 8:30. Half day and preschool students will have a regular 9:00 start time.
- If Sandwich Public Schools announce a two hour delay, SVP will open at 9:00 for all programs.

### **Program Changes & Withdrawals**

We require 30 days notice in writing if you find it necessary to change your child's schedule or to withdraw your child from the preschool. Your account must be paid up-to-date and there will be no refunds given.

### **Drop-Off/Pick-Up Policy**

When dropping your child off, please deliver your child to the custody of a teacher. Please sign your child in on the sign-in sheet to the right of the cubby room exit door.

When picking your child up, please sign your child out on the sign out sheet. Please make sure a teacher acknowledges that you have picked up your child.

At the time of enrollment, you will be given a release authorization form to complete. Include the names of all those authorized to pick up your child. This should include parents and other significant adults that you designate. We will request a picture I.D. to confirm pre-authorized adults. Children will not be released to unauthorized individuals or anyone under 16.

### **Outdoor Play/Indoor Activities**

We believe that children should be provided with daily outdoor activities, weather permitting. Please dress your child appropriately and clearly label all of your child's items. For safety reasons, sneakers or closed toe sandals are required for outdoor play. Inside, we use markers, paints, glue, water and sand. Children should wear comfortable, play clothes while at preschool.

### **Smoking/Fire Safety**

Ours is a smoke free environment. There is no smoking in the building or on the grounds. The building is equipped with a fire alarm system and fire extinguishers. The children and teachers practice monthly fire and evacuation drills.

### **Snacks and Lunch**

Your child will be given a healthy and nutritious snack and juice during their preschool session. Full day children will also be given a snack after rest-time. Our snack menu for the week will be posted on the Family Information Board. We ask that each family donate a half gallon of 100% fruit juice and a box of crackers each month.

Children enrolled in any of our programs should bring lunch each day. Please label your child's lunch box. Lunches should not be too large, and should offer healthy, balanced choices. Some suggestions include sandwiches, soup, pasta, cheese, vegetables, fruit and yogurt. A drink and ice pack should also be included in the lunch. Soda, gum and candy are not permitted. The staff will gladly heat food that has been sent in microwavable containers.

### **Tooth Brushing**

The EEC's licensing regulations require that educators assist children in brushing their teeth whenever they are in care for more than four hours or if they eat a meal while in care. Families will be responsible for providing a toothbrush for your child to remain at school. A replacement brush should be sent in to school every three months. SVP will provide the toothpaste that is ADA approved and contains sodium fluoride. All brushing will be supervised and brushes will be labeled and stored out of reach of the children, in open air and not touching each other as required by the regulation. If you decide to request your child be exempt from this regulation, please submit a signed statement that will be placed in your child's school file.

### **Rest Time**

If your child attends preschool for over 5 hours in a day, she/he is required by EEC regulations to have a rest period while a part of our full day program. Rest time begins at 2:00 each day. Please provide a small sleeping bag for your child, clearly marked with her/his name. Sleeping bags will be stored in individual crates in the Quiet Room closet. Sleeping bags should be taken home every other week to be laundered.

### **What to Bring to Preschool on Your First Day**

1. A complete set of labeled, spare clothes that will remain at school.
2. Outdoor clothing appropriate for the season.
3. Children who are here for lunch should bring their own nutritious lunch, juice box, and small ice pack to keep it cool.
4. Children in our full day program should bring a small sleeping bag for rest time.
5. Your child's completed enrollment forms (see separate Child's Record Informational Sheet for detailed instructions)
6. A small photo (2" x 2") of your child's face for their cubby tag.

## **Behavior Management and Discipline**

At our preschool, we intend to support a child's positive self-image. We try to fulfill the need for warmth of human interaction, as well as to develop a sense of self-direction, self-assessment and self-control. By our examples, we want to help the children to grow in their attitude toward responsibility, to be more understanding and accepting of others, and to develop mutually respectful relationships with their peers and with adults.

While we care deeply about preserving the spontaneous process of the child's nature, and encourage the free expression of feelings, we do this within the structure of fair and consistent rules which the children help to establish and maintain.

We emphasize the positive aspects of each child's behavior and participation as well as help the child to recognize the difference between appropriate and inappropriate behavior. We accept mistakes as ways to reach new understanding, and we keep the rules at school as clear and consistent as possible. We speak to a child about what we want accomplished, not about what he/she is doing wrong.

### **Termination & Suspension Policy**

A child/family may be suspended from the program for failure to meet financial obligations and becoming more than two weeks behind in tuition payments. Suspension may also be required for failure to provide necessary paperwork for their child's file.

A child may be terminated from the program under the following circumstances:

- the child's health and safety at the preschool cannot be assured
- the child's developmental needs are not being met at the preschool
- the family's failure to meet financial responsibilities

In the case of termination, the family would be provided with referral services and the staff would provide a transition period to assist the child.

### **Behavior Management Policy**

The following are the procedures we follow in handling any unacceptable behaviors. Children are not punished in the center. A child may be reprimanded for the following kinds of behavior:

- verbal abuse of others
- physical abuse of others
- disruption of group activity or another's play
- dangerous behavior alone or with others

Reprimands proceed as follows:

- a quiet talk with the child explaining why his/her behavior is unacceptable
- if the behavior continues, the child is removed from the group to "think" about what has caused his/her removal (3-4 minutes)
- teacher then returns to talk with the child and review why the child is sitting to "think", child is then returned to the group

Sandwich Village Preschool prohibits the use of corporal punishment, including spanking. The center prohibits cruel or severe punishment, humiliation or verbal abuse. Children are not denied food as a form of punishment nor are they force-fed. Children are not punished for soiling, wetting or not using the toilet.

## **Management of Infectious Disease**

If your child becomes ill while at the preschool, she/he will be made comfortable under the supervision of a teacher in an area separate from the other children. If the child's temperature is over 100 degrees, you will be called to arrange for your child to be picked up. Criteria regarding signs/symptoms of illness which will determine whether a child would be excluded from the preschool:

- fever over 100 degrees
- rash of unknown origin
- uncontrolled diarrhea
- head lice

A child that has any symptoms requiring exclusion will be isolated from other children and made comfortable until parents arrive. A child may return when:

- fever has been normal for 24 hours
- child has been on medication for 48 hours
- no lice/nits are present in the hair

A sign will be posted to the right of the entrance stating any communicable diseases present. Staff will use disposable vinyl gloves when dealing with bodily fluids. Strict adherence to these policies are expected and greatly appreciated for the health and safety of all children and teachers.

### **Emergency Health Care**

In the event that a child requires emergency care while at the preschool, one teacher will remain with the child and will administer first aid, while another places a call to emergency personnel. The parent (or designated adult if parent cannot be reached) will then be called and informed of the situation. A teacher or the director will accompany the child to the hospital if additional treatment is required. If parents have not been reached, we will notify the child's pediatrician. The incident will be documented.

### **Administration of Medicine**

If your child requires prescription medicine during her/his day at school, you will be required to complete an authorization form for each medicine.

Medicine must be in the labeled, original container that indicated that the medicine is for the specific child and specifies the dosage, number of times per day, and the number of days to be administered. Parent's authorization must indicate the medicine, dosage, time to be given, and for how many days. The medicine will be stored out of the reach of children. The administering of medicine will be documented on the dispense form and the completed form will be placed in the child's file.

For non-prescription medications, parent authorization is required to administer in accordance with the physician's written order. Attempts will be made to contact the parent prior to administering non-prescription medicine. Staff will notify parent in writing each time medicine is given.

Written parent authorization is required for staff to administer topical medications such as sunscreen and insect repellent. Clearly label your child's individual bottle with her/his name. They will be applied by staff and stored out of the reach of children.

### **Toilet Learning**

At Sandwich Village Preschool we are happy to accept children that are in the final stages of toilet learning. If your child is not in underwear full time, we require a supply of side-fastening "pull-ups" to aid in this transition.

### **Transportation Plan**

Parents, family members, or designated adults are responsible for transporting their children to and from the preschool each day.

#### For Walking Trips

We use a walking rope that has spaced loops for the children to hold when we take a walking trip. Safe walking rules are reviewed with the children prior to each walk. Teachers are placed in the front, middle, and rear of the rope. Children requiring additional assistance may hold a teacher's hand. We maintain at least a 1:6 teacher/child ratio on walks. At crossings, one teacher will stop traffic before we cross the street.

#### For Field Trips

For local field trips, teachers and adult volunteers use their personal vehicles to transport the children. Evidence of current car insurance and working seatbelts is a requirement. Parents are responsible for providing car seats for their children.

A first aid kit, children's emergency cards and a cellular phone are always brought on our field trips. In case of illness or emergency, emergency services would be contacted if necessary. A parent or designated adult would be contacted by the director. One staff member will remain with the child at all times.

### **Social Service Referral Plan**

- Staff is responsible for informing the director of concerns; director documents conversation
- Director sets observation times and documents observations. Teacher continues to document observations.
- Director and staff member review child's file, prior school progress reports and observations.
- Program will provide parents with a written statement with the reason for recommending a referral for additional services, a brief summary of the program's findings related to the referral, and any efforts the program has made to accommodate the child's needs.
- The director or teacher contacts parents to set up a team meeting to discuss concerns, observations and family's options.
- The teaching team, director, and parents continue to work together with follow-up meetings or discussions.
- The director provides referral list to all parents and will make referral calls with parent's consent.

The licensee shall protect children from abuse and neglect while in the program's care and custody. The licensee shall develop and follow written procedures for reporting any suspected incidents of child abuse and neglect.

- All staff members are mandated reporters of any suspected incidents of child abuse and neglect.
- All staff members should document objectively any suspicions of abuse or neglect.
- Staff should report concerns to the director.
- The director reports to the rector of St. John's church.
- Rector, director, and reporting staff should objectively discuss concerns relating to observable criteria.
- If deemed necessary, assistant director or director will place call to the Department of Social Services and report findings. They will follow up with a written report to D.S.S.
- The director is mandated to contact EEC immediately after filing or learning 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.
- The director is also mandated to contact EEC immediately after filing a 51a report on a staff member or learning that one has been filed by a staff member.
- The licensee shall cooperate in all investigations of abuse and neglect.
- If it is alleged that a staff member was abusive or neglectful, that person will be removed from working with children. Pending the outcome of the Department of Social Services investigation, and any such further time determined by the Department of Early Education and Care, the director and Preschool Committee will determine to reinstate, suspend with or without pay or terminate the staff member.

## **Emergency Procedures**

**In the case of a power outage:**

If power is not restored after 1 hour the preschool parents will be called to arrange pick-up. Cellular phones will be used if local phone service is out of order.

**In the case of loss of heat:**

If after 1 hour the heat is not operational, the preschool will prepare to close early and the parents will be contacted to arrange pick-up.

**In the case of loss of water:**

If after 1 hour, water service has not been restored, the preschool will prepare to close early and the parents will be called to arrange pick-up.

**In the case of a missing child:**

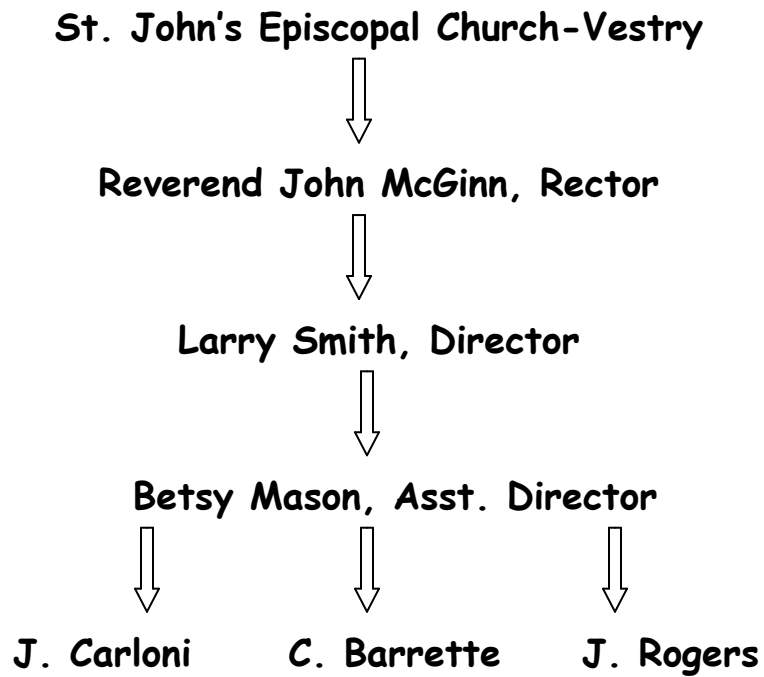
If during the school day a child is unaccounted for and presumed to be missing the preschool will immediately be locked down and a search initiated by the director and assistant director. One staff member will assist the assistant director and carefully search all classroom areas and spaces on the first floor. If unsuccessful the building search will expand to the second floor. At the same time the director will initiate a search of the outdoor area and the immediate vicinity surrounding the preschool. The director will stay in contact with the preschool by cell phone during the search. If after the initial search the child is not located, a 9-1-1 call will be made to contact the Sandwich Police to request assistance. The child's family will then be contacted to apprise them of the situation.

**In the case of a fire, natural disaster, or situation necessitating evacuation of the building:**

In the event of a fire or situation necessitating the evacuation of the building the children will be taken by foot to St. John's Episcopal Church, 159 Main Street, Sandwich, MA. Parents or designated adults will be contacted by phone to make pick-up arrangements. The director or assistant director will do a building search to assure that no child is left behind after the evacuation.

In the event of a natural disaster a phone call will be placed to the Sandwich Fire Department (508-888-2323) to determine whether to evacuate or shelter in place. If evacuation is warranted the initial meeting place will be St. John's Episcopal Church. The director or assistant director will do a building search to assure that no child is left behind after the evacuation. Cellular phones will be carried as a method to stay in contact with the Sandwich Fire Dept. or other appropriate authorities once we have evacuated the building. Emergency cards will be taken and parents will be contacted by cellular phones to update on the status in the event of an emergency evacuation. If it is further recommended that we evacuate to an approved emergency shelter, Laidlaw Transit Co. would be contacted (508-432-3400) to arrange transportation for the children and staff to the Oak Ridge School, 260 Quaker Meetinghouse Road, E. Sandwich, MA (508-833-0111.) Parents or designated adults will be contacted by telephone to make pick-up arrangements. Cellular phones will be used if there is a loss of power/phone service.

Organizational Information Identifying Lines of Authority



**Community Referrals**

## **Education**

Child Care Network	(888) 530-2430
Community Partnership for Families	(508) 888-9525
Early Intervention	(508) 775-6998
Department of Early Education & Care	(508) 828-5025
Department of Social Services	(508) 760-0200
Sandwich Public School-Special Services	(508) 888-3666

## **Health**

Health Care Consultant (Suzette Jakielo RN)	(508) 428-6559
Sandwich Public Health Nurse	(508) 833-8020
Ask-A-Nurse	(888) 771-2235
MASSHEALTH	(800) 841-2900
Children's Medical Security Plan	(800) 909-2677
WIC Cape Cod Health Care	(800) 942-2445
Cape Pediatric Dental Associates	(508) 432-7555
MA Dental Society	(800) 342-8747
Cape Opticians	(508) 540-3937

## **Miscellaneous**

Food Stamp Hotline	(800) 645-8333
Sandwich Food Pantry	(508) 888-3816
WIC Nutrition Program	(508) 771-7896
MA Poison Center	(800) 682-9211
Elder Services of Cape Cod & Islands, Inc.	(508) 394-4630
Alcoholics' Anonymous	(508) 775-7060
Alcohol Information & Referral	(800) 252-6465
Alanon-Alateen Info Service Center	(508) 394-4555
Child & Family Service of Cape Cod	(508) 778-1839
Legal Services for Cape Cod & Islands	(508) 775-7020
Parents' Anonymous	(800) 882-1250
Hospice of Cape Cod	(508) 362-1103
Parental Stress Line	(800) 632-8188
Cape Psych Center	(508) 790-2101
Cape & Islands Mental Health Center	(800) 352-7742
MSPCC, Abuse/Neglect (children)	(800) 775-0275