



West Falmouth Preschool Handbook

2024-2025

# WELCOME!

Welcome NEW and RETURNING parents to West Falmouth Preschool!  
We are glad you are here!

This is your handbook for the upcoming school year. The purpose of this handbook is to communicate valuable and useful information to the parents. It contains important information about our preschool; policies and procedures, school year calendar, telephone contact numbers, state regulations, bylaws, and amendments. Please review it carefully, as this handbook is a valuable resource and reference.

Your input is valued and appreciated!

In your folder you will find WFPS routine info, such as:

Class Lists  
Handbook Signature Form

Peanut Free Snacks List  
Cooperative Agreement

The handbook must be read, and the signature form must be signed.

There is a constant flow of information, and we, the Executive Committee and the teachers, will try to keep you informed throughout the school year. Information is disseminated to you in many ways and forms – handouts inside the cubbies, bulletin board notices in the hallway, monthly calendars and newsletters, notices on the door, the WFPS Parents Facebook page, the “remind app”, and email.

If you have a question, concern, suggestion, or any other valuable information, please contact any member of the Executive Committee and/or the teachers. Remember.... COMMUNICATION is the key to a successful school year! Your input is valued and appreciated.

**Have A Great Year!**

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## INTRODUCTION

### **OVERVIEW**

The National Academy of Early Childhood Programs accredits West Falmouth Preschool, a fully licensed preschool in the state of Massachusetts. The state Dept. of Early Education and Care license West Falmouth Preschool.

The staff of West Falmouth Preschool consists of a lead teacher/director, a teacher and teachers' assistant. Each teacher has their Bachelor's Degree in Education and is qualified to teach by the Dept. of Early Education and Care (EEC). Each teacher is certified in pediatric first aid and CPR. Together, the teachers of WFPS have many years of experience in dealing with children of this age group.

### **OUR MISSION**

We are a parent cooperative that nurtures and develops a child's love of learning, independence and creativity. Our program goals are to create a positive learning environment and to promote self-confidence by means of a flexible, semi-structured curriculum that incorporates social as well as limited academic skills, through a wide variety of materials and media. Children are encouraged to create, investigate, problem solve, experiment and share. All of us at West Falmouth Preschool strive to provide a warm and cozy environment where kids can be kids!

The West Falmouth Preschool shall not discriminate against staff, or in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status, disabilities, sexual orientation or toilet training status.

### **HISTORY OF THE WEST FALMOUTH PRESCHOOL**

In 1952, the West Falmouth Preschool began in the West Falmouth Library by a group of mothers who took turns supervising the children three mornings a week. In 1967, the Preschool moved to the Cataumet Methodist Church where it remained until 1972. The group then returned to the basement of the new addition of the West Falmouth Library, where it remained until 2005. WFPS, through the efforts of many dedicated parents, is now located on 28 Blacksmith Shop Rd., just around the corner from the library, in its very own building. In 1969, the Preschool incorporated itself and elected a Board of Directors. The Board consists of six volunteers from the community, who are available to provide assistance with the general management of the school.

### **THE PRESCHOOL AS A PARENT COOPERATIVE**

How do parents cooperate in the preschool environment?

- Parents must participate in one main annual fundraiser by a) raising \$200 (for each child a parent has enrolled) and b) by assisting the fundraising chair in organizing the main fundraiser. Other fundraising events throughout the year are voluntary. Fundraising is very important for the preschool since all funds raised benefit the children directly.
- Parents must assist in the classroom from 9AM-1PM one day per school year. Parents also have the opportunity to volunteer in the classroom and can assist with many Preschool activities. Look for signs on the parent board for sign-ups or contact the director regarding special interests you want to bring to the classroom.
- Parents will also be asked to assist in a Spring & Fall Clean-Up. Children will always be welcome to help too!
- Parents may be asked to help with minor repairs or maintenance issues at the school, snow removal, enrichment activities or sub in the event a teacher may be out sick.
- Non-graduating families are responsible for hosting graduation for graduating families. Families will help set up/clean up and may be asked to provide refreshments and snacks for the celebration, which takes place at West Falmouth Preschool.

The Preschool consists of the teaching staff, the students and the Executive Committee. It is the Executive Committee and the Director who make the day-to-day decisions on the operation of the Preschool. Each year the parents elect five officers (President, Vice President, Treasurer, Corresponding Secretary and Recording Secretary) who in turn appoint up to six non-voting positions (Health Agent, Registrar, Parent-Teacher Liaison, Fundraising Coordinator, Maintenance Chair, and Publicity-Social Events Coordinator). These eleven individuals are exempt from clean responsibilities. The Executive Board meets monthly, and also holds three mandatory parent meetings (September, January, and May). Monthly Executive meetings are open to all who want to attend.

### **PURPOSE OF WEST FALMOUTH PRESCHOOL**

The purpose of the West Falmouth Preschool is to involve parents and children ages 3-5 in a cooperative manner and on a non-profit basis; to have children experience activities of an artistic, cultural, scientific, and physical nature; to provide growth through experiences that will nurture a positive, supportive attitude towards themselves, their family, school and community; and to help foster awareness of the world around them.

### **ANTI-HARASSMENT POLICY**

The WFPS is dedicated to maintaining a workplace which is professional and which treats all employees with dignity and respect. Harassment by any means is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The WFPS takes allegations of harassment seriously and will respond promptly to complaints, and where it is demonstrated to our satisfaction that such harassment occurred, we will act promptly to eliminate the harassment and impose such corrective action as is necessary, including disciplinary action where appropriate. If any employee believes that he/she has been subjected to harassment, it is our policy to provide the employee with the right to file a complaint with the President of the Executive Committee/or the Board of Directors. This may be done in writing or orally. When a complaint has been submitted, the appropriate persons will then investigate the allegation in a fair and expeditious manner. Our investigation will include a private interview with the person or persons filing the complaint and with any relevant witness. An Interview with the person/persons alleged to have committed the harassment also would occur. If the investigation reveals that harassment did occur, we will act promptly to eliminate the offending conduct and will impose disciplinary action. Such actions may include; informal or formal reprimands, written or verbal warning, suspension, reduction in pay, reduction of duties, and formal sanctions of termination from employment. Under completion of said investigation, the person filing the complaint of harassment will be notified of the results and actions taken. In addition to the above, if an employee believes he/she has been subjected to harassment, a formal complaint may be filed with either or both of the following government agencies:

The US Equal Employment Opportunity Commission  
475 Government Center  
Boston, MA 02203  
(800) 669-4000

OR The Mass Commission Against Discrimination  
One Ashburton Place, Room 601  
Boston, MA 02108  
(617) 994-6000

Dear Parents,

We would like to welcome you and your family to West Falmouth Preschool. This letter is to inform you of how our curriculum is designed and implemented. Our 5-day program is designed to build on each child's social and emotional development while incorporating an academic segment to the program. Our program is designed to follow a thematic approach to each month, and is developed to meet the children's developmental stages appropriately. Our program purpose is to "expose" the children to various skills and concepts through a variety of media and material.

Here are some suggestions to assist in your child's awareness at home:

- READ! READ! READ! This is one of the best learning tools.
- Talk with your child about the day's events and through story retells.
- Discuss the changes in the seasons and what they observe that can tell us about those changes.
- Play with rhythm and rhymes, children love to chant!
- Encourage the proper use of scissors, writing implements, zipping and buttoning; some may be ready for tying too!
- Encourage self-help while assisting in their independence by carrying their own lunch boxes, backpacks and/or jackets into school and putting them in their place upon arrival.

Parent/Teacher conferences are scheduled twice during the year. In December, we will meet to discuss your child's adjustment to preschool this year. We will meet again in April and will include a full written developmental evaluation of your child. Because communication is very important to us, we are available to meet with you at any time during the year. Please speak with our Director Christina Brousseau to arrange a time to meet, or feel free to email.

We welcome parent involvements this year and are looking forward to having you join us in the classroom! Each family will schedule a time to speak with the Director and she will provide further details.

Your suggestions, ideas and thoughts are always welcome. Please feel free to contact any one of our Executive Committee members, Board of Directors and of course our teachers at any time! Enjoy the gift of watching your child grow! We look forward to sharing this experience with your family.

Sincerely,  
Christina Brousseau- Lead Teacher/ Director  
Sheri O'Malley- Teacher

## CURRICULUM AND DEVELOPMENT

Our professional and experienced staff will provide a lot of individual attention to your child. Your child's communication skills will be developed through interaction with other students. Peer relationships also begin to develop at this age. Your child's sense of self-esteem develops after having a chance to succeed at developmentally appropriate tasks. Our staff is very knowledgeable of appropriate curriculum and plans their days to build upon each other in a balanced, organized and fun way.

The staff plans activities to encourage the learning process through sensory exploration and physical manipulation of various materials. Children can make choices as to which activities they participate in the morning – art, blocks, dramatic play, books - and are highly encouraged to participate in teacher-directed activities such as special theme projects and circle time activities. In addition, the teachers incorporate music and movement exercises, story time, seasonal themes, and an in-house lending library to give the program a varied range of interests for the children. Playground facilities are used as often as possible to further exercise their bodies as well as develop gross motor skills.

Issues such as separation anxiety, shyness in large groups, less readiness to conform to schedules are all addressed. Children develop confidence in a large group setting, with the security and support of 3 teachers. They participate in the daily curriculum and also have time for UNSTRUCTURED play with their friends.

Curriculum is theme-based – teacher directed projects, group circle time, special projects, field trips, exhibits and activities. The following list is a sampling of themes you may see used in our program: seasons, colors, shapes, self-concept, five senses, animals/insects, dinosaurs, space, wind, safety, health and hygiene, manners, transportation, community workers, nutrition, ocean, nursery rhymes, holidays, letter awareness and family.

Your child will be exposed to the following skill development areas: art, music, math, language arts, reading readiness, science, computers, gross and fine motor skills development, social skills, block play, dramatic play, show and tell and tactile mediums.

The following concepts are also incorporated into our activities:

- Classification – same and different, sorting
- Matching – equal, identical, same
- Opposites
- Sequencing – big, bigger, biggest – small, smaller, smallest, etc.
- Math Concepts – more, less, all, some, same amount
- Time Units – yesterday, today, tomorrow, etc.
- Time periods – old, new, young, before, after, etc.
- Spatial Relations: Position – over, under, between, etc.
- Direction – forward, backwards, in, out, etc.
- Distance – close, near, far, and far away
- Pre-Reading Concepts – preview and predict, perception, using context clues, beginning, middle, end, etc.; recall and retention
- Sharing and Cooperation

## SCHOOL CALENDAR 2024-2025

Monday, August 12	Executive Committee Meeting 6:00 PM
Monday, August 19	Mandatory Parents Meeting 6:00 PM at the preschool
Monday August 26	Play Date at the Beach! Old Silver Beach paid side - 6 PM
Tuesday, September 3	First Day of School - no stay and play first week of school
Wednesday, September 18	School Photos at WFPS
Friday, September 27	Grandparents Day (or other special person)
Friday, October 11	No School
Monday, October 14	No School – Columbus Day
Monday, October 21	Board Mtg. 6PM/Executive Committee Mtg. 7PM
Thursday, October 31	Halloween Parade 9:30 AM
Monday, November 11	No School – Veterans Day
Monday, November 18	Executive Committee Meeting – 6:00 PM
Wed-Fri, November 27-29	No School – Thanksgiving recess
TBD December	Parent/Teacher Conferences
Friday, December 20	Holiday Party
December 23–January 2	No School – December Vacation
Thursday, January 2	School Reopens
Monday, January 6	Board Mtg. 6PM/Executive Committee Mtg. 7PM
Monday, January 20	No School – MLK day
Monday, January 27	Mandatory Parents Meeting – 6:30 PM at WF Library
Wednesday, January 29	Open House
Saturday, February 1	Alumni Registration
Monday, February 3	Executive Committee Meeting 6:00 PM (if needed)
February 17-21	No School – February Vacation
Monday, February 24	School reopens
Saturday, March 1	Open Registration Begins
Monday, March 3	Executive Committee Meeting 6:00 PM
April 18-25	No School – April Vacation
Monday, April 28	School reopens
Monday, May 5	Board Mtg. 6PM/ Executive Committee Mtg. 7PM
TBD (May)	Parent/Teacher Conferences
Monday, May 12	Mandatory Parent’s Meeting – 6:00 PM at WF Library
Monday, May 26	No School – Memorial Day
Wednesday, June 11	Last Day of School
Thursday, June 12	New Student Meet & Greet
Friday, June 13	Graduation 9:30 am
TBD	Fun in the Sun Camp



## EXECUTIVE COMMITTEE DESCRIPTIONS

President: Responsible for building inspection; agendas for all meetings; filling out Annual Report for Commonwealth of Massachusetts; overseeing and working with Executive Committee and maintaining timelines; working closely with Director to make sure the school is running smoothly; meeting with Bookkeeper, Treasurer, and Director regarding budget; reviewing all insurance policies; writing and negotiating contracts for Director and teachers; attending Open House and Meet & Greet; working with Publicity and Director/Lead Teacher for enrollment or hiring processes; make sure Director/Lead Teacher provides Corresponding Secretary with information; scheduling fire inspections; following up on Board of Directors terms and openings; any other concerns that come up regarding the school.

Vice President: Responsible for making sure the school is cleaned daily and creating school calendar with important events and volunteer days; shopping for cleaning supplies as needed and maintaining and organizing supplies in the basement, maintaining the cleaning schedule in closet, writing and distributing donation lists as needed; maintaining oversight of supply budget; obtaining substitute teachers; scheduling enrichments. Performs duties of President in his/her absence.

Treasurer: Responsible for all financial records, collecting tuition, payroll, paying bills; preparing deposit slips for tuition and fundraising events; reminding parents and follow up on late payments; paying Federal taxes monthly; writing and distributing weekly paychecks; reimbursing parents and teachers for supplies; renewing all insurances as needed; working closely with bookkeeper and accountant throughout the year, checking mailbox.

Corresponding Secretary: Responsible for creating and distributing monthly newsletters, notifying the Executive Committee and Board of Directors of all meetings and any other correspondence.

Recording Secretary: Responsible for keeping minutes of all Executive Committee, Board of Directors and Parent meetings, and circulating minutes to all members and parents; circulating attendance sheets at all meetings; creating spreadsheet containing Board of Directors phone numbers, mailing addresses and term expiration; updating and assembling Parent Handbooks, and any special administrative tasks assigned by the President.

Registrar: Responsible for the enrollment of the school, including preparing, sending out and collecting registration forms and fees; assembling and distributing all required student forms; holding open registration/open house for public; fielding phone calls, answering questions and sending out school information; keeping computer records of all students, and waiting lists; preparing student lists, phone chain, and birthday lists to distribute to parents and teachers; updating alumni lists; labeling cubbies; emailing parents with updated forms as needed.

Parent Teacher Liaison (not appointed 2024-2025): Primarily manage communication between parents and teachers regarding the parent volunteer schedule and requirements, items/materials/volunteers needed for in-school special events, Fall and Spring clean-up organization.

Health Agent (not appointed 2024-2025, responsibilities divided between director and president): Responsible for maintaining the school's first aid kits; keeping parents informed of health concerns in the community or in the school.

Publicity & Social Events Coordinator (not appointed 2024-2025): manage publicity efforts, such as creating and distributing flyers, writing press releases, running ads in local papers, and attending local events to promote our school. Help build "community" by organizing fun, family-friendly activities for WFPS families.

Fundraising Coordinator: Plan small monthly FUNdraisers throughout the year, and organize the Fall and Spring mandatory fundraisers. Obtain fundraiser/raffle permit for the year through the Town of Falmouth.

Maintenance Chair: Point person for all maintenance related issues, including being in touch with the plow for snow removal when necessary.

## CONTACT LIST

### **PRESCHOOL AND TEACHERS**

West Falmouth Preschool	508-540-2957
Christina Brousseau, Director/Lead Teacher	westfalmouthpreschoolinc@gmail.com
Sheri O'Malley, Teacher	somalley59@verizon.net
Brenna Oberton, Teacher	brenna.oberton@gmail.com

### **EXECUTIVE COMMITTEE ELECTED OFFICERS**

Erica Ducach, President	wfpresident@gmail.com
Sarah Richards, Vice President	wfpvicepresident@gmail.com
Liana Hanney, Treasurer	wfpstreasurer@gmail.com
Trisha Worley, Recording Secretary	wfpsrecordingsecretary@gmail.com
Megan Campbell, Corresponding Secretary	wfpcorrespondingsecretary@gmail.com

### **BOARD OF DIRECTORS**

#### **Meghan Stimpson**

Meg02129@gmail.com

Term ends 2026

#### **Krista Hennessy**

osbmcmamara@comcast.net

Term ends 2025

#### **Sydney McCabe**

sydneymc@comcast.net

Term ends 2026

#### **Kristin Tarantino**

kristintarantino@gmail.com

Term ends 2024

#### **Heather Rabesa**

Heather@ccbarchefs.com

Term ends 2025

## A TYPICAL DAY AT WEST FALMOUTH PRESCHOOL

### Schedule:

<b>8:45-9:15</b>	Drop off
<b>8:45-9:30</b>	Unpack, wash hands, morning work (small groups)
<b>9:30-10:00</b>	Morning meeting
<b>10:00-10:30</b>	Snack
<b>10:30-11:30</b>	Outside play
<b>11:30-12:00</b>	Story time
<b>12:00-12:30</b>	Lunch
<b>12:30-12:45</b>	Pack up
<b>12:45-1:00</b>	Dismissal
<b>1:00-1:45</b>	Bathroom, rest time
<b>1:45-2:15</b>	Snack
<b>2:15-2:45</b>	Free play
<b>2:45-3:00</b>	Dismissal

### Morning meeting includes:

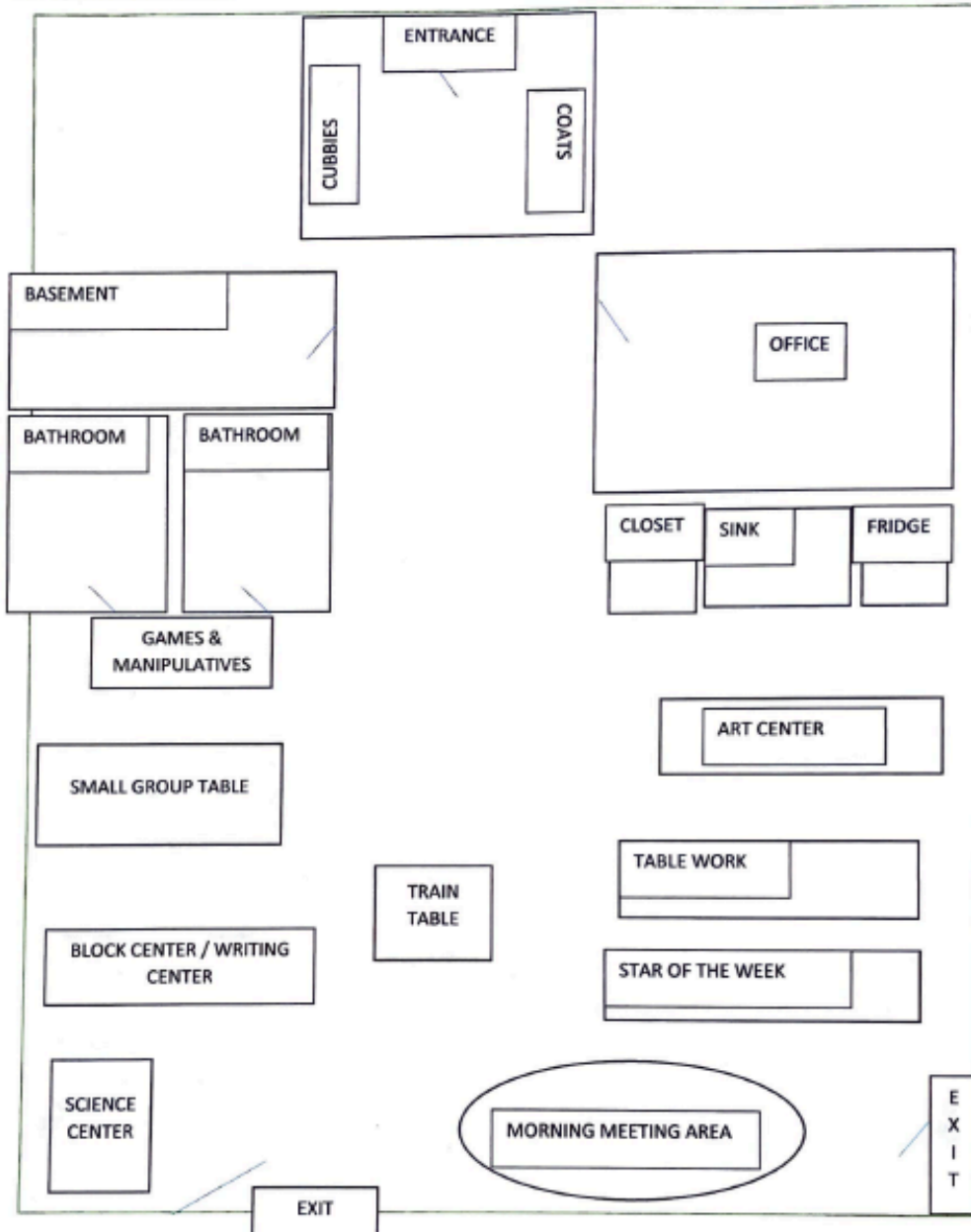
Greeting  
Date  
Weather  
Counting  
Colors  
Shapes  
Morning message - students fill in the blanks- survey question daily  
Letter of the week  
ASL Letters & Sounds

### Morning work includes:

Letter of the week activities  
-ex. 3yr old trace large letter A  
-ex. 4yr old color pictures that begin with /a/ sound  
Number of the week activities  
3 yr old - paint a giant number 1  
4 yr old - trace number 1 and find all of them in a hidden picture.

# CLASSROOM LAYOUT

WFPS CLASSROOM 31'X29'



## HOW YOUNG CHILDREN GROW AND LEARN – 3-5 YEARS OLD

### **PHYSICALLY**

During this period, most 3-5 year olds develop use of large muscle coordination involving arm, leg and trunk muscles. Constant activity is characteristic of this age and accompanies the development of the large muscles, which help children gain control over their own bodies. Motor skills at 3-5 years of age are unevenly developed. Children may do well at one motor skill and poorly at another. Skills in the use of hands and fingers develop next, and by the age of 5, the child has become left or right-handed.

### **SOCIALLY AND EMOTIONALLY**

All 3-5 year olds need affection, warmth and approval from their parents and teachers. They all need careful adult guidance and some limits and controls for safety and security. At these ages, social development is influenced profoundly by language and development.

Social development also depends on a child's previous experiences, especially those with other children. They show increasing ability to play with others and may work and play at one activity for only short periods of time.

### **INTELLECTUALLY**

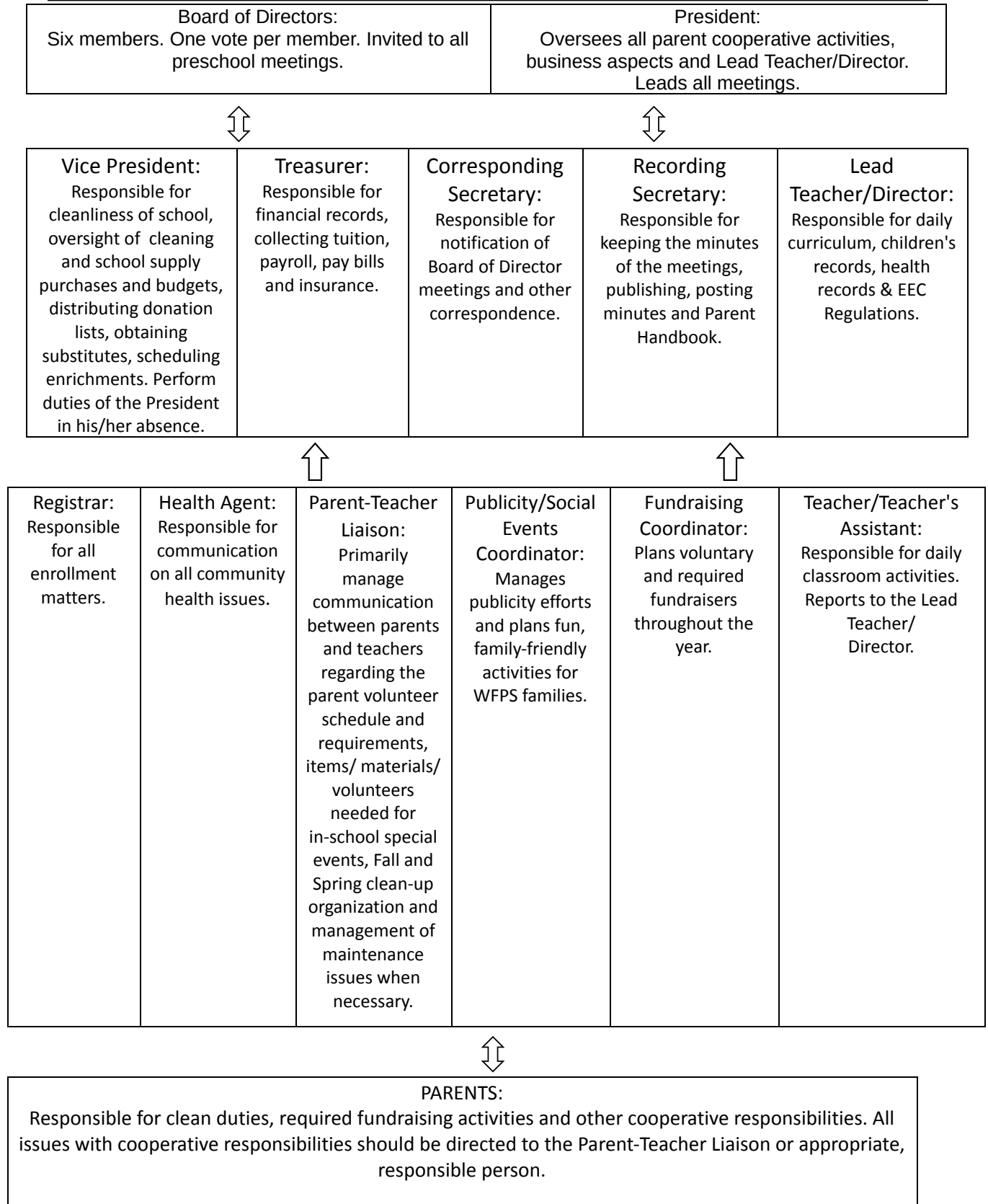
3-5 year olds learn best through first-hand experiences. They need many opportunities to touch, feel, handle, create, build, experiment and explore. Some of their time is spent on play, for play is the business of childhood. Through play, children begin to clarify their confusions, orient themselves to their immediate world, accept themselves as creative individuals, solve problems and build concepts.

3-5 year olds like repetition, stories, dramatic play, and magic. They can spend surprisingly long periods of time on things that interest them but only short periods of time on activities beyond their physical and mental readiness.

The most important thing to establish is a healthy learning environment where your child feels secure, wanted, respected and free to explore, while permitting temporary regressions. It means a place where there are many familiar things to play with and new things to experiment with as well. It is an environment conducive to learning about oneself, one's world, people and things. It is an environment, which promotes success.

The Elementary School Curriculum: The University of the State of New York/The State Education Department, Bureau of General Education Curriculum Development, Albany, NY 12234

## GENERAL RESPONSIBILITIES FLOWCHART



# WFPS POLICIES AND PROCEDURES FOR PARENTS

## GENERAL POLICIES AND PROCEDURES

### NON-SMOKING POLICY

There is NO SMOKING ALLOWED on the premises.

### ARRIVAL AND DEPARTURE

School is scheduled for 9:00 am-1:00 pm each day. Preschool begins at 9:00am and ends at (12:45) 1:00pm.

The teachers will ring the school bell as a way to communicate to parents that the school is open and/or your child is ready for pick up. Classroom doors will remain locked until the school is opened. Once school is open all doors will remain locked. This is to ensure the safety of all.

Parents will say goodbye to their children at the door and the child will be brought into the school by the teachers. They will help the child to unpack and get ready for the classroom. Parents will receive paperwork and child's work in the child's backpack at pick up.

Parents are responsible for their child's transportation. **Written authorization to the Director is required for any carpools, as well as when anyone other than a parent who is NOT listed on the child's emergency release forms picks up your child.**

### LATE PICK-UP POLICY

Generally speaking, you should always be on time to pick up your child. Remember: Pickup STARTS at 12:45— at 1:01 you are considered late. The teachers realize that occasionally circumstances beyond your control may arise that prevent you from arriving at the school on time; i.e., a traffic accident, bad driving conditions, etc. When, and if, these situations occur, every effort should be made to contact the school to notify them of your delay. For non-emergency circumstances, the West Falmouth Preschool has the following late pick-up policy in effect.

For those parents who pick up their children late, a \$1/minute fine will be added to their tuition. The Treasurer will notify you in writing of this fee. If your child has not been picked up by 1:01pm, then every effort will be made to contact the parents, guardians, or emergency contact. If the teachers are unable to reach a responsible party, then the teachers will transport your child to the Falmouth Police Station. The police department will be provided with necessary information concerning your child. If you arrive at the Preschool and your child is not there, then proceed to the Falmouth Police Department.

The teachers will inform the Executive Committee of any late fines assessed to you. If late pick up continues to be an issue, then the Executive Board will be consulted to discuss your case and consider alternative arrangements.

### VISITOR POLICY

A "visitor" is defined as anyone who comes to the school outside of the normal drop-off and pick-up time frames, while school is in session. The school shall remain locked outside of the normal drop-off and pick-up time frames.

All visitors shall use the doorbell to indicate their arrival. A teacher will check who is at the door using the camera system. All visitors shall state their name and why they are at the school. The teacher may then open the door if he or she is comfortable doing so.

A sign shall be posted on the side door to indicate that all visitors shall use the front door.

A sign shall be posted on the front door that class is in session and that it may take a few minutes for someone to respond to the doorbell.

## **CLOTHING**

Children will have outdoor recess, weather permitting. Please dress your child appropriately. Please provide a complete change of clothing (appropriate season) to be stored in your child's cubby. Please label all of your child's clothing.

## **MID-MORNING SNACK**

Parents shall pack a snack for their child each day, and should not bring snacks or milk/water for the entire class. Parents whose children are doing "Stay and Play" should bring an additional snack. All snacks at the school must be peanut-free, tree nut-free and without peanut by products. Please see the "Health Policies and Procedures" section of this handbook for more guidance on food in the classroom.

## **DIAPERING AND TOILETING**

For children who are not potty-trained while attending WFPS:

West Falmouth Preschool will ensure that there is a sanitary area used, separate from areas used for food preparation to change wet/soiled diapers on a regular basis throughout the day. West Falmouth Preschool teachers will ensure proper handwashing procedures after diapering a child. Each child will be washed and dried with individual washing materials during each diaper change. After changing, the child's hands will be washed with liquid soap and water, and dried with individual or disposable towels.

Parents will be asked to provide a supply of diapers, wipes, and a change of clothing for their child properly labeled with the child's name. West Falmouth Preschool will ensure that the supply is maintained. Children are toilet-trained in accordance with the requests of their parents and consistent with the child's physical, emotional, and developmental abilities.

Soiled disposable diapers are placed in a closed container that is lined with a leak-proof disposable lining. Soiled diapers are removed from the Preschool daily, or more frequently if necessary. Soiled non-disposable diapers are placed in a sealed plastic container labeled with the child's name and returned to the child's parents at the end of the day.

## **BIRTHDAYS**

Your child's birthday will be celebrated by the class on their birthday, or as close to it as possible. The monthly calendars will note all birthdays. June and July birthdays are celebrated in June. August birthdays are celebrated in September. On the day your child's birthday is celebrated, you are welcome to bring in a nut-free treat to share with the class.

## **CLEAN UP**

Parents are responsible for the daily cleaning of the classroom, coat/cubby rooms and bathrooms. There are two options for cleaning:

1. Clean the school yourself by coordinating two days to do so each month with the Lead Teacher/ Director. You may clean the school any time after the school closes at 3:00pm until school re-opens at 8:30am. A list of all areas to be cleaned for that specific day is posted inside of the "broom" closet. Cleaning supplies are kept under the sink (child safety lock). Additional supplies are located on the shelving in the basement. If the school is not cleaned on your assigned day, you will receive a \$50 fine and a written warning. A second offense will result in another \$50 fine and a review by the Executive Board.
2. You may pay for the Lead Teacher/ Director to clean the school. If you select this option, you will send the Lead Teacher/ Director \$50 by the 1<sup>st</sup> of the month via Venmo, PayPal, cash, or check.

At the start of the school year, parents will select one of these two options, and contact the Vice President if they need to switch their selection. Any questions, concerns, or requests should be directed to the Vice President. Major cleaning (vacations) is the responsibility of a designated hired cleaner.



## **TRASH REMOVAL**

The parent responsible for cleaning is also required to remove the trash. Please take it home with you. Failure to do so will result in a \$25 fine and a written warning on your first offense; review by the Executive Committee and Board of Directors on your second offense.

## **"NO SCHOOL" ANNOUNCEMENTS**

The West Falmouth Preschool follows the Falmouth Public School System. If school is canceled for the public schools, then Preschool will be canceled. This policy includes holidays, vacations, cancellations due to inclement weather, etc. There will be no make-up of lost snow days or reimbursement. It should also be noted that if the Preschool has no heat, water, electricity, or any other unforeseen circumstance, then it would remain closed until the problem is resolved.

## **"DELAYED OPENING" ANNOUNCEMENTS**

If the Falmouth Public School System has a delayed opening due to inclement weather, WFPS will open at 10am. When a delay occurs, the REMIND system will be utilized and an email will be sent, to make sure you are aware of the delay.

## **"EARLY RELEASE" ANNOUNCEMENTS**

If the Falmouth Public School System has a scheduled early release due to inclement weather, WFPS will cancel Stay & Play and have regular pickup hours of 12:45-1.

## **EARLY DROP OFF AND EXTENDED DAY ("STAY AND PLAY")**

Early Drop Off and "Stay and Play" will follow the same policy and procedures of West Falmouth Preschool, including but not limited to "No School" announcements. These programs require parents to sign a commitment form for the school year and the programs follow the West Falmouth Preschool school year. Parents will be expected to pay for the year regardless of attendance. During "stay and play," there will be a rest period. Children who choose not to sleep or awake early will be offered quiet activities for the remainder of the rest time. Additional tuition fee applies. You may choose to participate in one or both programs.

## **TUITION**

The first tuition payment is due on the first day of school. Tuition for October through June is due the first of the month. June has a reduced rate due to school ending mid-month. If tuition is late, and no arrangements have been made with the treasurer, the following schedule will be strictly adhered to:

**10 days late: \$25 late fee included with tuition payment**

**20 days late: \$50 late fee included with tuition payment**

**30 days late: Review by Executive Committee and Board, and your child may be dropped from enrollment.**

**Within the first month of non-payment, the parent should meet with the Treasurer and work out a payment plan.**

If a parent is late three times for a payment, then tuition for the remainder of the school year must be paid by the 5th of each month or their child will be dropped from enrollment immediately.

Tuition payments must be made by check or money order payable to the "West Falmouth Preschool, Inc." A returned check fee of \$20 is applied for any returned checks. The Treasurer will send you a written notice and add the fee to your child's tuition. Payments can either be dropped off in the Treasurer's mailbox located on the parent board or mailed to: West Falmouth Preschool, Box 115, West Falmouth, MA 02574. NO CASH payment will be accepted under any circumstances.

Do not give tuition payment to teachers.

There will be no reimbursement for tuition when school is canceled for conditions beyond their control (snow days, delayed opening, no heat, water leaks, etc.)

Any questions concerning tuition should be made directly to the Treasurer. Please note that there will be NO refunds of tuition paid and/or the annual insurance fee for children enrolled in the program. There are no exceptions!

## **TUITION ASSISTANCE**

Applications are available for those families wanting to apply to our tuition assistance program. Under this policy, one child is eligible for a 20-50% tuition reduction. Should sudden financial difficulties arise, applications are accepted anytime throughout the year.

## **ENROLLMENT PROCEDURE**

West Falmouth Preschool must provide an opportunity for and encourage parents to meet with the program administrator prior to admitting a child to the program. West Falmouth Preschool offers children and parents an orientation to the program and West Falmouth Preschool will seek out information regarding the families' interests and needs. West Falmouth Preschool supports transitions and coordinates with families regarding any other services and/or educational needs received by the child. Upon enrollment, West Falmouth Preschool discusses each child's developmental history with the child's parents on a yearly basis and maintains that information in the child's permanent record. Toilet training is not an eligibility requirement and West Falmouth Preschool does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## **TRANSITIONS**

West Falmouth Preschool transition procedures are as follows:

1. It is the responsibility of the Director/Lead Teacher to collaborate and gather information between the staff with parental permission.
2. It is the responsibility of the Director/Lead Teacher to coordinate a plan for assisting the child with the transition in a manner consistent with the child's ability to understand.

## **MULTI-CHILD POLICY**

WFPS offers a multi-child discount to families who have three or more children enrolled in the program within the same school year. Families receive a 50% tuition discount for the third child only. Full tuition will be due for the first and second child. Any family having more than one child enrolled in the program will need to clean four times or pay for cleaning twice a month. It is your parental obligation to make every effort to double fundraising contributions.

## **WITHDRAWAL POLICY**

Parents who decide to withdraw their child from the program are required to submit a thirty (30) day written notice (current tuition must be up to date); along with one month's tuition, including extended day fees if applicable, to the Director. During those thirty days, parents will be responsible to fulfill or make alternate arrangements for coverage of all parent cooperative responsibilities.

## **FUNDRAISING**

Fundraising is the sole source of revenue for our enrichment programs and our Tuition Assistance Program. Thus, it is very important for West Falmouth Preschool. The Fundraising Coordinator and Executive Board will determine the fundraising events that will occur throughout the year.

Each family must participate in the main annual fundraiser (to be determined by the Fundraising Coordinator) by raising \$200 per child each fundraiser. If a family is unable to fully participate or is having trouble selling tickets (whether for a raffle or event), they can choose to pay their contribution instead. They can also speak to the Fundraising coordinator or President for assistance with selling their tickets (there will be a board or an email announcing to families that a certain number of tickets is available - the family who needs help selling the tickets will remain anonymous). Other arrangements can be made at the discretion of the Fundraising Coordinator.

Examples of required participation include, but are not limited to: soliciting donations, purchasing tickets to events, attending events and bidding on/purchasing items, and selling raffle tickets.

Families who do not participate in a required fundraising activity will be required to make a monetary donation to the school in the amount determined by the Executive Board, the amount of which will be equivalent to the minimum cost of the event.

## **FIELD TRIPS**

There will be a variety of field trips planned throughout the school year, which may include Bourne Farm, Megansett Beach Day, etc.

Parents will be notified prior to all field trips under consideration during the year and are encouraged to join us and provide transportation to and from field trips.

## **TRANSPORTATION POLICY**

Parents and/or family members are required to provide transportation to and from West Falmouth Preschool on the days of enrollment. Parents and/or family members will be asked to provide transportation to all field trips, and emergencies that do not require 911. West Falmouth Preschool will inform parents in advance of all field trips that require transportation. Parents are required to submit a Transportation Authorization form on a yearly basis.

## **EMERGENCY PLAN FOR THE EVACUATION OF THE WEST FALMOUTH PRESCHOOL**

There are emergency exit plans located at each exit at the end of the classroom; in the cubby/coatroom, in each bathroom, and the office.

When practicing drills, the teacher(s) signal the children by ringing the bell. Following procedures, the teacher leads the children out of the building to the designated area. It is the responsibility of the Director to check for stragglers, and to ensure that all children with disabilities are led out to the designated area. It is also the Director's responsibility to take the attendance sheet, which is located in the kitchen.

The director is responsible for conducting and documenting Drills. Drills are held the first week of every other month, commencing in October. Times, dates and comments are logged in the staffing notebook, located in the teacher's file cabinet in the office.

## **LOCKDOWN PROCEDURE**

A lockdown helps prevent access to children and adults if there is a threat of violence. A threat may be outside the school grounds, such as gunfire in the community. The threat may be on the school grounds, such as an individual under the influence, acting suspiciously, or carrying a weapon. The Director shall use the fastest, most effective warning to initiate lockdown and follow this procedure:

1. Count and gather children into the bathroom.
2. Barricade the bathroom door if possible/necessary.
3. Call 911 if the situation dictates.
4. Lock all external school doors.
5. Close, lock, and cover all windows.
6. Turn off lights.
7. Keep children quiet and calm.
8. If the situation warrants evacuation, follow the "Emergency Plan for Evacuation" listed above.
9. Wait for further instruction from law enforcement officials.

As always, best judgment should be applied to every situation, as not every threat is the same.

## **EMERGENCY PLAN FOR MISSING CHILDREN**

If a child is determined to be missing from the program, the Director will be responsible for scanning the facility inside and out. If the child is not found at this point, the Director will then call 911 and immediately contact the parents of the missing child. The additional staff will be responsible for maintaining the safety of the other children during this time.

## **CONTINGENCY POLICY FOR DISASTER FOR WEST FALMOUTH PRESCHOOL**

The Director, in agreement with the President of the Preschool, will be in charge of carrying out the following procedures in case of natural disaster, including loss of water, heat and lights.

If any of the above mentioned occurs prior to the hour of 9AM, every effort will be made by the Director to notify the parents that school will be canceled until the problem is corrected. There are always class lists posted in the

office. The Director or President will initiate our Remind Text System. An explanation, along with the class list is given to every parent at the August Parents' Meeting.

If, however, the disaster occurs while the children are at school, the Director will be responsible for making sure all children are accounted for by checking the attendance list, then will group all children in one area that is deemed safe and secure (depending on the circumstances), then will notify the proper authorities (call 911 if necessary), and finally, initiate the Remind Text System for parental pick-up (if possible). Other staff will have the responsibility of keeping all the children calm.

The Director will be responsible to ensure the safety of all children with disabilities. If it is deemed necessary to evacuate the premises, all children and staff will walk to the Fire Station or to the Emerson House across the street, and the process of notifying the parents will take place from there.

## HEALTH POLICIES AND PROCEDURES

### **DEPT. OF EARLY EDUCATION AND CARE (EEC) REQUIREMENTS**

Each child is required to have an up-to-date physical exam and an immunization record. These forms are available at your pediatrician's office. The physical exam "must have been performed within one year prior to admission or within one month after admission." A physical is required for each child once per year (on the anniversary of their last physical).

### **ALLERGY POLICY**

As of September 2007, The West Falmouth Preschool will be a peanut-free school. Notification of such will be made to parents via a letter and information regarding acceptable snacks and lunch foods will be provided to parents at the August Parents' meeting.

No peanuts, tree nuts or peanut byproducts will be allowed on the school premises at any time. Children and staff will be required to wash hands before and after food consumption.

Parents whose children require prescription medication for life threatening allergies may not leave their child at West Falmouth Preschool unless they provide a completed Allergy Action Plan form. Parents must provide up to date prescription medication in its original container and proper authorization medication form.

Parents will also be required to provide the school with snack foods for their child. This snack will be stored in a sealed container in the refrigerator with the child's name on it. The child will only consume food provided by the parents.

All parents will ensure that their child is properly cleaned up (i.e. hands, face & clothing) before attending school for the day.

### **CHOKING PREVENTION**

The Massachusetts Office for Food and Nutrition Programs (OFNP) has stated, "Child care providers should not offer to children under 4 years of age food items that pose the highest risk for choking." Based on guidance from the USDA, foods that pose the highest risk for choking are foods that "are round, tube-shaped, small, hard, thick and sticky, smooth, slippery, or easily molded to stick to the airway." In order to align with Massachusetts state licensing and USDA's recommendations, OFNP's policy restricts the serving of the following foods to children under 4 years of age:

- Hotdogs, sausages, sausage links or similar processed food items
- Grapes, cherries, melon balls, or cherry and grape tomatoes
- Specific berries- kiwi, raspberries, blackberries, or goji berries
- Peanuts, nuts, and seeds (for example, sunflower or pumpkin seeds)
- Peanut butter and nut butters
- Dried Fruit such as raisins or cranberries

In order to best follow this directive, West Falmouth Preschool restricts all children (even those 4 and older) from eating the above food while attending school.

### **ABSENCE FROM SCHOOL DUE TO ILLNESS**

If your child is ill and will not be attending school, then please notify the teachers at West Falmouth Preschool.

### **COVID 19**

We are currently following EEC and CDC guidelines and the protocol for Falmouth Public Schools. We reserve the right to write a flex policy in the event we need to make accommodations according to the EEC and/or Falmouth public schools.

### **LEAD PAINT POISONING**

Considering the dangers of lead paint poisoning, the West Falmouth Preschool **REQUIRES** that your child be screened for lead paint poisoning by an appropriate clinic or your own physician. Beginning March 1, 1990, children should be screened at their next regularly scheduled well-child visit. Children do not need to be scheduled solely for routine lead screening prior to the well-child visit. All children regardless of risk shall be screened at least once between the ages of 9 and 12 months, and once thereafter until the age of 48 months.

## REQUIRED IMMUNIZATIONS

Effective October 1992, three doses of Hepatitis B vaccine are required for daycare entry for all children born after January 1, 1992; and age appropriate immunization with Hib vaccine for all children born after January 1, 1991. The number of doses of Hib vaccine required varies depending on the age the child starts Hib immunization. Also, effective September 1, 1999, one (1) dose of varicella vaccine is required for children entering preschool. Proof of all required immunizations is required from your child's pediatrician. In addition, proof of the chicken pox immunity either by physician diagnosis, vaccination or a blood test is now required. Please refer to the following chart/timetable for required immunizations:

<u>By Preschool</u>	<u>By Kindergarten</u>
4 doses of DTaP/DPT	5 doses of DTaP/DPT
3 doses of polio	4 doses of polio
1 dose of MMR	2 doses of MMR
3 or 4 doses of Hib	
3 doses of Hep B	
1 dose of varicella	

## CONTAGIOUS DISEASES

Parents should notify the Health Agent if their child has been exposed to any contagious diseases. Please keep your child home during the specified incubation period.

## EMERGENCY MEDICAL PROCEDURES

State law mandates that the teachers be qualified and certified in First Aid and CPR. If a situation arises, requiring medical attention, the teachers will perform emergency first aid and call 911. The parent(s) will be notified as soon as possible. Once the rescue squad arrives, the child will be transported to the Falmouth Hospital Emergency Room via ambulance. Due to staffing regulations and liability issues, it may not be feasible to accompany your child in the ambulance; however, every effort will be made to accompany your child if possible.

In case of illness, parents are always notified immediately. If the child's injury is minor in nature (minor cuts, scrapes and abrasions requiring a band aid), then the teacher will tend to the child and contact the parent. A "minor injury" report will also be filled out by the teacher and placed in the child's school record file.

It is the policy of West Falmouth Preschool that the parent(s) are always called first. In the event the parent(s) cannot be reached, then the teachers will refer to the child's Emergency Release Form and contact those persons listed as emergency contacts.

The teacher(s) is/are required to carry a first aid kit and class telephone list while on field trips.

## MANAGEMENT OF INFECTIOUS DISEASE

The West Falmouth Preschool shall follow exclusion policies for serious illnesses, contagious diseases, and reportable diseases in conformance with the regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health.

Any child or staff member with signs or symptoms of the following infectious diseases

- Gastrointestinal symptoms – nausea, temperature, vomiting, diarrhea, abdominal pain
- Respiratory symptoms – temperature, headache, persistent cough, thick green mucus from runny nose, repetitive sneezing
- Skin or direct contact infections – rashes of any kind, impetigo, head lice, pink eye (i.e., conjunctivitis), herpes simplex (i.e., cold sore, canker sore)

will NOT be permitted to enter the facility (West Falmouth Preschool) as determined by the Director with assistance from the parent(s) and in coordination with the Health Care Consultant. The child who manifests any symptom of the aforementioned will be isolated on a cot, out of contact with the other children, and monitored by the staff. Parents will be notified to come and pick up their child immediately.

In cases of any infectious or communicable diseases, when the cause of infection has been determined in conjunction with the Health Care Consultant and Director, the parent will be notified verbally of an appropriate re-entry date to school.

If a child has contracted a major communicable disease (i.e., measles, chicken pox, lice, salmonella), a notice with pertinent information will be posted and/or distributed to every parent.

### **MILDLY ILL CHILDREN**

It is the policy of the West Falmouth Preschool not to admit the mildly ill child. If the child is brought to school ill (as determined by the Director and the Health Care Consultant), the parent will be asked to take the child home. If a child becomes ill while at school, then the Director will notify the parent(s) immediately to come and pick up their child. The child will be comforted and placed in an isolated, quiet area of the classroom (on a cot with a blanket) away from the other children, with direct supervision by the staff, until the parent arrives. Books, puzzles, and other quiet activities will be available for the child's use. After the child has departed, the cot, blanket and any other items or areas the child has come into contact with, will be thoroughly cleaned and disinfected.

### **MEDICATION**

Medications administered to a child must be provided by the child's parent. A proper authorization form must be completed by the parent.

Medications must be in original containers with proper labels.

West Falmouth Preschool's policy is to only administer medications if medically necessary by physician. Medications will be administered in accordance with the physician's written order. West Falmouth Preschool will document each time medications are administered and will return paperwork to the child's file.

Unless specified in a child's individual health plan, West Falmouth Preschool will store medications out of the reach of children in a secure location.

All unused, discontinued or outdated prescription medication will be returned to the parent.

West Falmouth Preschool will not administer the first dose of any medication to children, except under extraordinary circumstances with parental consent.

### **HEALTH CARE POLICY**

Parents are required to provide written authorization, valid for at least one year, by a licensed health care practitioner for administration of any non-topical, non-prescription medication to their child.

West Falmouth Preschool will allow parents, with the written permission of the child's health care practitioner, to train West Falmouth Preschool staff in implementation of their child's individual health care plan.

West Falmouth Preschool will ensure that all appropriate specific measures will be taken to ensure that the health requirements of children with disabilities are met.

### **Healthcare Consultant**

Dr. Emily C. O'Connell, Falmouth Pediatrics, 2 Bramblebush Dr, Falmouth, MA 02540, 508-540-1801

Emergency Number: 911  
Fire/Rescue: 508-548-2325  
Police: 774-255-4527  
Poison Control: 1-800-222-1222

**Hospital:**  
Falmouth Hospital  
100 Ter Heun Drive  
Falmouth, MA 0254  
508-548-5300

**Other Medical Center**  
Falmouth Walk-In Medical Center  
309 Teaticket Hwy  
Teaticket, MA 02536  
508-540-6790

## TUITION REIMBURSEMENT FOR MEDICAL PURPOSES

If a child is absent due to medical reasons for one month or more with a doctor's letter, tuition reimbursement may be made as follows:

Absent for One Month	Tuition will be reduced by 50%
Absent for Two Months	Tuition will be reduced by 50%
Absent for Three Months or more	No tuition payment will be required

### CHILD ABUSE AND NEGLECT PROCEDURES:

If child abuse/neglect is suspected, the staff must inform the Director and/or the following:

Dept. of Early Education and Care (EEC): 1-508-828-5025

Department of Child and Family Services: 1-508-760-0200

It is the responsibility of the staff to protect all of the children from abuse and neglect while they are at school. Please consult the above authorities for signs of abuse/neglect; proper documentation of observation; and procedures for filing reports; and procedures for handling allegations of abuse and neglect by staff members. All staff will act in accordance with EEC Regulation 102 CMR 7.11(4), 7.11(18)(a). The Director will immediately report any suspected child abuse/neglect to DSS and/or EEC. The Director will then file a 51A report with the DCF office. After 51A report has been filed, the Director will immediately notify EEC. At no time during the course of an investigation or filing a 51A, are WFPS staff obligated to disclose details to parents/guardians of reports to DCF and EEC. If one suspects abuse/neglect by a staff member, that person will immediately notify the Director and the Director will notify EEC and DCF, as well as the Executive Board of the WFPS. Until the investigation by DCF is completed (and any other time required by EEC,) the staff member who is suspected will be asked to take a leave of absence. The WFPS will cooperate fully with DCF and EEC in any investigation.

Dept. of Early Education and Care (EEC) 7.05: Required Policies (3) Prevention of Abuse and Neglect.

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

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

### CHILD ABUSE AND NEGLECT PROCEDURES (continued):

1. All staff are mandated reporters and shall report suspected child abuse or neglect. The report shall be made either to the Department of Social Services pursuant to M.G.L. c. 119, § 51A, or to the licensee's program administrator or designee.
2. The licensee's program administrator or designee shall immediately report suspected abuse or neglect to the Department of Social Services, pursuant to M.G.L. c. 119, § 51A.
3. The licensee's program administrator or designee shall notify the Office immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.
4. The licensee shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to the Office of information from, and allowing the Office to disclose information to, any person and/or agency the Office may specify as necessary to the prompt investigation of allegations and protection of children. Failure to cooperate may be grounds for suspension, revocation, or refusal to issue or renew a license.
5. The licensee shall develop and maintain written procedures for addressing any suspected incident of child abuse or neglect, which includes but is not limited to ensuring that an allegedly abusive or neglectful staff member does not work directly with children until the Department of Social Services investigation is completed and for such further time as the Office requires.



## **INTEGRATED PEST MANAGEMENT POLICY STATEMENT**

In accordance with Massachusetts's general laws, the following is the West Falmouth Preschool's policy on integrated pest management (IPM). The policy is posted in its entirety on the bulletin board in the hallway for your information.

Structural and landscape pests can pose significant problems for people and property. Pesticides can pose risks to people, property and the environment. Therefore, it is the policy of the preschool to incorporate IPM procedures for control of structural and landscape pests. The objective of the program is to provide necessary pest control while minimizing pesticide use.

The Vice President is responsible for scheduling the annual exterminator visit prior to the opening of the preschool for the school year.

<p style="text-align: center;"><b>BEHAVIOR MANAGEMENT PLAN</b> <b>BASED ON Dept. of Early Education &amp; Care REGULATION CMR102 S7.10</b></p>
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The staff of the West Falmouth Preschool adheres to a positive-preventative discipline approach. Please keep in mind that discipline approaches should be consistent. Techniques required are:

1. Be positive! (Both verbally and non-verbally)
2. Encourage cooperation and sharing.
3. Give the child choices.
4. Allow the child to work out negative situations; intervene only when necessary.
5. Encourage the child to verbalize his/her feelings, both positive and negative.
6. Encourage children to verbalize their feelings on rules, policies and procedures. Help them determine limits and make suggestions through problem-solving techniques, when appropriate.

In a negative situation, the staff will do the following:

1. Remove the child or children from the group.
2. Speak calmly, without a condescending tone of voice.
3. Speak with the child at eye level.
4. Speak to all children involved.
5. Have the child or children help determine alternative solutions.
6. Redirect negative activity into positive activity.

Time-outs are only used if the child is disruptive to the entire group or if intentional physical harm occurs. The child will be seated near the front of where he/she is able to engage in a quiet independent activity. The child is asked to do this for a period of no more than five minutes. The teacher who is handling the discipline will supervise the child. The child is able to return to active play of his choice upon teacher/student discussion and resolution.

Also, Section 7.10:1 – EEC Regulations state that:

- A. Corporal punishment shall not be used, which includes spanking.
- B. No child shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
- C. No child shall be denied food or force-fed as a form of punishment.
- D. No child shall be punished for soiling, wetting, or not using the toilet.
- E. No child shall be forced to remain in soiled clothes or remain on the toilet for soiling or wetting.

If after thirty (30) days a child continues to be disruptive and physically abusive to other children, the teachers and the President of the WFPS will meet with the parents to determine what course of action will be taken to resolve the problem(s) in a positive manner. It is our goal to work together with families to make appropriate behavior management plans, referrals, and avoid suspension and termination whenever possible.

Please also note: Children participate in the development of rules whenever possible. The classroom staff identifies each child's individual learning style and temperament and makes appropriate interventions to fit the needs of the child.

All of these steps will be taken before discussing suspension and termination:

1. The student will have 30 days at West Falmouth Preschool to learn and adhere to our schedule, procedures, and policies.
2. Classroom staff will have written observations of any incidents and/or concerns.
3. The director will provide referrals if needed.
4. Classroom staff will keep an incident log (an incident is when a student is injured and requires first aid or there is a mark left on them, ex. bumping their head on the pirate ship.)
5. A team meeting between parents and teaching staff to make a behavior plan.
6. Implement an individualized behavior management plan at school and home.
7. Classroom staff will continuously monitor the student and their behaviors.

## LEGAL PARENTAL RIGHTS

Massachusetts General Laws (MGL) Chapter 28A, section 10 mandates the legal responsibility of promulgating rules and regulations governing the operation of Day Care Centers (including nursery schools) to the Dept. of Early Education and Care (EEC).

In accordance with this law, the EEC published the requirements on March 31, 1977, which are still in effect. The licensee must comply with these regulations in order to ensure a minimum level of care for the children serviced by day care centers.

In accordance with Section 102 CMR 7.00 the licensee (day care center) is required to inform all parents of “the rights of parents” as stated in the regulations at the time of admission of their child to their day care center.

### FAMILY INVOLVEMENT

7.08(1) The licensee must support and encourage a partnership with and the involvement of parents in the early education and care of their children.

7.08(2) Parent Communication. The licensee must develop a mechanism for and encourage ongoing communication with parents and must be able to communicate effectively with families whose primary language is not English or who require alternative communication methods.

7.08(3) Parent Input. The licensee must have a procedure for allowing parental input in the development of program policies, which may include, but need not be limited to a suggestion box and individual or group parent meetings.

7.08(4) Parent Visits. The licensee must permit and encourage unannounced visits by parents to the programs and/or to their child’s room at any time while their child is present.

7.08(5) Enrollment Meeting. The licensee must provide an opportunity for and encourage parents to meet with the program administrator or his/her designee prior to admitting child to the program.

- (a) the licensee must offer children and parents an orientation to the program.
- (b) the licensee must provide an opportunity for parent(s) and children to visit the program and meet educators before the child is enrolled.
- (c) the licensee must seek information about each child’s and family’s interests and needs.
- (d) to support transition and coordinate with services offered by other providers, the educators must request that parents share with them information about other therapeutic, educational, social and support services received by the child.
- (e) for children younger than school age, educators must discuss each child’s developmental history with his or her parents at the time of enrollment. The developmental history must be updated annually and maintained in this child’s record.

7.08(6) Written Information for Parents. The licensee must provide the following information to families in writing prior to enrollment of their child:

- (a) notification that parents are welcome to visit the program unannounced at any time while their child is present; and that input from and communication with parents is encouraged;
- (b) the frequency of children’s progress reports;
- (c) the program’s policy regarding administration of medication as in 606CMR 7.11(2)(a);
- (d) the procedures for meeting potential emergencies, as in 606 CMR 7.11(7)(f);
- (e) the transportation plan, as in 606 CMR 7.13(1);
- (f) a program calendar noting closed days and hours of operation;
- (g) the program’s fee schedule, including any fees for late payment, late pick-up, field trips, special materials, etc.;
- (h) the program’s plan to provide positive and consistent guidance to children based on their individual needs and developments;

- (i) the program's criteria for excluding children from care due to serious illnesses, contagious diseases and reportable diseases in conformance with regulations and recommendations set by the Division of Communicable Disease Control, Department of Public Health;
- (j) information regarding SIDS risk reduction practices, including the practice of sleeping infants on their backs as required by 606 CMR 7.11(13)(e);
- (k) the procedure relating to children's records as in 606 CMR 7.04(7) through (10);
- (l) notice that child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the Department of Children and Families;
- (m) notice that the program is licensed by EEC, including the telephone number and address of the EEC regional office responsible for the program; and
- (n) a statement that parents may contact EEC for information regarding the program's regulatory compliance history.

7.08(7) Parent Conference. The licensee must make educators available for individual conferences with parents at parental request.

- 7.08(8) Notification to Parents. The licensee must inform parents;
- (a) immediately of any injury which requires any medical care beyond minor first aid or of any emergency administration of non-prescription medication;
  - (b) immediately of any allegation of abuse or neglect involving their children while in the care and custody of the licensee;
  - (c) prior to or as soon as possible following any change in educators;
  - (d) at the end of the day regarding any minor first aid administered;
  - (e) in writing within 24 hours of any incident described in 606 CMR 7.08(8)(a), (b), or (d);
  - (f) whenever special problems and significant developments arise, as provided at 606 CMR 7.06(5);
  - (g) whenever a communicable disease or condition has been identified in the program;
  - (h) in writing seven days prior to the implementation of any change in program policy or procedures;
  - (i) in writing prior to the introduction of any pets into the program;
  - (j) in writing of the use of any herbicides or pesticides, prior to their use whenever possible; and
  - (k) whenever the program deviates from the planned menu.

7.08(10) Additional Requirements for Small Group and School Age and Large Group and School Age Child Care. In addition to the requirements of 606 CMR 7.08(6), the following information must be provided to parents in writing prior to enrollment.

- (a) the program's written statement of purpose, as required by 606 CMR 7.04(17)(a), including and, where applicable, information on the administrative organization of the program, as required by 606 CMR 7.04(17)(c); and
- (b) the suspension and termination policy as in 606 CMR 7.04(17)(i).

West Falmouth Preschool is licensed by the Department of Early Education and Care. Parents can contact the Department of EEC at any time.

Department of Early Education and Care – Boston office  
 Licensor: Ann Moniz  
 617-988-7807  
[www.mass.gov/EEC](http://www.mass.gov/EEC)

## WEST FALMOUTH PRESCHOOL REFERRAL PLAN

The following procedure is in effect for referring children to outside services.

1. Any and all concerns shall be reported to the Director/Lead Teacher.
2. It is the responsibility of the Director/Lead Teacher to gather information through observations and staff input; to record such information in the "staffing notebook", stored in the teacher's cabinet in the office.
3. It is the responsibility of the Director/Lead Teacher to inform the parent(s) of such concerns in writing within 1-2 weeks. Also to schedule a meeting.
4. It is the responsibility of the Director/Lead Teacher to provide a list of referrals to the parent(s) in writing and to include their rights under MGL Chapter 766.
5. It is the responsibility of the Director/Lead Teacher to send written notice to the appropriate administrator of special education that West Falmouth Preschool is serving a child with a disability.
6. It is the responsibility of the Director/Lead Teacher to keep any and all information on file in the child's folder concerning the matter.
7. It is the responsibility of the Director/Lead Teacher to follow up on such referrals with the parent(s) after a sufficient time. Both parties can determine what a "reasonable amount of time" to be, however, not more than 30 days.

### REFERRAL AGENCIES AND CONTACT PEOPLE

Coalition for Children – Bethany Gay  
508-548-0220 bgay@falmouth.k12.ma.us

Falmouth Special Needs – 508-548-0151 ext. 111  
Including Vision and Hearing Screen

Falmouth Human Services 508-548-0533

Early Intervention -- Barbara Prindle- Eaton 800-974-8860 ext. 421

Pediatrician -- Dr. Emily C. O'Connell 508-540-1801

Dentist -- Dr. Mariella Connors 508-540-0303

Please note: WFPS follows the guidelines for referral services as directed by EEC, CMR 7.04:(h)

## SUSPENSION AND TERMINATION

Before suspension and termination for behavioral concerns, WFPS will follow the Behavior Management plan on page 26.

It is the policy of the WFPS to use the following procedures for terminating a child from the program:

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

- \* The health and safety of the child at the school cannot be assured.
- \* The child's development needs are not being met.
- \* The child has physically harmed (including, but not limited to biting someone) another child and or staff member.

First offense: After a student has physically harmed another student or teacher (including, but not limited to biting someone), the parents will receive a phone call and follow up email by the director, addressing the incident and advising on the way forward as well as explaining the procedures of another offense.

Second offense: If the child harms another student or teacher again, the child will need to be picked up by the parents immediately and will be suspended from school for three (3) calendar days. The director will also schedule a meeting with the parents to develop a detailed plan to prevent any further bodily harm. The director will also send out an email, detailing the incident and steps forward.

Third offense: The third offense is grounds for immediate termination from the program. The director will call the parents and the student will have to be picked up. The Executive Committee will decide about the termination of the student and the parents will be informed about the termination via phone call and email.

SUSPENSION from the program will occur under the following circumstances:

Suspension can occur if:

1. Financial obligations are not being met in an appropriate and timely manner.
2. Parent cooperative duties and responsibilities, policies and procedures, are not being adhered to.
3. The health and welfare of all children cannot be assured.

The Executive Committee will determine suspension, duration, and re-entry. If re-entry occurs and the behavior does not change, then it is grounds for termination.

West Falmouth Preschool procedure to avoid suspension and termination will be providing an opportunity to meet with parents to discuss options other than suspension or termination. West Falmouth Preschool will offer referrals to parents for evaluations, diagnostic or therapeutic services. West Falmouth Preschool will pursue options for supportive services to the program, including consultation and educator training. West Falmouth Preschool will help develop a plan for behavioral intervention at home and in the program.

## ANTI-BULLYING POLICY

West Falmouth Preschool is committed to providing a caring, friendly, and safe environment for children in its care so that they can learn in a relaxed and secure atmosphere.

*Bullying of any kind is unacceptable in our early education program. According to Mass General Law, bullying is “any act of aggression with the repeated use and intention of hurting another person (including but not limited to, physical, emotional, verbal, sexual)”and will not be tolerated. Bullying also places the victim in reasonable fear of harm, creates a hostile environment at school and infringes on the rights of the victims. Staff members are trained to recognize and respond to all circumstances and effectively deal with issues of bullying. Serious incidents of targeted aggression are documented, and ongoing monitoring of the situation will occur.*

*When attempts to change unacceptable behavior are unsuccessful, consequences of repeated bullying are grounds for termination from the program. Furthermore, steps will be taken prior to termination such as a verbal warning, then a written warning will be issued to the parent which will need to be signed. The written warning states if unacceptable behavior continues, it will warrant termination. Then termination will take place.*

*When the health, welfare, and/or safety of other children or staff are at stake, West Falmouth Preschool reserves the right to terminate program services immediately.*

*Possible reasons for termination of a child from the program include:*

- INAPPROPRIATE BEHAVIOR (biting, hitting, spitting, kicking, punching or verbal threats) THAT IS TO BE CONSIDERED HARMFUL TO YOUR CHILD, STAFF OR OTHERS.
- THE HEALTH AND SAFETY OF ALL CHILDREN CANNOT BE ASSURED
- THE CHILD'S DEVELOPMENT NEEDS ARE NOT BEING MET
- DISRUPTIVE BEHAVIOR THAT INTERRUPTS THE EDUCATION PROCESS OR THE ORDERLY OPERATION OF THE SCHOOL

When a child is terminated from school, whether initiated by the school or parents, the Director/Lead Teacher will prepare the child for termination in a manner consistent with the child's ability to understand. The teachers will talk with the child and other children about the departing child with simple reasons; she will be going to a different school for the remainder of the school year.

WEST FALMOUTH PRESCHOOL INC. BY LAWS

ARTICLE 1

Name and Location

- Section 1: This organization shall be known as the West Falmouth Preschool Inc.  
Section 2: The corporation shall have a seal, circular in form and inscribed with the name of the organization and the word "Massachusetts" and the year of its incorporation, "1969".  
Section 3: The headquarters of the corporation shall be located at any place in Barnstable County, Massachusetts.

ARTICLE II

Purpose

- Section 1: The purpose of West Falmouth Preschool is to involve parents and children in a cooperative manner and on a non-profit basis; to have children experience activities of an artistic, cultural, scientific, and physical nature; to provide growth through experiences that will nurture a positive, supportive attitude towards themselves, their family, school and community; and to help foster awareness of the world around them.

ARTICLE III

Membership

- Section 1: Membership shall be open to all parents whose children have been admitted (first day of school) to the preschool. Parents shall have the right to one vote for each child admitted at the time of any meeting of the corporation, their right to vote commencing at the August/September Parents' Meeting.  
Section 2: Parents who have from time to time taken special interest in the school activities may be named to a committee of Honorary Members. The purpose of the committee will be to act as a liaison between the school and the community and to help interest the parents of prospective students. The Clerk of the Corporation shall keep a list of Honorary Members.

ARTICLE IV

Fiscal Year

- Section 1: The fiscal year of the corporation shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

ARTICLE V

Parent Meetings

- Section 1: A regular meeting of the members shall be held the last week of August or the first week following Labor Day in September of each year. Other meetings may be held at any time the President of the Executive Committee may deem advisable or by written request of ten or more members delivered to the Clerk of the Corporation.  
Section 2: The tri-annual meetings of the corporation shall be held in the Town of Falmouth, Massachusetts during the months of October, January and May each year.  
Section 3: The corresponding secretary shall notify each member of the Board of Directors in writing of all meetings at least seven days before the date of any meeting.  
Section 4: Ten or more members shall be present at any parents' meeting to constitute a quorum for the transaction of any business. A majority of the voting members present at any meeting may properly act and decide on all business matters. If a vote is required outside a regularly scheduled parents' meeting, the president may request a vote via phone, e-mail or webinar, in which ten or more members shall respond/attend to constitute a quorum.  
Section 5: Notes of all meetings shall be sent to all members of the Executive Committee and all members of the Board of Directors within three weeks following the meeting and prior to the subsequent meeting.

ARTICLE VI

Officers and Directors

- Section 1: The Executive Committee shall consist of five officers: a President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary and the School Director/Lead Teacher. These officers, excluding the Director/Lead Teacher, shall be elected at the Annual Meeting for a term of one year.



- Section 2: The Executive Board shall consist of all members of the Executive Committee, and six additional Directors. Seven of the eleven members are required for a quorum to conduct official business and they meet three times per year (October, January, and May).
- Section 3: The six additional Directors of the Board shall be elected at the Annual Meeting, two each year, for a term of three years.
- Section 4: Whenever a vacancy occurs in any office by reason of resignation or otherwise, the vacancy shall be filled by a vote of a majority of the Executive Board members at any meeting where at least 7 members are present.

#### ARTICLE VII

##### Duties of Executive Committee Officers and Employees

- Section 1: The President shall preside at all meetings of the members of the Board of Directors and Executive Committee, and shall serve ex officio on all committees.
- Section 2: The Vice President shall perform the duties of the President in his/her absence.
- Section 3: The Treasurer shall receive, deposit, and pay out all monies of the organization; shall keep an accurate account of all cash received and expended; shall submit interim reports at all meetings and an annual written report at the annual meeting. Any bank account shall be maintained in the name of the West Falmouth Preschool, Inc.
- Section 4: The Recording Secretary (Clerk of the Corporation) shall keep a record of all proceedings at meetings of the members, Board of Directors, and Executive Committee.
- Section 5: The Corresponding Secretary shall provide due notice to all members of the time and place of such meetings, and attend to all Correspondence relative to the corporate affairs.
- Section 6: The Board of Directors shall possess authority in general to control, oversee corporate affairs and to employ, appoint and discharge all employees of the school. Prior to the tri-annual meeting in May, the Board of Directors shall meet to determine salaries and other contractual agreements. It shall receive and act upon reports from the Executive Committee and appointed officers. Any major, non-emergency expenses, to be defined, must be approved by the Board of Directors and expressed as a % of the operating budget.
- Section 7: The School Director/Lead Teacher shall have the duty and responsibility of formulating and implementing the school curriculum and other programs, which have been approved by the Executive Committee that are in keeping with the philosophy of the school and in compliance with EEC regulations.
- Section 8: The teacher shall work under the direction of the Director/Lead Teacher to carry out the school curriculum and programs.
- Section 9: The past President may be present at all meetings to share pertinent past experiences and to provide guidance.
- Section 10: Refer to page 16, in the Parent Handbook, for more detailed job descriptions.

#### ARTICLE VIII

##### Executive Committee

- Section 1: The management and method of operating the Preschool shall be controlled by the Executive Committee, which shall report periodically to the Board of Directors as to the condition and progress of school affairs. The Executive Committee shall have the authority to determine what groups and services the school shall maintain, and establish what fees are required for those services. The Executive Committee shall have the authority to appoint any other committee that would be beneficial for the Preschool; particularly in matters of finance, public relations, child health, transportation, property maintenance, telephone communications with members and entertainment programs.
- Section 2: The Executive Committee shall have open meetings on a monthly basis to discuss Preschool policy, procedures and parental concerns.

#### ARTICLE IX

##### Nomination Committee and Nominations

- Section 1: The Executive Committee shall seek and receive nominations for Officers; who are elected at the tri-annual meeting in May. It is suggested that these efforts be started in January of each year.
- Section 2: Other nominations may be made by any voting member present at the tri-annual meeting.

ARTICLE X  
Evaluation Committee

- Section 1: Members of the Executive Committee will serve as the Evaluation Committee. At the January Parents' Meeting of each year, the Executive Committee will distribute Preschool Evaluation forms to parents. The Executive Committee will compile the results and present a summary to parents at the May Parents' meeting. The results will help determine preschool policy and procedures.
- Section 2: All original evaluations should be kept on file at the Preschool for period of (7) years and made available on request to members and staff of the corporation only.

ARTICLE XI  
Amendments to the By-Laws

- Section 1: The By-Laws may be altered, amended, or repealed by a two-third majority vote of the members present and voting at any regular, special or annual meetings of the members provided due notice and copy of the amendments have been sent to all members of the corporation at least seven days before the scheduled meeting.

Amendment I  
Distribution of Assets Upon Dissolution

- Section 1: In the event that operating of West Falmouth Preschool, Inc. is discontinued, distribution of assets shall be as follows:
1. All monies in the checking shall be donated to non-profit programs of Upper Cape Cod that directly benefit young children. Said monies will be distributed by the Executive Board at the time of dissolution
  2. The West Falmouth Preschool facility located at 28 Blacksmith Shop Road, West Falmouth, Massachusetts shall be given to a non-profit organization to be used specifically for the benefit of young children, at the discretion of the Executive Board.
  3. All furnishings, supplies and equipment shall be donated non-profit programs of Upper Cape Cod that directly benefit young children. Said equipment will be distributed by the Executive Board at the time of dissolution.

VOTED by two-third majority of the membership, dated and approved November 29, 1967.

AMENDED and voted by two-third majority of the membership dated and approved on May 18, 2006.

AMENDMENT II  
West Falmouth Preschool Finances

- Section 1: The West Falmouth Preschool, Inc. owns approximately one half acre of land in the town of Falmouth, Massachusetts on Blacksmith Shop Road. The land was purchased in 1971. The West Falmouth Preschool also owns a facility built on the aforementioned land, completed September of 2005. The details for both the land and the facility can be found in the President's files.

- Section 2: The West Falmouth Preschool, Inc. maintains one bank account:

- Checking Account – to be used as an operating expense account for the purpose of conducting West Falmouth Preschool business. Authorized signatures on the account are the President and the Treasurer. Only one signature is required for the writing of a check.

- Section 3: The projected budget is to be prepared by the Executive Board prior to the January parents meeting. Tuition must be set and voted on by the parents and Board members at said meeting. Once the budget has been set, amounts within the budget can be adjusted prior to the May meeting.

AMENDED and voted by two-third majority of the membership dated and approved on September 4, 1990.

AMENDED and voted by two-third majority of the membership dated and approved on January 26, 1992 and May 26, 1992.

AMENDED and voted by two-third majority of the membership dated and approved on May 18, 2006.

AMENDMENT III  
West Falmouth Preschool Facility

Section 1: The West Falmouth Preschool, Inc., in consideration of a gifted amount of \$50,000 from Peter and Linda Ghiorse, of 1271 SE MacArthur Blvd, Stuart, FL 34996, has named it's preschool building, completed September of 2005, in the name of John and Ruth Ghiorse. The name of the preschool building shall remain under the name of John and Ruth Ghiorse for so long as the building continues to be used as a facility for the education of young children.

VOTED by two-third majority of the membership, dated and approved May 18, 2006.

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