

# Parent & Health and Safety Handbook

## Needham Montessori Lower Elementary

### **Philosophy**

Needham Montessori Lower Elementary School applies the principles of Maria Montessori to create and sustain a safe, supportive environment that offers students an “education for life”. It is a hands-on approach to learning that allows children to explore and progress at their own pace through direct experience with learning through investigation and discovery. Children are presented with concrete, self-correcting learning materials displayed and ordered by complexity in a carefully “prepared environment”. Children will achieve goals to gain independence, to have the capacity to engage and concentrate, to master communication and enjoy healthy social interactions and self-discipline.

### **Goals and Objectives**

Encourage self-motivation and self-discipline within the child

Focus on the development of cognitive skills, self-esteem, independence, personal responsibility, and a sense of order

Acquisition of culture in all subject areas

Passage from sensory to abstract thinking

Develop imagination as a tool for learning

Develop the moral self

### **Ages Served**

6 years to 9 years old

The students in the Needham Montessori Lower Elementary School (NMLES) will work in classrooms that are not divided by age. Multiage classrooms are the hallmark of the Montessori Method. The children will be grouped into classes of 5 years old to 9 years old students (Grades 1, 2, & 3). They stay with the same class and the same teacher for an entire three-year cycle. This type of grouping is more stable for students than having to adjust to new classmates and new teachers every year. In the traditional model it takes several months for a teacher to really get to know their students. In the Montessori multiage class, students have several years to enjoy a familiarity with their classmates and teacher. It also limits the number of transitions for children to experience. These transitions can be disruptive and problematic for some children.

One of the major benefits is that the students participate in true peer tutoring. One of the benefits for older students in a multiage class is that they have opportunities to learn and practice leadership skills. By helping younger students, older students begin to learn patience and empathy. They teach younger students by example and communication. Helping younger students, gives older students pleasure in taking responsibility and being appreciated. By watching older students do their work, younger children have models of how to proceed with their learning, and they are also motivated to practice, work hard, and achieve mastery.

\*The tuition for the core program, minus a one-month registration deposit, will be divided into 10 monthly payments beginning September 1<sup>st</sup> through June 1. The yearly tuition must be paid by June 1<sup>st</sup>.

## **Program Descriptions**

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### **8:00 a. m. – 2:30 Core Program**

Students will participate in a full day program of learning based on the principles of Maria Montessori. Lunch and snacks are NOT provided by the school. Please prepare healthy, nutritious meals and snacks for your child.

### **2:30 p.m. — 6:00 p.m. - Extended Day Hours**

The After- school program provides children a safe, high quality and enjoyable setting to build friendships, and engage in a variety of creative projects and activities. We help your child grow according to their developmental needs. Each day, children participate in age- appropriate activities, which are taught and or monitored by staff to ensure a balance of physical and mental stimulation. Activities include but are not limited to:

Clubs   Sports   Floor games   Music   Cooking   Arts& Crafts   Science   Drama

Self-Directed Activities   Computer   Homework

Snacks are NOT provided by the program. Please prepare healthy, nutritious snacks for your child. The After School Care Program will be supervised by teachers/adults who have been hired for their abilities and love for children. Staff will be fully vetted to protect the safety of the children in the program.

### **Summer Program**

Each year we offer a summer camp that incorporates the Montessori principles through art, science, games, outdoor play, nature exploration, water fun and sports with an emphasis on learning new skills and building independence. Each week has a different theme: there's

something for everyone. It's a great opportunity for new students to transition into the Montessori program. Flexible schedules are available.

## **Enrollment Policies and Procedures**

### **Statement of Non-Discrimination**

Needham Montessori Lower Elementary School does not discriminate based on a child's/family's race, age, religion, cultural heritage, national origin, political belief, disability, sexual orientation, or marital status of parents.

### **Enrollment Procedures**

Needham Montessori Lower Elementary School (NMLES) encourages interested families to visit our facility. You will have an opportunity to meet with a director, to take a classroom tour, and to talk with our staff about the Montessori Method. Upon completion of the visit, interested parents will be given an enrollment application. Families who wish to register their child will return with completed enrollment forms and a non-refundable \$50 application fee. The school will then contact the family to register their child. A child is not considered formally registered until the family has completed and filed all necessary forms and secured the placement with a deposit equal to one monthly tuition payment. The application fee and the one-month tuition deposit cannot be refunded under any circumstances, including if in the event of any emergency or orders from the federal, state, or local officials, NMLES is closed for any part of the school year.

When a space is unavailable at the time of application, children are placed in a waiting pool at the parent's request. Inquiries are welcome throughout the school year, September to June. However, if space is available, we will have open enrollment for children at any time.

Admission decisions are first based on the number of openings The Needham Montessori Lower Elementary School has at any given time. Existing students are offered the first opportunity for re-enrollment. Priority is then given to siblings, and other Montessori children, respectively. The Director reserves the right to adjust enrollment placement of children at any time.

### **Tuition for Needham Montessori Lower Elementary School**

Upon acceptance, a deposit in the amount of the first month's payment is immediately due to secure the child's space. The balance will be divided into 10 monthly installments beginning September 1<sup>st</sup> through June 1<sup>st</sup>. The yearly tuition must be paid in full by June 1<sup>st</sup>.

## Tuition Payments

Payments are divided into 10 monthly installments due on the first business day of the month. Parents will **not** receive a refund for times their child is absent from the Tuition Based Program, Before School, or the After School programs.

## Method of Payment

Personal checks, money orders, and bank checks.

## Late Payments

After 3 days late, a \$25.00 per day fee will be assessed

## After School Program

Our program fee for Before School Care and After School Care programs are:

<b>After School Care</b>	Available from 2:30 p.m. – 6:00 p.m.	Additional charge of \$49.86

**Any child picked up after 2:30 p.m. is considered a participant in the After School Program and will be assessed a charge for the day.**

## Late Pickup -After School Care Program

A late fee will be charged for any late pickups of your child after 6:00 p.m. based on the table below:

<b>Late pickup</b>	<b>Charge</b>
Up to 10 minutes late	\$10.00
Each additional minute after the first 10 minutes	\$2.00

We will keep a written record of late pickups and parents will be billed.

Please keep in mind our teachers also have families and it is important to respect their schedules. Parents will not receive refunds for times their child is absent from Before School Program, the After School Program, or the tuition-based Core Program.

## Program Calendar

NMLES will be closed on the following legal holidays:

September-Labor Day, Yom Kippur

October-Columbus Day

November- Veteran's Day, Thanksgiving Day, and the following Friday

December-Closed full day on December 22<sup>nd</sup> through January 1st

January- New Year's Day, Martin Luther King Day

February- Presidents' Day

March Good Friday

April -Patriots' Day

May- Memorial Day

Needham Montessori Lower Elementary School will adhere to the Needham Public School vacation breaks. The school, itself will decide to close due to inclement weather.

## Administration Organization of the Program

The Needham Montessori Lower School is a grade extension program of the already existing Needham Montessori School.

Lines of Authority	Supervision within the Program
<b>Owners</b>	Christine Lachkey Allen Douglass
<b>Directors</b> Needham Montessori Lower Elementary School	Christine Lachkey Edith Hughes

**Christine Lachkey is responsible for administrative supervision of the program at all times.**

The Directors together with the teachers, are responsible for the educational, social, emotional, and physical development of the students. The support staff may include student interns, substitutes, and volunteers. The Directors may be reached during the school hours or anytime by e-mail or phone.

### **Transportation**

Needham Montessori Lower Elementary School does not provide transportation. Parents and caregivers are responsible for bringing their children to and from school.

### **Arrival and Departure Procedures**

Needham Montessori Lower Elementary School is open from 8:00 to 2:30 p.m. Drop off time is 7:45- 8:30 a.m. Pick up time is at 2:30 p.m. It is important to bring your child to school on time. This helps children to transition from home and settle into their morning routines. Late pick-ups make children feel nervous and anxious.

Per the Town of Needham, all pick-up and drop-off routines must be followed. Failure to follow NMLES 's policies will result communication with parents and families to remediate the situation.

### **Student Pickup or Dismissal by Parent/Caregiver representatives**

Sometimes parents need to have their child picked up/dismisssed by a relative or a close friend when they are unable to pick-up themselves. When these incidents occur, we ask parents to inform the school in as timely a fashion possible. Parents will need to provide a written/ oral communication with the school to identify the designated caregiver, their relationship to the child, and the time of pickup/dismisssal. The designated parent substitute will proceed directly to the school office and present a photo Identification to one of the supervisor staff.

## **Procedures for Emergencies and Illness**

**Parents must have signed the *First Aid and Emergency Medical Care Consent Form* at registration**

In the event of an emergency, the child's parents or authorized caregiver will be contacted.

One of the supervisory staff will contact the parent to come and pick up the child or, if response time is a factor, to have the parents meet the child and accompanying staff member at the emergency department of the hospital utilized in emergencies.

In the event a situation arises that is life threatening for a child, an ambulance will be called immediately. The parent will be called to meet the child and staff member at the hospital. The teacher or other designated staff will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information if the school has access to this information.

### **Field Trips**

A chartered bus will transport staff and children to and from the destination.

Parents must sign a *Small Group Transportation Plan and Authorization Form* which states how their child arrives and departs from the program

## **Parent Visitation and Communication**

### **Parent Visits**

Parents have the right and are encouraged to visit the school. Contact the program Director to set aside a time for a classroom visit so that the visitation does not interrupt or distract students and teachers from their learning/teaching responsibilities.

### **Parent Communication**

A daily schedule is posted at the entrance into each classroom. The classroom will publish a monthly newsletter, highlighting curriculum events and classroom achievements. If a parent's primary language is not English, we will use Google Translate documents to communicate between staff and families,

## Student Records

Parents are required to provide written authorizations, consents, and information, prior to enrollment, which will be made part of the child's record. Written consent and authorizations are valid for 1 year unless withdrawn prior to that time in writing.

Records are maintained for a period of one year following a child's termination from care or for a period determined by the local school committee. Records are maintained for five years after the child has left the program. Records include, but are not limited to:

An information form with the child's name, date of birth, date of admission, parent(s) name and home address, business address and work hours, telephone number(s), a physical description or a current photograph of the child, name of school child attends, any special limitations or concerns, including dietary restrictions, allergies, and chronic health conditions.

How to reach the parent(s), relative, or friend authorized to take the child from the program in case of an emergency.

Copy of any custody agreements, court orders and restraining orders pertaining to the child

Parental consent for first aid and transportation to an emergency care facility.

Name, address, and telephone number of physician or source of health care.

Parental consent for each course of medication administered.

Log(s) of medicine administered and injury reports.

Parental consent for alternative transportation plans including parental designation of any person authorized to take the child from the program or receive the child at the end of the day.

Parental consent for the child to leave the program for any other purpose, which specifies the activity, time, method of transportation, and parental responsibility for the child once s/he leaves the program. Parental consent form for field trips is included.

An enrollment packet will be provided for each parent to complete upon admission to the school. In the packet a Face Sheet will include a photo and a general physical description of the child. Important contact information and medical information is also included. Children's records will always be on file and available at the parents' request. Parents have the right to have a conference with a teacher as desired. Please contact the teacher/ Director to schedule these at the convenience of all persons to be involved.

Children's records are valid for one year. The child's record will be updated after both winter and spring conferences

The Director or designee will be responsible for the privacy and security of all student records maintained at the school. Records will be kept physically secure and authorized school



personnel will be educated as to the importance of information privacy and confidentiality and that any computerized systems employed are electronically secure.

### **Progress Reports**

A written progress report of student development in all domains (physical, cognitive, language, and social/ emotional, and creativity) will be prepared for each child. Parents will receive a copy of the report before each parent conference. This gives time for parents to formulate questions and how to approach issues and concerns they may wish to discuss with the teacher and to give their valued input. This will make for a successful conference that strengthens the home/school connection and allows for program adaptations to ensure student achievement for each individual child.

### **Parent Conferences**

Parent conferences will be scheduled in November and June. Parents and teachers will use the Progress Reports, distributed prior to the conference date, to discuss the strengths of their child and identify areas of development that may need more support. Teachers and parents can use this conference time to plan program adaptations to challenge their child in his/her strengths as well as support and adapt the program to address areas of concern.

## **Curriculum offered to students**

The Montessori course of study is an integrated thematic approach that ties the separate disciplines/subjects (Math, English Language Arts, Science and Technology, Social Sciences, The Arts, World Languages and Physical Education) together into studies of the History of Math, Care of the Environment, Geometry and Measurement, History of Language, The Timeline of Life and Artist Study.

## **Curriculum Delivery**

The curriculum will be delivered in a model of instruction that is designed to meet the needs of all children, the Three Tier Model. First introduced as a Reading model in 2003, it has since been found to be effective for use in math and the acquisition of social/emotional skills. Students who are identified as needing support before they fall behind will be provided with a safety net of instruction in areas of ELA, Math and Social/Emotional Skills.

Tier One- Students perform consistently in specific subjects, at or above grade level benchmarks of skills will continue to do so through the school year. These students work at or above grade level and are always being challenged with more complex learning experiences.

Tier Two-Students are not adequately progressing in specific subjects and may be at some risk of not performing at designated benchmark levels. These students would benefit from extra time in small group instruction of their skills deficits to get back on track and continue without further help

Tier Three- Students show a marked lack of progress in specific subjects, even after Tier Two instruction. These students need intensive intervention. They require smaller groups and more instructional time than Tier Two students.

Tier level support will be determined by teacher observations, classroom performance, and assessments that measure specific skills students need to achieve grade benchmarks. Tier level support will be given in the classroom. Progress is carefully monitored for both Tier Two and Three students. Tier- One students will be progress monitored quarterly to ensure they are maintaining success. Student success meeting are held monthly. Parents may request Special Education Core Evaluations of students at any time.

## **Plan for Referral Services**

When a student has participated in Tier Two or Tier Three support models and has not made adequate progress as measured by benchmark assessments, classroom observations, parent observations, and developmental milestones, the teacher/parent may ask to have the child be referred for specific support services. A parent meeting with the teacher and Director will discuss strategies and options for the child and the family.

A child may be referred for support services if they experience significant delays in their physical development. Gross and fine motor skills should follow along a developmental trajectory. Hand -eye coordination, seeing, hearing, strength and endurance also need to develop along a set of developmental milestones.

A child may be referred for support services if any indications of learning disabilities are present. These disabilities include listening comprehension, oral expression, basic reading skills, reading comprehension, written expression, mathematics calculation, and mathematics reasoning.

A child may be referred for support services if he/she is manifesting significant delays in the development of social skills. These would include continued withdrawal from other children or adults, speech and language delays, excessive aggression, inability to make eye contact, and inability work in a small group.

A child may be referred for support services when delays or problems with emotional development impedes the child's development. This may be manifested in excessive aggressive behavior, excessive levels of activities, withdrawal from peers and adults, unusual separation trauma, regressive behavior (wetting pants, attachment to an object, frequent tantrums, and unusually intense fear.

## **Referral and Evaluation for Special Education Services**

A student may be referred for an evaluation by a parent or any person in a caregiving or professional position concerned with the student's development.

When a student is referred for an evaluation to determine eligibility for special education. The home school district of the student shall send written notice to the student's parents within 5 school days of the receipt. This notice will seek consent of a parent for the evaluation to occur. The school district will arrange a consultation with the Special Education Administrator to discuss the reasons for the referral and to provide information on the child's skills and abilities. Upon consent of the parent, the district shall arrange for an evaluation by a multidisciplinary team within 30 days.

**If it is determined the student is eligible for special education services, each home school district of the student:**

-will provide special education designed to meet the needs of eligible students who are attending private schools

-will provide or arrange for the provision of evaluation services and an Individual Education Plan (IEP) for eligible private school students whose parents reside in the district

-will arrange or provide special education services described in the student's IEP provided that school district shall ensure that special services funded by state or local funds are provided in a public school facility or other public or neutral site. When services are provided for by federal funds only, services may be provided on private school grounds

## **Child Guidance Policy**

Educators will provide positive child guidance that is based on developmentally appropriate practice. That is, teachers will provide guidance based on the knowledge of a child's individual needs and their unique levels of growth, understandings and developmental milestones achieved. The goal of practicing positive child guidance principles allows children maximum growth and development while protecting the group as well as individuals within that group.

Positive guidance strategies include:

- preserving the dignity of the child
- setting limits well
- teaching more helpful behaviors

- teaching conflict resolution
- using active listening
- using substitution to redirect behaviors
- teaching calming techniques
- teaching responsible anger management

Educators will provide students with instruction and practice to learn how and when to apply guidance strategies. Their expectations of children's behavior are based on their knowledge of child development. Teachers set behavioral limits and boundaries accordingly. By forming a warm, nurturing relationship with their students, teachers communicate in an open, direct, yet kind way. They practice an ethical code of conduct. They interact with their students as partners, to create an environment that is cognizant of each individual child's level of understanding and their ability to apply socially accepted behavioral skills and management of their emotions.

### **Teacher Code of Ethical Conduct**

The following practices are strictly enforced:

Never hurt a child physically or emotionally

Never withdraw attention, avoid eye contact or avoid speaking

Never use embarrassing or humiliating words or actions

Don't lecture or nag

Don't arbitrarily take away privileges (food, recess etc.) unrelated to the conduct issue

If a program chooses to terminate a child for any reason, the program must provide written documentation to the parents of the specific reasons for the proposed suspension or termination of the child, and the circumstances under which the child may return, if any.

### **SUSPENSION AND TERMINATION**

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In order to avoid suspension/termination, Needham Montessori School will work with families through open communication that best supports the child to remain in the program.

If a child's behavior becomes an ongoing issue at the school, his/her teachers will document the

specific reasons and will speak with the Director for an individualized plan to help the child. If the behavior continues, then the child's Lead Teacher and Director will schedule a meeting with the parents to address the issue(s). The school will provide the parents written documentation of the child's behaviors.

With the parent's permission, the school will work with the family by requesting specialists to observe in the child's school environment. After the specialists observe the child, the school will meet with the specialists and parents to discuss a plan for the child. The school will observe the child for four (4) weeks to see if the child has made progress with the behavior. If the child has made improvements, the school will continue to reinforce the positive behavior and model similar behaviors that are age appropriate. The specialists will observe the child again in their school environment. Then the School will have another meeting with the parents and specialists to discuss the child's plan moving forward. The school is committed to working with the specialists to help the child. However, if the child doesn't make improvements with their behavior within a four (4) week period, then the school, parents, and specialists will have another conference. The three parties will discuss new strategies to help the child. Again, the classroom teachers will work with the specialists to correct the child's behavior. If, after all the parent, teacher, and specialists' meetings, and all resources have been implemented to help the child's behavior, the child has not improved: the school will give the parents three (3) months to find another school prior to the child's termination from Needham Montessori School.

### **Child Abuse and Neglect policies and Procedures**

A child will be referred to a social service when physical and/or sexual abuse is suspected. Indications of physical abuse or neglect include but are not limited to the following: lethargy, excessively low energy levels, fear of physical contact, fear of authority figures, and frequent unexplained absences from school, unexplained and/or frequently occurring injuries (bruises, cuts, burns, and broken bones). Indications of sexual abuse are less obvious but can include any of the above indications of physical abuse as well as indications of emotional disorders. In the case of either sexual or physical abuse, a child may give verbal clues either in conversation with adults or peers or through play-acting.

All teachers are mandated reporters under Massachusetts General Law Chapter 119, Section 51A. A mandated reporter who, in his professional capacity, has reasonable cause to believe that a child is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse; (ii) neglect, including malnutrition; (iii) physical dependence upon an addictive drug at birth, shall immediately communicate with the department orally and, within 48 hours, shall file a written report with the department detailing the suspected abuse or neglect; or (iv) being a sexually exploited child; or (v)

being a human trafficking victim as defined by section 20M of chapter 233.”

Any form of abuse or neglect of a child or children is strictly prohibited. Directors and staff must operate in a way that protects children from abuse and neglect.

Every Director and staff is a mandated reporter under M.G.L.c. 119, /51A and must make a report to the Department of Children and Families (DCF) whenever he/she has reasonable cause to believe a child in the School is suffering from abuse and/or neglect.

All staff members are mandated reporters per Massachusetts General Law C 119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child, he/she must file a report with the Department of Social Services. The closest DCF office is in Boston, MA. The phone number is (617) 748-2000. Notification to parents will be given that all educators are mandated reporters and must, by law, report suspected child abuse or neglect

In cases of abuse and/or neglect of a child within the school, the Director shall immediately suspend the staff member without pay. If an allegation of abuse and/or neglect is brought forward, then the staff member must file a 51A with DCF and notify ECC immediately that a 51A was filed against a staff member or program. (It is not up to staff to determine if abuse and/or neglect occurred or for them to do an internal investigation, the staff are mandated reporters and must report no matter what). The staff member shall be dismissed, and his/her contract terminated immediately and a report shall be filed with the MA Department of Children and Families.

All staff members are required to report immediately to the Director and DCF all incidents of child abuse and neglect in accordance with guidelines established by the school and EEC.

The Director shall notify EEC 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 School or during a program related activity.

### **Background Record Check Policy**

All new employees at Needham Montessori School must complete CORI, DCF, SORI, and fingerprints checks. Before offering employment, Needham Montessori School must receive the results of the applicant’s CORI, DCF, SORI. Hiring is conditional upon the applicant’s fingerprint results. BRC’s must be completed every three (3) years.

Needham Montessori School completes BRC’s for each employee offering a job

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Needham Montessori School needs to see the applicant’s EEC qualifications before they are hired. The Director will review each person’s authorized BRC results for all teachers, interns, and

volunteers.

Needham Montessori School will notify EEC when a Reviewer leaves the program and when the school recommends a new Reviewer.

Needham Montessori School will conduct BRC's for the School's Licensee and Reviewers at each license renewal, as well as BRC's for staff members, regular volunteers, and interns at least every three years who are in the care of children unsupervised.

Needham Montessori School will conduct a new BRC review for an employee when the School is informed that a new CORI or DCF Background Record Check review is needed (for example: a staff member has been arrested or has been held responsible for abuse or neglect of a child).

Massachusetts Statute requires employers licensed by the Department of Early Education and Care to comply with rules related to criminal records checks for all current and prospective employees. Before hiring, each staff member will have a CORI and DCF background check. It will be kept in their personal file.

The Department of Children and Families

600 Washington Street

Boston, MA 02111

(617) 748-2000

## **PLAN FOR MEDICATION ADMINISTRATION**

If your doctor has prescribed a medication (prescription or over the counter) for your child, it is important to finish the dosage, even if your child seems well. Most antibiotics require refrigeration, which can be kept in the locked container in a refrigerator designated by the program director. Note the expiration date on the medication. Only medicine that has been authorized by your child's doctor may be given at the center. The label must clearly state the child's name and the dosage.

Group and School-Age Employees must complete required yearly medication training. Annual evaluation will be done on any staff authorized to administer medications.

For over-the-counter medications such as Dimetapp, Tylenol, etc., parents must sign a permission slip including the following:

- Date
- Name of child
- Name of medication

- Amount of medication to be administered
- Time medication is to be administered (program can only administer once daily)
- Parent(s) signature
- Physician(s) signature

Nonprescription medications may include but are not limited to:

- Antihistamines
- Non-aspirin fever reducing/pain reliever
- Decongestants
- Cough syrup
- Teething gels

Parental permission (not requiring the doctor's permission) will be needed for the following:

- Anti-itching ointments or lotions
- Diaper rash ointments or lotions
- Sunscreen
- Insect repellants

### **Prescription Medication**

Written parental authorization AND a written order of a physician is required. This includes the label on the medication.

- Medication will only be administered as ordered by the physician.
- Medication requiring refrigeration shall be kept refrigerated in a locked medication box.
- Medication must be in its original labeled container, with the child's name, name of drug, and directions. We will not be able to administer any medication if it's not in its original container.
- Medication is given directly to the teachers when you arrive in the morning. **Do not leave it in your child's cubby or in their lunch box.**
- Not-emergency medicine is kept in a centralized location in a secure locked area away from the children. A sign is posted where the medication is located.
- **Emergency medications such as epinephrine auto injectors (EPI- Pens) and asthma inhalers/rescue medications etc. must be immediately available for use as needed.** They will be stored in the child's classroom first aid backpack. Teachers are responsible for taking the bag wherever the child goes.
- A list of center-wide allergies and medications is posted in each classroom.
- An educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- Unless otherwise specified in a child's Individual Health Care Plan, the educator must store all medications out of the reach of children and under proper conditions of sanitation, preservation, security and safety during the time the children are in care and during the transportation of children. Those medications found in the United States Drug Enforcement Administration (DEA) Schedules II through V must be kept in a



secured and locked place at all times when not being accessed by an authorized individual.

- Needham Montessori School requires an Individual Health Care Plan for a child with a chronic medical condition that has been diagnosed by a licensed health care practitioner.
- Needham Montessori School will return all unused, outdated, and discontinued medications as well as medication disposal to the parents as soon as possible.
- Needham Montessori School will not administer the first dose except under extraordinary circumstances and with parental permission.
- Staff will use a medication form to document the name of the child receiving the medication, the name of the medication, the dosage, the time and method for administration, and the name of the person who gave the medication.
- We have a medication log that you can review at any time to see when your child was given his/her medications.
- If a child needs medication, the school requires a note from your doctor to put in our files. Children with asthma require an Individualized Health Care Plan.
- Medications that are not being used must be sent back home. Only asthma and emergency meds can be kept here to be used when needed.

## **INDIVIDUAL HEALTH CARE PLAN**

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Upon enrollment, parents will be given a form from the school asking them to list any of their child's allergies. An Individual Health Care Plan (IHCP) will be developed for the child and specific measures will be taken to ensure that the health requirements of children are met. With the health care practitioner's authorization, the School's Health Care Consultant and/or parent will train the staff regarding the child's medical condition, medication, and other treatment needs.

Children with specific health care needs and allergies will use color-coded placemats so that staff and children can identify them.

### **Children with Disabilities**

Needham Montessori School works with families to build an accommodative plan to help children with disabilities. The staff will be advised by the health care professional about the characteristics of the child's disability. From there, the school will work with the parents and doctors to develop a plan that protects and assists the child. This case-by-case plan will be shared with all staff so that they are knowledgeable about the child's health care requirements. The classroom teachers will have a discussion with the students so that they, too, are informed and can help their fellow student when needed.

The school will follow the procedures for our *Plan for Referral Services* and contact the appropriate agencies in the *Referral Listing* so that the child continues to receive the right specialist care.

## **HEALTH CARE POLICY**

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### **Emergency Telephone Numbers**

Health Care Consultant

Name: Dr. Ellen S. Sigmen, MD

Address: 1493 Cambridge St, Cambridge, MA 02139

Telephone Number: (617) 665 - 1264

### **Emergency Telephone Numbers (to be posted by all telephones)**

Fire Department: 911 - (781) 455 - 7580

Police Department: 911 - (781) 455 - 7570

Poison Control: (800) 222 - 1222

Ambulance: 911

DCF/ Child Abuse: (800) 792 - 5200

Public Health Dept.: (781) 455 - 7500

Designated Adult: Allen Douglass - (781) 664 - 3473

### **Hospital(s) Utilized for Emergencies**

Newton Wellesley

2014 Washington St

Newton, Lower Falls MA 02462

(617) 243 – 6768

Beth Israel Deaconess

148 Chestnut St.

Needham, MA 02492

(781) 453 - 3000

### **Information to Give in an Emergency**

**Name:** “Your Name”

**Nature of an Emergency:** Depending

**School Telephone Number:** (781) 400 - 2921

**School Address:** 238 Highland Ave, Needham MA 02494

**School Location in Building:** Classroom

### **Emergency Numbers**

**Emergency** 911

**Police** 911

**Fire** 911

**Ambulance** 911

## EMERGENCY PREPAREDNESS

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- A. The office has a land line phone to receive and make calls in case of an emergency.
- B. Teachers will have cell phones on hand whenever they leave the facility with children to go to the playground, field trips, or any evacuation. Calls will be limited to emergencies or contacting the school.
- C. Exit and evacuation procedures are posted in rooms that have direct access to outdoors.
- D. The school will call the Needham Fire Department and Police Department to determine whether to evacuate or shelter in place in the event of a natural disaster.
  - 1. The school will also await confirmation with instructions from the Needham Fire and Police departments in case of **natural disaster**.
- E. In case of a natural disaster, all children and staff will evacuate the facility and walk to RK Center 50 Cabot St Needham MA 02494.
- F. The Director and/or staff will contact the Needham Fire Department or other appropriate authorities after the program has been evacuated.
- G. **A fire, natural disaster:** In the case of a fire, natural disaster, or situation (i.e. bomb threat or gun) necessitating evacuation of the building, children and staff will leave the building as quickly and safely as possible following the same procedures as a fire drill. The Director will check the building to ensure no child is left behind.
  - 1. Teachers will bring a first aid bag, which will include emergency cards and an attendance book, along with a working cell phone for communicating with parents.
  - 2. Attendance will be taken once we have assembled outside the building.
  - 3. If it is decided by the Fire Department, Director, or Lead Teacher in charge that it is unsafe to return to the building, parents or emergency contacts will be notified immediately that the child needs to be picked up.
  - 4. Appropriate ratios will be maintained until all children have been picked up.
- H. For **fire drills**, all children and staff will evacuate the facility and meet at the parking lot outside the school.
  - 1. Once outside the facility, the Lead Teacher for each classroom will take attendance to ensure that all children are accounted for. The Lead Teacher will hold up a double-sided large card (green means every child is present/red means a child(ren) is not accounted for) to show to the Director.
  - 2. Monthly fire drills are logged, documenting the date, time, exit route used, number of children evacuated, and the effectiveness of the drill.
  - 3. The Fire Department will be present 4 times a year.
- I. **Emergency drills** such as drills for lock down, reverse lock down, and shelter in place will be practiced monthly by staff and students.
- J. In case of a **fire**, all children and staff will move to the adjacent parking lot by the Mandarin Cuisine restaurant.
- K. **Loss of power, heat or hot water:** The school will close if it is apparent that we will be without power or heat for more than an hour. In which case, we will call all parents

and tell them they need to pick up their child within the hour. If the school loses water, we will call all parents to inform them they need to pick up their child within the hour.

- L. **A missing child:** If at any time the head count does not match the original attendance then it is the immediate responsibility of the teacher to identify the child that is missing and to IMMEDIATELY follow policies for a lost child as noted in this handbook.
1. It is an expectation that children are never left unsupervised while in the care of Needham Montessori. Staff should always circulate around a room so that they are ready to respond to the needs of their children. This demands that they remain within proximity of their students. Students should never be left in the care of one another unless there is an emergency that demands immediate attention due to the possibility and/or in the event of serious injury.
  2. In the case of a lost child, the program director/site coordinator/teacher will be immediately notified. The program director/site coordinator/teacher will immediately inspect the area where the child was last seen. If the child is not located, we will call 911 and notify the family immediately.
- M. **Escape routes:** The school has one floor level. The two Toddlers classrooms will exit the emergency door by the back-parking lot. The two Preschool classrooms will exit either through the same door as the Toddlers or through the double emergency doors in the Preschool area.

## **PLAN FOR MANAGING INFECTIOUS DISEASES**

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Germs and illness spread at school, especially in an early education program. Prevention is essential. It is the responsibility of teachers and parents to educate children about proper hygiene. These following steps are proactive measures to maintaining a healthy school:

- **Stay home when you are sick.** If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness. Avoid close contact with people who are sick.
- **Cover your nose and mouth** with a tissue when you cough or sneeze. Throw the tissue away after use and wash your hands. If a tissue is not available, cover your mouth and nose with your sleeve, not your hand.
- **Wash your hands often with soap and water**, especially after you cough or sneeze. If soap and water are not available, use an alcohol-based hand rub.
- **Avoid touching your eyes, nose, or mouth.** Germs spread this way.
- **Clean and disinfect surfaces or objects.** Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill.

## **INJURY PREVENTION PLAN AND PROCEDURES FOR MAINTAINING FIRST AID EQUIPMENT**

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### **Injury Prevention**

- A. Liquids, foods, and appliances that are or become hot enough to burn must be kept out of reach of children.
- B. The use of any substance that may impair the educator's alertness, judgment or ability to care for children during childcare hours is prohibited.
- C. Drinking alcoholic beverages and smoking on the childcare premises during child care hours are prohibited.
- D. The following must accompany the children anytime they leave the facility in the care of the staff:
  1. A first aid kit.
  2. Current family contact information.
  3. Information about allergies and known medical condition.
  4. Emergency or life-saving medications, such as asthma inhalers and epinephrine auto-injectors, for any children for whom they have been prescribed.
  5. Telephone numbers for emergency services.
  6. Authorizations for emergency care for each child
- E. The school will maintain adequate first aid supplies, including, but not limited to: adhesive tape, band aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold packs, scissors, tweezers, thermometer, and CPR mouth guard.
- F. Use the *Incident Log* to maintain a record of any unusual or serious incidents including but not limited to behavioral incidents, injuries, property destruction or emergencies. These reports must be reviewed by the Director or administration monthly.
- G. Educators must check children's clothing to ensure that it is free from strings, laces, or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard.
- H. Educators must protect children against cold, heat, and sun injury.

### **Notifying Parents of Child's Injury**

- Staff members must fill out an *Incident Report* form when an injury of a child requires administration of first aide.
- Parents will be notified as soon as possible by a phone call. If you cannot reach a parent, then leave a voicemail.
- At pickup, address the incident with the parent(s) and give them a copy of the *Incident Report* to sign.
- The parents keep a copy, a copy is kept in the child's file, and a copy is kept in an Injury Report folder.



