



NONOTUCK COMMUNITY
SCHOOL, INC.

221 Riverside Drive • Florence, MA 01062 • (413) 586-5996 • nonotuck.org

Creativity. Curiosity. Community.

Parent Handbook

2023-2024



Please note:

By signing an enrollment contract with Nonotuck Community School for the care of your child, you are agreeing to abide by all protocols, rules, and guidelines written in the Parent Handbook

AFFIRMATIVE ACTION STATEMENT

Nonotuck Community School is licensed to provide care for children between the ages of 15 months and 6 years of age. Within these licensing constraints, Nonotuck Community School prohibits discrimination against any member, director, employee, applicant for employment, parent, or any other person because of race, color, religious creed, national origin, age, sex, sexual orientation, marital status, political status, or existence of handicap.

NONOTUCK COMMUNITY SCHOOL ORGANIZATIONAL CHART

**LICENSING AGENT
MASSACHUSETTS DEPARTMENT OF EARLY EDUCATION AND CARE**

NONOTUCK BOARD OF DIRECTORS:

**President Ben Weiss
Vice President Craig Erny
Treasurer (and community member) Scott Monroe
Clerk Jennifer Drew
Parent Liaison Rachael Workman
Social Committee Liaisons Nicole Krauth and Caitlin Isbister
Diversity, Equity and Inclusion Chair Archie Archibald
Personnel Committee Liaison Katrina Kazda
Fundraising Committee Jana Cable
Staff Representative Melissa Graziano
Executive Director Shawna Tobin
Administrative Director (non-voting capacity) Netania Shapiro**

AUDITING FIRM: Boissell, Morton, & Associates.

NONOTUCK COMMUNITY SCHOOL EXECUTIVE DIRECTOR:

Shawna Tobin

ADMINISTRATIVE DIRECTOR:

Netania Shapiro

OFFICE ADMINISTRATOR:

Sandra Reipold

FACULTY

HEALTH CONSULTANT

Dr. Jana Cable

Dear Cooperative Members,

Thank you for choosing the Nonotuck Community School.

Nonotuck has been serving the greater Northampton area for over 40 years and has been in our current location since 2005. Our wonderful school building includes five well-appointed, spacious classrooms, an art studio, a large and sunny indoor play space and two very large and natural outdoor play spaces, including climbing equipment, garden areas, and an adventure playground. We also make good use of the Mill River which is across the road.

Our curriculum is play-based and inspired by progressive early childhood education theory. Our children have ample time for free-play, exercise in our community room (including trikes, climbing apparatus, and yoga instruction), as well as lots of outdoor time. Teachers create small group activities that emphasize creativity and sensory exploration and we have large-group circle time every day for stories, discussion, and music. We value emotionally sensitive practices based on attachment theory and we incorporate mindfulness in our classrooms, teaching children techniques they can use to express and regulate their emotions. Children do not need to be potty-trained to attend. There is a rest period built into each classroom's daily routine. How long that period lasts is dependent on the age/development of the children. Children are not required to sleep, but are encouraged to rest and bring their energy levels down from the regular rhythm of the rest of the day.

We are a licensed child care center and our teachers meet and surpass state requirements for early childhood educators. We are participating in the Massachusetts Quality Rating & Improvement System (QRIS) which is a method to assess, improve, and communicate the level of quality in early care & education and have demonstrated that we surpass the criteria needed for basic licensing. We are a non-profit organization and our teachers are members of UAW Local 2322. As a parent cooperative, parents play an essential role at Nonotuck. Upon enrolling, you and your family become vested stakeholders with a voice for and responsibility to the greater Nonotuck Community as caretakers of our program.

We look forward to getting to know you and your children.

Sincerely,

Shawna Tobin, Executive Director



MISSION STATEMENT

To provide high quality education and care for children 15 months to 5 years in an environment that promotes self-esteem, creative thinking and individuality through a respectful partnership between children, parents and staff.

GOALS AND OBJECTIVES

1. Children will gain the skills of creative thinking, independence, and social responsibility.
2. Nonotuck will foster each child's self-respect and individuality while making them aware of their membership in the group and the community at large.
3. Nonotuck will promote an appreciation for children and families of all cultures, abilities and nationalities.

HISTORY

Nonotuck Community School, Inc. is a nonprofit child care and preschool run with the cooperative effort of its member families. Nonotuck opened in September 1977, at St. John's Episcopal Church in order to serve a growing community need for quality

child care and education. From October 2000 to Dec 2004 the school was located at the VA Medical Center in Leeds. In January 2005, Nonotuck opened in its current location on Riverside Drive and purchased the building in 2017. Nonotuck provides programs to approximately 65 children aged 15 months to 5 years and is licensed by the state Department of Early Education and Care.

DIVERSITY MISSION STATEMENT

Nonotuck Community School is committed to fostering a learning environment that is open, inclusive, welcoming, respectful, and accessible to all people and to forging a strong community commitment to the value of diversity.

We recognize the benefit of a wide range of family structures; racial, cultural, linguistic, and socio-economic backgrounds; individuals with various abilities; a wide range of sexual orientations and gender identities; and various spiritual, religious and non-religious backgrounds. We strive as a school community to discuss and affirm these differences with our children in age-appropriate ways, knowing that exploring differences is a natural part of the developmental process. To that end, we encourage our children and community members to ask curious questions, while also intentionally and proactively

including classroom materials and topics that address issues of diversity.



Exploring the Mill River

PHILOSOPHY AND CURRICULUM

While at Nonotuck, children develop from toddlers who are just beginning to use language and experiment with interpersonal relationships, to school-aged children who are able to empathize with one another, seek out social contacts, and use words freely to express their experiences and feelings. They make the transition from being primarily dependent on adults to meet their needs to being more independent children who make plans and follow through with them, who begin to see the point of view of other people, and who participate in the larger community.

We believe that at each developmental stage the individual child is an avid explorer, eager to experience the world. We emphasize the development of the whole child. We provide a safe

environment that will help children to develop a positive self-image, independence and an understanding of one's needs in relation to others. We foster a sense of responsibility for one's actions and the confidence, skills, and curiosity to actively explore, question, problem solve and communicate.

We know that high quality learning comes through free play. This is the gold-standard of progressive early education. Free play in a rich environment with caring adults is what children this age need to learn and develop. Our curriculum is child-centered, meaning it is jointly negotiated between the children and the teachers, and it emerges from the children's interests as well as from the teachers' observations and understanding of the "hidden questions" that children are working to answer through their play. Our curriculum is informed by the National Association Education for the Education of Young Children *Developmentally Appropriate Practice Guidelines*, the *Massachusetts Guidelines for Preschool Learning Experiences*, and the *Learning Together with Young Children* curriculum framework and other books by Margie Carter and Deb Curtis, as well as the *Creative Curriculum for Infants and Toddlers* and *Creative Curriculum for Preschool*. In addition we use the social-emotional curriculum, *Second Step*, which assures that we are

giving children the tools they need for successful social interactions and emotional expression. We offer a variety of experiences and materials to help children master a wide range of skills and concepts. We emphasize community and teach children to celebrate their connections to one another and their diversity.

The classrooms at Nonotuck are flexible learning environments that are tailored to reflect the interests of each group. We don't teach by preconceived 'themes'; instead areas of study emerge naturally as we follow the children's interests (and teachers' too.) We find things to explore that encourage children to think, question, anticipate and predict. In the process, children are prepared to be active learners.

We support the children's exploration of scientific and mathematical concepts by providing many opportunities for them to form theories and test them. We work to foster a meaningful relationship with the natural world by allowing the children to care for the plants and animals in our classrooms as well as tend our playground garden areas; we also take advantage of the natural resources in our neighborhood including the Mill River and neighbors' gardens. Children participate in daily outdoor play.

Classroom activities promote a love of books, reading, and the arts.

Children are encouraged to express themselves through music, movement, painting, sculpture, and other art activities. When we have a parent volunteer to facilitate, children can participate in yoga and movement activities. Children also have an opportunity to use our *Kaboom! Imagination Playground* in our indoor play space, guaranteeing sufficient physical activity regardless of the weather.

At Nonotuck children are the curriculum, and Shawna believes that care IS education. That is, everything we do with children...from washing hands, supporting their efforts to potty train, helping them bundle up for play in the cold weather, helping them set up nap cots independently to learning to recognize their names, negotiate the resolution to a peer conflict and count to 100 ...is preparation for their continued growth and development and future academic success.

We value the strong commitment Nonotuck families have to our school. We welcome a high level of parent involvement in our classroom activities and encourage families to visit whenever they can.





We learn to write through play.

CARE-GIVING

All teachers in the classroom will work to form trusting relationships with every child and parent. All teachers, collaboratively, are responsible for the well-being of every child in their classroom. The roles of all teachers remain flexible and fluid, with each team member contributing to the day to day routines of every child. Some children will bond more with one teacher than the other, and this special relationship will be respected.

CLASSROOMS

There are five classrooms at Nonotuck. Placement is based on the age the child is by September 1. Depending on our enrollment, the age groups of classrooms may change slightly from year to year.

Children remain in their classroom from when they enter until the following fall; we do not move children on their birthdays. On occasion, a child will need to repeat

a year due to the kindergarten cut-off date of Aug. 31.

SCHEDULES

This year we are offering a 5 day schedule to all children. The core day is 8:30 – 3:30. There is an early start at 8:00, which you may opt for for an additional fee. Additional afternoon time, from 3:30 – 4:20 or 3:30 – 5:20, is contracted for on a monthly basis or may be used on an occasional basis if there is availability on a given day.

ORIENTATION FOR NEW CHILDREN

Teachers will be in touch with families a week or so before school starts to introduce themselves, this could include a Zoom or a short visit to the building.

KINDERGARTEN READINESS

Everything we do is prep for kindergarten!

Starting kindergarten does not require any writing, reading, or math skills, although the children who are ready for them will learn them at Nonotuck. By the end of each term, most children in our Ocean Classroom will recognize the names of their classmates and many will be able to write some of them, or some letters. Some children begin to recognize the letter sounds as well as shapes, and teachers will encourage this through available materials and activities. Children will have many opportunities to count, sort,

recognize numerals and classify materials. They will have amassed a rich vocabulary whether they are studying birds or myths or a particular artist, (it will be different every year!) Children will be socially adept, able to follow directions and make independent decisions. Because we follow their natural development, children will be ready for more structured learning that comes as they grow older. Nonotuck children enter private and public kindergartens and thrive in all of them.

PARENT COOPERATIVE

As a parent cooperative, Nonotuck families share ownership of the school and participate in their children's education. Parent interaction with teachers, staff, students and other parents is strongly encouraged.

Co-op Jobs & Hours

As members of the Nonotuck parent cooperative, families are required to fulfill various work commitments throughout the year as a way of having a closer involvement with the school and supporting staff. These requirements average 2 co-op hours per month for families with multiple caregivers. Families with a single caregiver are required to complete 1 hour per month. Co-op hours are waived for 3 months for any family that welcomes a new child into their

home during that time (through birth, adoption, or fostering).

We acknowledge that there may be barriers, life events, and unforeseen circumstances that can impact a family's ability to complete their co-op hours. If an issue comes up around co-op hours, we encourage families to speak with the Parent Liaison to create an appropriate plan and a temporary waiver may be permitted. Families document the hours they worked and submit to the Parent Liaison through a google form link on the website.

If families are unable to document contracted hours, they will be charged \$40 an hour for each hour they are short.

BOARD OF DIRECTORS

The Board of Directors consists of elected members in addition to the Executive Director, Administrative Director and a staff representative. Most Board members are parents or guardians of children currently enrolled at the school. One or two of the Board positions, but no more, may be filled by members of the community at large or former Nonotuck parents who have professional expertise beneficial to the school. Members are elected to the Board of Directors by the general membership of the Corporation (all parents and guardians) at the annual meeting. The Board member serves a two-year term. Terms of office are staggered with half the

Board positions vacated and refilled at each annual meeting.

The Board does not directly supervise the daily activities at Nonotuck; it concerns itself with questions of policy having to do with long-range operation of the school and to some extent with its overall philosophy. Board members are responsible for fiscal policies and fundraising. The Board approves the budget each year and makes decisions about such matters as fees, fines, salaries, and contract negotiations. In addition, Board members keep informed about the operation of the school so they can have discussions and take action as necessary. In addition to the required monthly Board meetings, Board members, when their schedule permits, spend time at the School to see how things are working.

Members of the Board must attend regularly scheduled monthly meetings of the Board as well as occasional special meetings. They prepare for these meetings by reading relevant material beforehand, such as explanations of proposed changes or innovations, as well as following through on tasks that arise from Board deliberations. Many Board members have specific tasks involved in serving as officers on the Board. Since a term on the Board runs for two years, a Board member should be prepared to commit that time to the job. If the

Board member misses three meetings in a given year, the membership can be terminated.

Board meetings are held once a month on a designated night. Any parent is welcome to attend or to contact a Board member to bring to the Board a special concern or suggestion. Board agendas, a list of Board members, and a schedule of meetings are posted in the Board minutes. To attend a meeting or add to the agenda email:

president@nonotuck.org

FUNDRAISING

Nonotuck's yearly budget includes a fundraising line item and all parents are expected to participate in fundraising activities. Fundraisers are planned by the fundraising committee, which is chaired by a board member. Over the years certain fundraisers have proved to be popular and fruitful and have become a tradition. Concerts, wine-tastings, dances, and auctions are opportunities for all Nonotuck parents to work together to support the school. Nonotuck parents may be asked to sell raffle tickets or commercial items in order to raise funds. The fundraising committee always welcomes parents with creative fundraising ideas.

Nonotuck also explores grant opportunities to fund special projects.

LATE ARRIVAL POLICY:

All children should arrive no later than 9:00 a.m. to ensure a smooth beginning to the day. Although accommodations for medical appointments or emergency circumstances will be made, as such circumstances arise, arrival later than 12:30 often has a negative impact on individual children and the program as a whole. If your child will be late or absent, please let us know by 9:00 a.m. through Brightwheel or by contacting the office at 413-586-5996.

Nonotuck staff will make every effort to work with families as they navigate their morning schedules; however, in an effort to lend support to the teaching and administrative staff, we ask parents to be aware of the impact of frequent disruptions to the normal routines in the classroom. For the same reasons, if a child is picked up in the middle of the child's day for an appointment, we ask families to make the necessary arrangements to keep the child home for the remainder of the day. If there are extenuating circumstances, or an emergency, please call the Director.

The practice of restricting arrival time to between 8:00(contractured)/8:30 and 9:00 a.m. comes from an emphasis on maintaining an even and steady flow to the Nonotuck day for every individual and the classroom group as a whole. Ideally,

every child will have at least half an hour to explore the free play and morning activities available. This ensures everyone is acclimated to the room and the day's activities at a comfortable pace. Unscheduled late arrivals impact the quality of every child's experience. Families agree, upon enrollment, to make every effort to minimize late arrivals. *Medical appointments or emergency circumstances are the exception. Please notify your classroom teachers and the office in such a case.*

Pick Up Policy and Late Fees:

Every family will receive 3 'free passes' for late pick ups of less than 15 minutes (and not past 5:30.) We will keep track and let you know when you are going to be fined.

Picking up your child later than your scheduled hour will result in a fine of \$10 for every 5 minutes late or fraction thereof. We use a cell phone to determine time (UTC) for fairness.

ADMISSIONS

Nonotuck's Admissions Policy utilizes the following hierarchy:

1. Present children enrolled in Nonotuck.
2. Siblings of present children enrolled in Nonotuck.
3. Children of staff currently employed at Nonotuck.

4. Children of alumni (legacy) families returning to Nonotuck.
5. Children of alumni staff.
6. Applicants on waiting list.

Nonotuck strives to achieve a balance of boys and girls in each classroom. Programs are open to children and families regardless of race, religion, cultural heritage, political beliefs, national origin, disability, marital status or sexual orientation.

The School reserves the right to terminate the enrollment of any child whose needs, as determined by the director, cannot be met.



We love books!

SCHEDULE CHANGES

If a family would like to increase their extended-day hours, please contact the director. This will serve to amend the original contract and will be considered a permanent change for the duration of the year. Otherwise, drop-in fees apply.



We learn to count and match.

CLOSURES

Holidays:

The following holidays and vacation periods are observed; holidays that fall on a weekend will be observed on Friday:

- Indigenous Peoples Day
- Day before Thanksgiving – close at 12:30 p.m.
- Thanksgiving Day and the day after
- Christmas Eve Day
- Winter Break - Christmas, New Year's Day, and the week in between
- Martin Luther King Day
- President's Day
- Memorial Day
- Fourth of July
- Juneteenth
- Labor Day

Professional Development & Work Days:

Nonotuck closes several days per year so staff may clean, organize and improve their classrooms and engage in professional workshops and seminars. As with all school closings, there are no make-up days or reimbursements.



Inclement Weather:

If the Northampton Public Schools close due to inclement weather, Nonotuck will be closed. If the Northampton Public Schools delay opening, our delay is equal to theirs; we use 8:30 as our start time. Hence, a two hour delay would mean we'd open at 10:30. (There is no early drop off on delay-days.) If the public schools close early or if the Northampton Public Schools are not in session, we will make a decision based on weather reports, area closings, and/or DPW and police recommendations to either: close for the day, delay opening, or close early.

COVID Closings:

There may be limited closings of a classroom or the entire school for a brief time, in accordance with the

Department of Health, in the event of exposure to COVID. As with any unforeseen closure due to weather or other acts beyond our control, tuition will apply as usual. Absence by choice, illness, or exclusion (due to virus related regulations) do not impact tuition, which is due in full.

However, if we are forced to close for longer than a week, the following tuition discount will apply:

- Up to 2 consecutive weeks Full tuition
- 3-4 consecutive weeks $\frac{2}{3}$ tuition
- 5-12 consecutive weeks $\frac{1}{3}$ tuition
- After 12 consecutive weeks $\frac{1}{5}$ tuition

To parents with more than one child at Nonotuck: If one of your children's classrooms closes for health reasons, a sibling in a different classroom may be required to stay home.

The Covid Policy is an addendum to the Parent Handbook and parents are responsible for familiarizing themselves with the current policy. For more information please visit our website or contact the director.

FEES

Deposit:

\$500 is due with your signed contract. This will be returned to you after your child's last day, assuming that all bills, fees, and fines are

verified as having been paid and that withdrawal protocols have been followed. You will receive a refund check *after* your last tuition bill is paid. Current families' deposit amount rolls over every year at their original rate.

Tuition:

Tuition for the school year period is annualized monthly and based on the child's contracted weekly schedule of attendance. Tuition is not abated for holidays or other Nonotuck closures, illness, family vacations, inclement weather or any other circumstance that requires that the building be closed.

Payment:

Tuition is due by the 5th business day of each month, after which a \$35 late fee will be charged. Returned checks will be considered late payments and any bank fees charged to Nonotuck will also be added to your bill. Bills and fines not paid on time may result in the child being denied attendance.

A parent who is not able to make monthly payments may request permission from the Director to pay bi-weekly. In that case tuition will be due on the 1st and the 15th for the current month. There will be no grace period; a \$35 late fee will be charged on the day (2nd and 16th).

If a family is experiencing a temporary financial crisis and is in

good standing with the School, Nonotuck will try to accommodate the child temporarily, within the limits of the school's resources at the time. Requests for such arrangements must be submitted in writing to the Director, before the tuition bill is due.

Extra Time Policy:

Parents may request additional hours above their child's weekly schedule, which will be granted if there is space available for the hours or days requested and if we have the appropriate staff available. Parents are responsible for payment of all extra time requested and granted whether used or not. Children may not come to Nonotuck for the extended hours if they are not in attendance that core day.

We ask, if possible, that requests for extra time be made in advance:

1. For early drop-off (8:00) please make your request the day before, by 4:30 p.m.
2. For afternoon the same day, please let us know by 1:30 p.m.
3. Extra time is available at the discretion of the Director. Please be sure you have been approved for this time.

LEAVING THE SCHOOL

Nonotuck is a 12 month program. Your contract means you are responsible for the full term of the

contract. If there is a dramatic change in your family circumstances, we will always do our best to work with you to accommodate your needs, so please discuss any problems with the director. The pre-paid deposit (\$500) is non-refundable in all circumstances, until your child leaves and all obligations are met.

TRANSITION TO KINDERGARTEN OR OTHER PROGRAM

In order to facilitate transition to kindergarten or another program, teachers fill out requests for information from the other schools when parents request that they do so. The office will copy and forward all progress reports with parent consent. We welcome visits from teachers of other schools to our program. These visits are regularly scheduled by the Northampton Public Schools and have, on occasion, been scheduled by other schools.

PARENT COMMUNICATION

We have various modalities of communicating at Nonotuck including the following:

Phone Calls and Email:

Parents are welcome to call anytime during the day to briefly check in about how their child is doing. We will respond to messages as soon as possible. In addition, if parents

would like to have a longer discussion with teachers, they can set up a phone conversation. Emailing the office, the director, or the teachers is a good alternative.

All teachers have an individual email account and can be reached at their firstname@nonotuck.org. Teachers will email classroom notes home daily. The office email is info@nonotuck.org. The Director can be reached at director@nonotuck.org

Brightwheel:

Brightwheel is an app that Nonotuck uses for communication and administration of program fees and tuition. Teachers may share class or individual information throughout the day, you will receive notifications of tuition invoices as well as direct messaging to and from teachers. We encourage you to use Brightwheel messages to let your teachers know if there is any information about any changes in the child or in their home life that might help teachers understand the child's mood and behavior.

Calendar

The Nonotuck Calendar is available on Google. There you will see closings, special events, clean-up days and more. Please click on: https://www.google.com/calendar/embed?src=nonotuckevents%40gmail.com&ctz=America/New_York .

Once you click on the above link you can also click the link at the bottom right (+Google Calendar) to add it to your calendar for viewing on the web or on your phones.

CHILD'S FILE

All files and information about the children are confidential and are only accessible to Nonotuck teachers and administrative staff. Records are released to others (kindergarten programs, for example) only with the parent's written permission. Files are available to the child's parents or guardians at any time.

PARENT-TEACHER CONFERENCES:

In the beginning of the year you will receive an emailed link to an online assessment, which will be the basis for your parent/teacher conference. Children who are new to Nonotuck will have conferences in October. Returning students are scheduled in December. Parents are encouraged to participate in these conferences. If you wish to confer with the teachers about your child's needs and progress at other times, please speak to the teachers to set up a meeting. Parents may also schedule a time to meet with the director to confer about their child or any school issues. We are eager to speak with you!

A detailed report is sent to parents in May, outlining the observations

we've made in the school year thus far.

PARENT VISITS

As a parent cooperative, we welcome a high level of parent involvement in our classroom activities and encourage families to visit whenever they can. Parents are involved with the school in a variety of ways and visit classrooms to share a talent or activity, explain a family celebration, share pictures of a trip, or to prepare a favorite family dish. All of these are encouraged and enrich our program.

The Department of Early Education and Care mandates that parents have the right to make announced or unannounced visits to their child's classroom whenever their child is present.

FROM HOME TO SCHOOL

Please send a small blanket and a fitted crib or cot sheet for naps and, if you wish, a stuffed animal, all clearly marked with your child's name.

Home Toys

We recognize the very human desire to bring things to share with one's friends, but please keep these guidelines in mind:

- Children are allowed to bring one soft toy to school per day, appropriate for naptime. It needs to fit into your child's cubby or

nap box and it may be left in school if you like.

- Home toys must be safe for all children and unless it really makes getting out the door easier, we highly suggest they be left at home (or in the car).
- No toy weapons of any kind and no balloons are allowed.
- We cannot be responsible for toys that go missing or get damaged.

CLOTHING

We encourage children to explore a variety of media as well as enjoy messy play outdoors. Please know that stains are inevitable! Clothing and shoes should be selected with an eye to active play. Clogs, thong sandals, flip flops, and long skirts can be restrictive and dangerous when children climb. Additionally, children who are beginning to master independent dressing and toileting need clothing that they can handle on their own. Choose clothing that is easy for your child to put on and take off (zippers in front, no snaps, elastic waistbands on trousers and pants, etc.) Boots a size a size up are easier to get on and off and leave room to grow.

Extra clothes need to be at school daily: underwear, shirt (long and short sleeve), pants and socks. Soiled clothing will be bagged and placed in the child's cubby. We are unable to rinse soiled items, according to state regulations. Please replenish the supply of extra clothing as your

child uses them. Diapers and diaper wipes must be supplied for children who are not toilet trained.

Be sure your child is dressed for the weather (rain or shine, we go out whenever possible).

Please label every item of clothing, including boots, mittens, and jackets.

INDOOR SHOES, OUTDOOR SHOES

In order to maintain a clean environment, some classrooms choose to have an 'indoor shoe' policy. Children should leave a pair of suitable play shoes or rubber soled slippers in their cubbies and change from street shoes or boots when arriving at school. In this way we minimize the amount of dirt that children pick up on their hands when they are playing on the floor. Teachers will let you know at the beginning of the year if your child needs indoor shoes.



LUNCHES

We do not refrigerate or heat food from home: a small cold pack will keep lunches cold and a thermos will keep foods warm. Please label all plastic containers and lunch boxes.

We will give you a list of foods that EEC does not allow us to serve; please look at it carefully. We will not serve candy, soda or sugary drinks, and will return such items to the lunchbox.

A variety of foods will ensure that your child eats: send three or four items each day. For example, a sandwich, sliced vegetables, and a piece of fruit or yogurt, crackers or bread, and dried or fresh fruit. Teachers encourage children to put uneaten food back in the lunchbox to give parents an idea of what the child has eaten for lunch. If a child is still hungry or a lunch is forgotten, teachers may supplement with Nonotuck snack items.

Children will have a morning and afternoon snack, in addition to lunch. You may pack these separately if you wish. Otherwise, children will be allowed to choose what items to eat for snack and what for lunch.

PEANUT & FOOD ALLERGY POLICY

Peanuts or peanut products, including peanut butter, oil, extract and flour, are prohibited, and will not be served if they have been sent in a child's lunchbox.

- Home or school-baked items provided by parents or teachers to be shared in the classroom, as well as sensory table items, will be free of direct peanut products, but will not be required to be restricted to

ingredients known to have been processed in a peanut free environment.

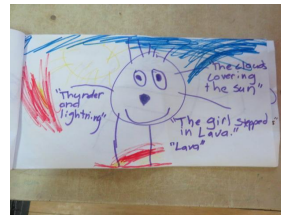
- Nonotuck Community School prohibits peanut products and/or dishes from being served at Nonotuck social events.
- Elimination of other food items may be necessary if a child in the classroom has a severe allergy. Individual classrooms will make families aware of any other foods that are restricted. We ask families to consider classroom food allergies when choosing items to send in for special occasions. **In the spirit of inclusivity, please choose treats that ALL the students can enjoy together, as opposed to relying on children with allergies to be provided an alternative.** Check with your child's teachers for suggestions.
- If your child has a potentially life-threatening allergy, an allergy action plan is required to be completed by the child's physician or allergist and signed by both the parent and the physician or allergist. All life-saving medications must be on-site and require written administration permission before parents can leave a child in our care. All paperwork expires annually and must be updated year to year. With parental consent, a designated physician or allergist could be contacted by the Director and/or classroom teacher if more information on the documented allergy is needed and/or if concerns or treatment related questions arise.

- All teachers are trained, informed and competent with emergency action plans for children with documented LTFAs. This includes knowing which children have LTFAs, staff competence in assessing a child's symptoms, knowledge of how to quickly access the individual action plan for each child, and where to locate and how to administer medications.

BIRTHDAYS

Most children enjoy celebrating their birthdays at Nonotuck. Parents may send in a special snack as part of the celebration - please refer to the previous section of the handbook with regard to food allergies. Each classroom may have some special ways to acknowledge birthdays. Please check with your child's teachers if you would like to know how birthdays are observed in their classroom.

Classroom birthday parties are designed to celebrate the child. While parents and family members may join the class, please do not present birthday gifts at school or include goodie bags of candy and tiny toys.



PERSONS AUTHORIZED TO PICK UP

Only people identified on your child's pick up list may pick up your child, without written permission from you. Please provide the office, in writing or email, with any changes of these persons. Please alert anyone picking up that they should have a picture ID with them every time they pick up. The authorized pick-up person must be at least 16 years old.

LEGAL CUSTODY

Parents or guardians with specific custody arrangements should notify the office and the child's teachers so that the school is aware of the situation. Nonotuck cannot prevent a guardian or parent from visiting or picking up their child unless a court order has been issued and has been reviewed by the Director.

NONOTUCK HOLIDAY POLICY

We seek to honor and acknowledge traditions and holidays that play an important role in our children's lives. While it will never be our intention to centralize curriculum themes on religious or secular holidays, we will

encourage discussion and show curiosity about family traditions around holidays as they come up. We will create space for children to express their interest through drawing or pretend play, and we will use holiday conversations to learn more about one another. Classrooms will tend to focus more on the changing seasons and other events in the natural world for curriculum exploration.

HEALTH, SAFETY, FIRST AID

Children will wash their hands when they arrive at school each day. Hand washing is one of the best ways to prevent the spread of illness or disease at home or in a child care setting.

We cannot provide care for a child who has a diagnosed communicable disease, or for a child who exhibits symptoms of gastro-intestinal, respiratory, skin or direct-contact infections. Please see the Health Care Policy for symptoms which warrant exclusion. If a child becomes ill during the day the teachers will confer with the Director about the severity of the symptoms and, if deemed necessary, the parent or emergency contact person will be called to pick up the child. In the meantime the child will rest on a mat separate from the rest of the group. There is no refund for days missed due to illness or other reasons.

Please note that when children are in attendance it is assumed that they can participate in all aspects of our program. Please do not request that your child be kept indoors. We will make accommodations for children with temporary health/medical issues such as wearing a cast.

Returning to school after an illness

A child may return to Nonotuck under the following conditions without a physician's release:

Fever: after 24 hours fever-free without fever-reduction medications.

Diarrhea: after 24 hours symptom free.

Conjunctivitis/Pink Eye: 24 hours after first administration of medication.

Viral Conjunctivitis: This cannot be treated with antibiotics. After the period of contagion (up until 5 days) or at the discretion of the director the child may return to the center.

Antibiotics: 24 hours after first administration of medication.

A child may return to school with a physician's release after the symptoms of impetigo, contagious rashes or parasitic diseases have completely cleared.

A child may return to school after the period of contagion is over for the following diseases:

- Chicken pox: after all spots have crusted.
- Measles: five days after rash begins.

- German measles: after rash disappears.
- Hepatitis: three weeks after onset of jaundice.
- Mumps: nine days after onset of swelling.
- Lice and scabies: after treatment and no evidence of nits.
- Monolia (yeast infection): after medication is applied.

COVID POLICY

See Covid Policy Addendum at the end of this handbook.

In accordance with Department of Early Education and Care regulations we can give medication to a child only if:

- We have written instructions from a physician to do so for over-the counter (aspirin or Tylenol, cough medicine) or prescription medication. Medication authorization forms are available for parents to take to their doctor.
- We have written parental authorization.
- Prescription medication must be provided in original pharmacy container/packaging with a current Rx label that states the child's name, DOB, dose and frequency of administration.
- Over the counter medications must be in new, unopened

packaging and must not be expired.

Each child must have an up-to-date annual physical examination. (That is, a new exam is required every 12 months, regardless of what time it falls within the school year. Please make sure that staff is informed of any allergies or medical restrictions a child may have. This information must be available before the child starts school. The Department of Early Education and Care also requires that all children receive age-appropriate immunizations, prior to attending any child care program. Staff members are trained in first aid and will administer minor treatment (Band-aids, ice for bumps, etc.) as needed. Parents are notified of any injury by written note, a duplicate of which is included in the child's file. In the event of a serious injury a child would be taken to the nearest most appropriate medical facility by ambulance and accompanied by a staff member. Parents would be notified immediately.

The staff regularly discusses and works to develop an environment that is free of safety hazards. All groups routinely practice fire drills and evacuation plans are posted in all classrooms. For further information on health and safety, please see Nonotuck's Health Care Policy.



Children learn to recognize and express their emotions.

VISITORS POLICY

All non-parent visitors to the school must be admitted by a staff member, and are not allowed into the classroom or playground without the permission of the Director. Masks are required. Only Nonotuck employees, interns and parents may accompany children on off-site trips. All others require prior approval of the Director.

VOLUNTEERS

Nonotuck benefits from volunteers from area schools, colleges, human service agencies, and the community at large. Volunteers are closely supervised by Nonotuck staff and by caseworkers or supervisors as appropriate. They undergo a background check according to EEC regulations and are never alone with children.

FORMAL GRIEVANCE POLICY

When a disagreement or area of concern arises, the most effective means of communicating is through initial open discussion with the responsible teacher for classroom

related matters, or the Director for program related matters. If areas of disagreement are not resolved with this initial discussion, the next step is for the parent to discuss the concern with the Director or with the Board President, or the parent liaison to the Board of Directors as appropriate. If this informal process does not lead to a satisfactory resolution, a more formal process may be initiated as follows.

The parent should present the grievance in writing to the Director, or should the grievance involve the Director directly, to the President of the Board of Directors. The writing should specify:

1. The facts on which the grievance is based
2. The policy or practice involved and
3. The remedy that is sought.

The Director (or Board President) will respond in writing to the parent within five working days of receipt of the grievance and will forward a copy of the grievance and response to the Executive Committee of the Board of Directors.

In the event that the member is not satisfied with the response from the Director (or Board President) she/he may appeal in writing to the Executive Committee of the Board of Directors within 5 working days of receipt of such response. Upon receipt of the appeal, the Board

President shall appoint a Resolution Committee to investigate the grievance, made up of the Board President and two other board members of her/his choice. In the event that the Board President issued the response being appealed, the Board Vice President shall appoint the resolution committee made up of the Board Vice President and two other board members of his/her choice.

The member shall be given one opportunity to meet with the Resolution Committee informally to explain his/her grievances. No further rights or opportunities will be available.

The Resolution Committee shall provide the Board with its findings and recommendations at the Executive Session of the Board of Directors meeting. The Executive Committee will vote on the recommendations and any other motions to resolve the grievance by majority vote. This will be the final resolution of the grievance. The Executive Committee will respond in writing to the parent. The President of the Board of Directors is responsible for ensuring that any action recommended by the Resolution Committee is implemented

The Director will keep a file of all parent grievances.

NONOTUCK'S POLICIES AND PROCEDURES (as required by The Department of Early Education and Care):

CONTINGENCY PLANS FOR EMERGENCY SITUATIONS:

In the event of a fire, natural disaster, or other critical situation (chemical spills, bomb threats, etc.) necessitating evacuation of the building, the staff will lead all children in an orderly fashion up the street to Highland Valley Elder Services at 320 Riverside Drive (less than 2/10 of a mile). The administration and office personnel will check all five classrooms, bathrooms and hallways to assure that all the children and staff have safely evacuated the building. The administrator and office personnel will then join the staff at Highland Valley Elder Services and contact any necessary emergency services (fire/police depts/DPW) as well as all parents while staff supervise the children.

In the case of loss of heat, water or a power outage, during winter months (November - March) the School's intent is to contact all families to come and pick up their children as soon as possible. Children will remain in their classrooms until parents arrive. During the spring, summer or fall (depending on the weather) the administrator will decide if it is necessary to send children home.

In the event of water loss: The director or designee will gather information about the length of time involved. In consultation with EEC and any other pertinent resource, a decision will be made about closing the school.

In the event of heat loss: teachers will dress children appropriately in outer clothing and, if necessary, engage children in movement activities to warm them.

When it is necessary to leave the building staff will have a cell phone with them, emergency contact information and parents' information, evacuation information from our Health Care policy and any emergency medication needed by children or staff. (Every teacher has this information with them whenever they leave the building with children.)

During an evacuation the youngest toddler group will use the 'bye-bye' buggy to transport children. The older toddler group uses a rope with "walking loops" or by any other means appropriate for the group as determined by the teachers. Once at the new location all children are accounted for. If any child is missing, a thorough search will be made, and if the child is not present we will call 911. If possible, the director or administrative assistant will retrace our route and go back to the building to look for the missing child.

Emergency and non emergency numbers for the police and fire are listed on the first page of the health care policies.

Parents may contact EEC (The Department of Early Education and Care) at 413 788-8401 for information on the program's regulatory compliance history. The Regional office address is:

Dept. of Early Education and Care
95 Liberty Street Suite 1124
Springfield, MA 01103



CHILD GUIDANCE POLICY:

Our goal at Nonotuck is to provide a secure environment for all of the children in our care. We recognize that we must have realistic expectations for each child based on their age and developmental level. While we are working toward common goals of cooperation and respect for others with all of our children, we realize that each child is at a different step along the way.

We work to provide a calm and supportive environment that supports children's growing independence. We model, encourage and positively reinforce positive behaviors to encourage children in developing appropriate ways of relating. We set up the classroom environment and schedule to encourage prosocial behavior and are cognizant of situations that can cause conflict between children (sharing, waiting, etc). We work with children to help them understand their needs in relation to group needs. It is our goal to encourage children to appropriately express their feelings

and to develop self-control. We stress the importance of taking care of ourselves and each other as well as the environment and the materials.

Whenever appropriate, children at Nonotuck will participate in establishing classroom rules, policies and procedures. In guiding children, we try to make it clear why certain behaviors are unacceptable, and offer more positive alternatives. We make it clear to the child that we care for them as a person even when we cannot allow him/her to engage in certain behaviors. In enforcing limits and expectations, we are clear and consistent with children in each group at Nonotuck. We work to anticipate possible problems so that we can provide preventive intervention. Teachers observe children with challenging behavior and identify events, activities, interactions, situations, and times of day, etc. that predict challenging behavior and strategize to support children at these times. We treat children with respect and remain realistic in our expectations. We support children in ways that help them to grow and to feel confident in themselves and trusting of others.

Therefore, we understand that:

- Corporal punishment of any form will not be used.

- No child will be subjected to cruel or severe punishment, humiliation or verbal abuse.
- No child shall be denied food as a form of punishment.
- No child shall be punished for soiling, wetting or failure to use the toilet.
- No child will be confined to a chair, swing or any other piece of equipment for an extended period of time in lieu of supervision.

We place a great deal of importance on helping children learn how to regulate their behavior, and we do so with expectations guided by our knowledge of developmental abilities. On occasion we may find that a child needs to calm down and re-focus. A very young toddler may sit on a teacher's lap or be removed from the group and distracted with a different activity. With an older child, we may ask the child to sit away from the group, not as a punishment, but to take some space to self-regulate or co-regulate with a teacher so they can return to the group successfully. The director is available to support children and teachers when behaviors are overly disruptive to the classroom group. The director may do this by supporting the child's expression of emotions while offering care and connection. In all cases, our intention is to help the child take the time they need to experience their

feelings and return to a state of feeling connected with others.

Behaviors that result in physical harm to other children or to adults or that require excessive one-on-one staffing to prevent frequent disruptions of the group routines shall be responded to by either the Nonotuck Referral Procedures or Suspension/Termination Policies. Nonotuck will make every reasonable effort to work with the family and any other resource provider to accommodate and work through disruptive and harmful behavior before termination is considered.

Procedures for Referral Services for Children:

The decision to admit a child who has been diagnosed by an appropriate professional with special needs is on a case by case basis. Should the Nonotuck Staff feel that additional services might benefit a child enrolled at Nonotuck, the following guidelines shall be followed:

1. Teachers shall confer with the Director.
2. Teachers shall make 3 individual observations of the child and document the child's behavior (including date, time & activity present).
3. Director shall make at least 2 individual observations and document the child's behavior.
4. Director and Teachers will meet together to discuss observations.

5. Director will consult with the Teachers and the child's parents, who will together determine the need for additional services.

6. The Director will refer parents to the appropriate social, mental health or medical services that might benefit the child.

7. Written summary of this referral shall be completed by the Director: one copy to be filed in child's records at Nonotuck and one copy to be given to the child's parents.

8. Director will provide follow-up after a written summary. Follow-up will include information to both the Teachers and the parents.

9. The Director shall follow-up the referral with parental permission, by contacting the agency or service for consultation and assistance in meeting the child's needs at the center.

Specialists working individually with a child enrolled at Nonotuck, such as a speech therapist, physical therapist, or occupational therapist are welcome to work with the child at Nonotuck.

Referral Recommendations:

Northampton Public Schools
210 Main St.
Northampton, MA 586-6970

Berkshire Children and Families
229 Russell Street – Suite 200
Hadley, MA 01075 584-5690

Children's Clinic
17 Brewster Court
Northampton, MA 587-3265

REACH Program (Toddlers)
216 North King Street
Northampton, MA 585-1400

Criterion – Heritage Early Intervention
Program 228 King Street
Northampton, MA 01060 727-8552

PROCEDURES FOR SUSPENSION/ TERMINATION OF A CHILD CARE:

Child care may be suspended or terminated from the Nonotuck Community School, Inc. with advance written notice to the parents for any of the following reasons:

1. Non-compliance with the policies of the Nonotuck Community School, Inc. or the Massachusetts Department of Early Education and Care licensing regulations. (i.e. failure to submit annual medical emergency forms or permission forms)
2. Non-payment of child care tuition - a termination of service notice will be sent by the Director and Parent Liaison of the Board.
3. Chronic late pick-up, defined as 5 times in one month.
4. Refusal to sign the "Enrollment Contract".
5. Failure of the parents/guardians to follow through on Nonotuck's "Procedure for Referral Services for Children".

6. Nonotuck's procedure for referral services may result in a plan for suspension from or termination of enrollment. Nonotuck reserves the right to terminate the enrollment of any child whose needs, as determined by the referral process, cannot be met.

7. All enrollments are provisional for an up to 3 month trial period. If a child is not able to successfully adjust to group care in that the child's emotional well-being is determined to be at risk, termination procedures will be followed.

8. Behavioral problems that result in physical harm to other children or to adults or that require excessive one on one staffing to prevent frequent disruptions of the group routines, and/or behaviors that result in frequent physical restraint of the child.

Parents will be notified in writing of the school's decision to suspend or terminate enrollment. The parent shall receive this notice at least two weeks in advance of the effective date of the proposed action, unless the child poses a risk of harm to self or others. When a child leaves the center, for whatever reason, the teachers will prepare the children in advance by discussing and marking the occasion. Parents who are dissatisfied with the Center's decision may appeal to the Executive Committee.



Quiet areas for solo play allow children a place to be calm and focussed.

TOILETING AND DIAPERING PLAN:

Children do not have to be toilet-trained to attend Nonotuck.

Toileting Plan:

1. Children will be assisted in toilet training in accordance with parental requests and consistent with the child's physical and emotional development. Children will wash their hands after toileting.

2. Staff will use gloves when assisting children with toileting.

3. During toilet training children will be toileted at regular intervals and on request. Children will be praised for successes and never ridiculed for toileting accidents.

4. Older children will be assisted in developing independence in their toileting. However, teachers will remind children to use the toilets during the transition periods of the day.

5. Teachers will ensure that parents provide an adequate supply of extra clothing so that clothing that is wet or soiled can be changed.

6. Wet or soiled clothing will be packed in a plastic bag and sent home with the child to be laundered.

7. Any mat covers or blankets that are wet during a nap will also be bagged and sent home with the child.

8. Children will wash their hands after toileting.

9. Staff will discard gloves and wash hands after assisting with toileting.

Diapering Plan:

1. Staff will change the diapers of all children regularly and when soiled or wet. Routine diaper checks and necessary changes will occur according to the following schedule:

9:00-9:30 AM

11:15-11:45 AM

12:45 PM before naps

2:30 – 3:15 PM after naps

4:00-4:30 PM

*Other changes will be provided as necessary.

2. Staff will wash hands and put on non-latex gloves before diapering each child.

3. A clean sheet of table paper will be placed on the changing table for each child.

4. Each child will be washed and dried with individual washing materials during each diaper change.

5. The teachers will ensure that parents provide an adequate supply of disposable diapers for their child.

6. For sanitary reasons we are not allowed to rinse clothing or other soiled articles. Dirty cloth diapers, peed on pants, etc. will be bagged and placed in the child's cubby for you to take home.

7. The paper for the changing table will be disposed of in the trash container. The diapering mat will be disinfected and wiped off with the paper towel after each use.

8. The gloves will be removed and placed in the trash container and staff will wash their hands after each diaper change.

PARENT AND VISITOR CODE OF CONDUCT

In order to maintain an orderly, respectful and secure educational environment for the students and staff of the Nonotuck Community School, it is essential that all persons on our property be aware of their responsibilities and adhere to the

expected code of conduct as set forth below.

Respect

All members of the Nonotuck Community School, including but not limited to employees, volunteers, students, parents, board members, and the Director are entitled to be treated with dignity and respect at all times.

Safety and Conduct on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner and follow the Code of Conduct outlined below for the safety of our students and employees. Adults on the premises are responsible for their children, including teenagers.

Prohibited Conduct on School Property

No person shall:

- Act in a disorderly or disrespectful way to students, adult guardians, or employees through speech and/or actions.
- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a school employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of school activities.

- Enter any portion of the school premises without authorization.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Be under the influence of alcohol or a controlled substance either on school property or at a school function. If a person is suspected of being under the influence of alcohol or a controlled substance, the school reserves the right to call local law enforcement or DCF prior to releasing a student to that person's care.
- Possess or use weapons in or on school property.
- Refuse to comply with any reasonable order of identifiable school officials performing their duties.
- Violate any federal or state statute, local ordinance or board

policy while on school property or while at a school function.

Persons in violation of the Code of Conduct

The authorization of any person to remain on school grounds or at any school function shall be withdrawn and they shall immediately be directed to leave the premises if they are in violation of this code of conduct. If they refuse to leave, an administrator of the school will call the local law enforcement agency to remove them from school grounds for the safety of students and all other persons. Depending on the nature of the conflict, the school may pursue a no trespass order against persons in violation of this policy.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Nonotuck Community School COVID-19 Policy

Updated COVID POLICY: Approved July 2023, Effective August 2023

The following policy strives to create a clear set of expectations within our school community in regard to managing the health and safety of Nonotuck children, staff and families in the aftermath of the COVID-19 pandemic. Nonotuck's COVID-19 policy is in substantial conformity with the Northampton Public School's COVID-19 policy with some differences tailored to fit the needs of the Nonotuck community.

There will be no daily health screening effective: immediately

1. Masking

Masks are optional except in particular circumstances surrounding exposure (both in school and out of school) or when a child or staff person returns to school before Day 10 after a confirmed positive COVID-19 case. See the following sections for details on when masking is required under these circumstances: Exposure to COVID-19 and Confirmed Positive for COVID-19.

When masking is required, masks should be made of at least two layers of tightly woven breathable fabric with a filter (or two layers of nonwoven polypropylene plus a melt-blown filter layer in the case of disposable masks) and should fit securely, i.e., sitting tightly against the cheeks, and staying up over the nose without gaps or sliding down. Masks that meet the requirements are available through Nonotuck or can be purchased from reputable suppliers. Please contact Shawna if you need assistance obtaining masks.

2. Symptoms and When To Test

*Please see our Parent Handbook FY23 for a comprehensive list of typical symptoms and illnesses that warrant exclusion from care. When in doubt, please contact the office at Nonotuck with any questions. Our regular sick policy dictates that an individual be free of fever, vomiting, and diarrhea for 24 hours without medication, regardless of the results of a COVID-19 test, before they can return to care.

Rapid tests are acceptable for all testing requirements. The CDC recommends that to effectively test for COVID, two rapid tests be performed 48 hours apart. ***This is considered best practice, though for some mild symptoms with no known exposure, a single negative result is sufficient.***

NEW Symptoms and NO KNOWN EXPOSURE:

If there is no known exposure to COVID-19, a child with one or multiple symptoms on this list may attend school the same day the negative rapid test is obtained, provided that the child is generally feeling well enough to participate and has no symptoms that normally warrant exclusion from care (e.g. fever, vomiting, or diarrhea).

- New loss of taste or smell
- Fatigue
- Cough
- Nasal congestion (if not from another known cause such as allergies)
- Sore throat

- Body aches

If your child has any of the following COVID symptoms:

- Fever (101.0 degrees +) Chills
- Nausea, vomiting
- Diarrhea

If a child has a fever, vomiting or diarrhea, the child must stay home until the fever, vomiting or diarrhea has resolved for 24 hours, and they obtain ***two negative rapid tests at least 24 - 48 hours apart. (Best practice = 48 hours) Please email a picture of the rapid test(s) to the Director and the classroom teachers***

NEW Symptoms AFTER KNOWN EXPOSURE:

If any individual at Nonotuck becomes symptomatic during the period 10 days from the date of exposure, they will need to stay home until negative results from two rapid tests 48 hours apart are obtained. **In this scenario with both exposure and symptom(s), no one may attend school the same day after only one rapid test.** Please note that Nonotuck's regular sick policy still applies.

3. Exposure to COVID-19

Nonotuck considers direct exposure to be:

- Being within 6 feet of a person infected with COVID-19 for a total of 15 minutes.
- Direct physical contact (hugging or kissing) with a person infected with COVID-19.
- A person infected with COVID-19 sneezed or coughed on you.
- Being in a classroom with an individual that tests positive for COVID-19 within two days for a total of 15 minutes or more.

If a child or staff is exposed to someone with COVID, they can attend school provided that they remain asymptomatic and the following requirements are followed:

- Inform Shawna if there is an out-of school exposure.
- Obtain a negative rapid test each morning for 6 days from the date of exposure (email picture to the Director and the classroom teachers)
- Wear a mask indoors if the individual is over 2 (except during meals and rest time) for 10 days from the date of exposure. The Under 2's are not expected to wear masks but can still attend school.

If there is an in-school exposure to COVID-19, Shawna will notify families and these same policies (rapid testing and masking) would apply. In cases of ongoing exposure, such as a family member in the home that cannot isolate, please talk to Shawna to confirm the timeframe for testing and masking applicable to the specific situation.

4. Confirmed Positive for COVID-19

Notify the Director of confirmed positive COVID-19 cases. Children and staff who test positive must stay home for at least 5 days after a positive test or signs of COVID symptoms. To count

days for exclusion, Day 0 is the first day of symptoms OR the day the positive test was taken, whichever is earlier.

If a child or adult is FULLY asymptomatic, on Days 6-10, they can return to school as long as they can mask (over 2 years old). Under these conditions, the following is required:

- Please speak to Shawna before your child returns to school.
- Wear a mask indoors (except during meals and rest time) for Days 6-10.

The under 2s will not be able to return from isolation early because they cannot mask; they need to isolate from school for the full 10 days.

Alternate suggestion for under 2 years old: *If the child is FULLY asymptomatic and can show two negative rapid tests 48 hours apart, anytime within Days 6-10 they may return to school. *This is consistent w/CDC guidelines for removing mask before day 10

If a child or adult is still symptomatic, they cannot return to care unless they have a negative rapid test or after the full 10 Days of isolation, whichever is earlier (a negative COVID-19 test is not required after Day 10 to return to school). In all circumstances, for any individual to return prior to 10 Days of isolation, families and teachers should contact the Director before returning.

Mask Guidance Document

As indicated in Nonotuck's COVID-19 Policy, masks are optional except in particular circumstances surrounding exposure (both in school and out of school) or when a child or staff person returns to school after a confirmed positive COVID-19 case. This guidance document provides sources and additional useful information on masks.

Masks should be made of at least two layers of tightly woven breathable fabric **with a filter** (or two layers of nonwoven polypropylene plus a melt-blown filter layer in the case of disposable masks) and should fit securely, i.e., sitting tightly against the cheeks, and staying up over the nose without gaps or sliding down. The best masks for kids are the ones that fit their faces best. Look for features such as adjustable ear loops and nose pieces to create the best fit possible. Please be sure to check masks for optimal fit before sending them in. **Surgical masks and single layer cloth masks are not acceptable.**

The following sources have been verified and certain masks from these sources meet the required guidelines:

- [Happy Masks](#)
- [Halo masks](#)
- [Enro masks](#)
- [Bluna Facefit](#)
- [Vida](#)

Masks that are either KF95, KN95, N95 etc also meet the mask requirements and the following are reputable websites where legitimate (not counterfeit) masks can be purchased:

- <https://kollekteusa.com/>

- <https://behealthyusa.net/>
- <https://bonafidemasks.com/>
- <https://wellbefore.com>
- <https://www.projectn95.org>
- <https://lutema.com>
- <https://shop.demetech.us>

Nonotuck acknowledges that there is a significant financial investment required in order to meet the masking requirements above. We believe that the health and safety of our children, teachers and families is worth this investment, and as the hub of this community, Nonotuck recognizes its responsibility to make sure everyone has access to these items when required.

Masks that meet the requirements have been purchased and are available through Nonotuck. Please contact Shawna if you need assistance obtaining masks.