



**NONOTUCK** COMMUNITY  
SCHOOL, INC.

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

*Creativity. Curiosity. Community.*

# Parent Handbook 2017 – 2018



**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**

**PRESIDENT OF NONOTUCK BOARD OF DIRECTORS**

**NONOTUCK BOARD OF DIRECTORS**

**AUDITING FIRM: Boissell, Morton, & Associates.**

**NONOTUCK COMMUNITY SCHOOL EXECUTIVE DIRECTOR  
LESLIE PILDER, M.Ed, M.A.**

**ADMINISTRATIVE ASSISTANT  
SANDRA REIPOLD**

**FACULTY**

**HEALTH CONSULTANTS  
DR. JOHN & NANCY MUGLIA**



Dear Parents,

Thank you for choosing the Nonotuck Community School.

Nonotuck has been serving the greater Northampton area for 40 years and has been in our current location for over a decade. Our wonderful school building, which we now own, 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 and garden areas. Our child care program serves children aged 15 months through 5 years (children leave us to attend kindergarten). We are open year-round, five days per week and offer flexible schedules of 3, 4, or 5 days. Our 'core' day is 8:30 - 3:30 and we have extended hours from 7:30 am until 5:30 pm. Healthy snacks are provided. Children do not need to be potty-trained to attend and nap time takes place in the classrooms.

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 even yoga instruction), as well as outdoor time. Teachers create small group activities that emphasize the arts and creativity, and we have large-group circle time every day for stories, discussion, and music. 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. This program is not required for early childhood centers. We are currently at Level II which means we have demonstrated that we surpass the criteria needed for basic licensing (Level I). For more information visit: <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/qrisk/indicators-of-quality.html> .

As a parent cooperative, parents play an essential role at Nonotuck. We are a non-profit organization.

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

Sincerely,

Leslie Klein Pilder, 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

The 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 at 221 Riverside Drive in Northampton. Nonotuck provides programs to approximately 60 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 with our Toddlers.*

## **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 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 believe that 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*. We offer a variety of experiences and materials to help children master a wide range of skills and concepts. We emphasize the concept of community and teach children to celebrate their connections to one another and their diversity.

Our goal is to provide ample opportunities for cognitive, artistic, social, emotional, and physical development throughout the school day. The rooms at Nonotuck are flexible learning environments that are tailored to reflect the interests of each group. We don't teach by set 'themes', although they will emerge naturally as we follow the children's interests (and teachers' too) and find things to explore that encourage children to think, question, anticipate and predict. In the process, children are prepared to be active learners. The teachers work to design a space that is rich in opportunities for children to explore and create.

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, and the children participate in daily outdoor adventures.

We offer classroom activities that promote a love of books, reading, and the arts. Children are encouraged to express themselves through music, movement, painting, sculpture, and other art activities. We supplement classroom experiences through the use of our art studio, under the guidance of an art teacher and children also participate in yoga and movement classes. In addition to our outdoor playgrounds, children are able to use our indoor play space, guaranteeing sufficient physical activity regardless of the weather.

At Nonotuck children are the curriculum. That is, everything we do with children...from helping them set up nap cots independently to learning to recognize their names...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.*

### **Regarding 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 Chameleon class 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.

### **PRIMARY CARE-GIVING**

The Center uses Primary Care-giving, a model of child caring which pairs individual children with one of their classroom teachers. This teacher (referred to as a child's "primary teacher") will generally be the team member most closely observing, documenting and informing the parent of their child's individual progress. The child's primary teacher is likely to be the teacher with whom the child's parents have the most contact, via notes or informal conversations. The primary teacher will be a parent's first point of contact when there are concerns about a child's development. The child's primary teacher prepares his or her progress reports in December and May, meets with parents of their primary children and, in general, writes the end of day notes and keeps records of the child's progress.

Within this model, *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.

### **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 & Community 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 are:

- An Average of 3 co-op hours per month (reduced for single parent)
- Two 2-hour cleaning sessions

#### **Co-op hours:**

Families are assigned a **co-op job** with the guidance of the Parent Liaison during the summer. Parent jobs vary in terms of skill level and flexibility and include such things as teaching music in the classrooms, taking home the laundry, removing our recycling or tech support for the office.

**In addition to your co-op job, families are encouraged to do odd jobs** around the school. These might include helping out at a social event, helping out at a Parent Work Day, or doing other tasks with which the teachers and Leslie need assistance. Co-op jobs are not likely to fulfill three hours of work a month, so families will likely need to sign up for odd jobs to fulfill the rest of your co-op obligation. Odd jobs opportunities will be posted in the building and often emailed.

At the end of each month, families fill out a form documenting the hours they worked in that month and return it to the Parent Liaison.

Nonotuck's coop year is divided into semesters:

- 1st Semester: August 1- December 31
- 2nd Semester: January 1-June 30th

Parents are strongly encouraged to complete their (3) co-op hours each month for consistency and routine. However, monthly co-op hours can be carried over in each semester if necessary. Each family must document 15 hours for the 1st semester and 18 hours for the second semester. If families are unable to document those hours, they will be charged \$25.00 an hour for each hour they are short.

### **Cleaning Sessions (2 two-hour sessions per year)**

Twice a year each family will sign up for a two-hour cleaning session, in the early evening after school. This extra cleaning focuses on toys and shelves and the sorts of things our daily janitorial service doesn't get to.

### **BOARD OF DIRECTORS**

The Board of Directors consists of elected members in addition to the 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.

### **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.

### **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 staff, cannot be met.



*Visiting the farm.*

### **ENROLLMENT AND SCHEDULES**

All families may choose between a 7:30 a.m. or 8:30 a.m. drop off option and three pick-up options of 3:30 p.m., 4:30 p.m., or 5:30 p.m. Children may enroll for 3, 4, or 5 days. The minimum child care option for toddlers and preschoolers is 21 hours a week – 3 core (8:30- 3:30) days. Three day a week schedules must include a Monday or Friday. While the above schedules define your tuition commitment, you may pick up your

child at any time. **All children must arrive by 9:00** as this makes for smoother transitions and happier children.

By February of each year, Nonotuck will consult with parents to confirm schedules for the next school year (September – August 31). Requests for 3 or 4 day schedules may require that you add an extra day and/or accept a second or third choice schedule. Children must remain enrolled at Nonotuck through the summer to continue for the next school year. Changes in schedule may be requested for September 1. Summer schedules may be *increased* based on availability and the discretion of the director.



We love books!

### **SCHEDULE CHANGES**

If a family would like to increase their hours or days, we will do our best to accommodate your needs. Schedule changes require a written request to the Director at least 30 days before the anticipated change. Reduction in the number of days a child attends is not allowed, unless we can fill the extra day(s), and in no case after January 1.

*Please remember that your contract with Nonotuck is for the full year. We bill you monthly only for your convenience.*

### **LEAVING THE SCHOOL**

Nonotuck is a 12 month program. Your contract means you are responsible for the full term of the contract, with the exception of Chameleon children. Graduating Chameleons may choose to leave Nonotuck July 31, or August 31 and tuition will be prorated by the month. 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-fundable in all circumstances, until your child leaves and all obligations met.

### **CLOSURES**

#### **Holidays:**

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

- Columbus 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
- Labor Day

**Professional Development & Work Days:**

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

**Staff Meetings:**

Nonotuck closes at 12:30 p.m. on one day per month in the following months: October, November, January, February, March, May and June for staff meetings and professional development related to accreditation. Additional early closings may occur, with advance notice to parents. The particular days are scheduled yearly by the director and the board and are scheduled as much as possible to coincide with public or private elementary school closings. Extra time may not be scheduled on these days. 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, but we use 7:30 as our start time. Hence, a two hour delay would mean we'd open at 9:30. 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. There will be inclement-weather announcements on WRSI – The River 93.9, WWLP TV-22, WGGB TV-40 and

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we'll send an email to all parents leave a message on the school's answering machine (assuming we have power!)

**LATE POLICIES**

If you are dropping your child off or picking up at other than the regular time, please call ahead or as soon as you know. Please notify us in writing or email if someone new is picking up your child.

**Late Arrival Policy:**

Children are expected to arrive at Nonotuck by 9:00 AM. When children arrive late it is difficult for the child and disruptive to the class. If, due to occasional special circumstances a family will not be arriving at Nonotuck by 9:00 AM, we ask that parents notify us in advance. If a family consistently arrives after 9:00 AM, a conference with the Director will be required to determine if Nonotuck can meet the needs of their schedule.

**Pick Up Policy and Late Fees:**

Staffing patterns are based on scheduled numbers of children in the school at given times. At 3:30 some staff leave for the day and others must move to another classroom, as we re-group our '4:30' and '5:30' kids. So it is very important to remember that your *pick-up time indicates that you are responsible for your child at that time and that their school day is over at that time.* If you want to speak with a teacher or have a leisurely pick up ritual, it is essential that you come early enough to have your child out of the classroom at your scheduled time. If you cannot pick up your child on time, please have a designated friend,

neighbor, or sitter cover for you.

We close our doors at 5:30. The Board of Directors would like to remind parents that families are required to be *out of the building* by that time. Children should be picked up with enough time to allow for the gathering of coats and saying goodbyes. A late fee of \$10 will be charged after 5:30 pm for the first 5 minutes or fraction thereof. \$5.00 is added for every five minute increment after that (or fraction thereof.) Repeated lateness may result in dismissal from the program and a forfeiture of your deposit.

Our core day is 8:30 – 3:30, with later pick-ups at 4:30 and 5:30. Picking up your child later than your scheduled hours (3:30 or 4:30) will result in a fine of \$5.00 for each 5 minutes late or fraction thereof. We use a cell phone to determine time (UTC) for fairness.

Teachers report late pick-ups to the Director who puts a fine notice and invoice in the parent's mailbox. Fines will appear on your next statement as well.

To make a smoother departure for your child as well as the children still remaining, please:

- Sign your child out in the hallway.
- Notify your child's teacher that you are leaving.
- Keep your child in your sight at all times.
- Do remind your child that only adults are allowed to open the main door; children may not be in the hallway alone and there is no running in the hallway.

## **FEES**

### **Deposit:**

\$500 is due with your signed contract. This pre-paid tuition 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. A change in schedule during the year will not change the deposit amount, but any difference will be reconciled in the last month's bill. 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. Bounced 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 after the payment is due (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. Request 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. Core days (8:30 - 3:30) or longer can be requested. The hours from 7:30 – 8:30, and 3:30 – 4:30, and 4:30 – 5:30 on a day the child is already scheduled can also be requested. Parents are responsible for payment of all extra time requested and granted actually 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 (7:30 – 8:30) 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.

**CLASSROOMS**

There are five classrooms at Nonotuck. While we are a year round program, class placement is, in general, based on the age the child is by September 1. Toddler I (Polliwog Room) generally serves children who are between 15 and 24 months when they enter the program. A maximum of 7 children a day are enrolled in this classroom. Toddler II (Frog Room) and Toddler III (Toad Room) are mixed toddler rooms that serve children who are 2 years by September 1. There are a maximum of 9 children enrolled each day in Frogs and 8 in Toads. Preschool I (Periwinkle) serves children who are 3 years old by September 1. There is a maximum of 16 children enrolled in this younger preschool classroom. The Preschool II (Chameleon) classroom serves children who are 4 years old by September 1. There is a maximum of 18 children enrolled in this classroom each day.

Children are enrolled in a particular classroom from when they enter until the following fall; therefore most children are in each classroom for 12 months. At times, due to the time of year or the age of the child upon entry, a child may be enrolled in a classroom for one and a half to two years, due to the kindergarten cut-off date of Aug. 31.

**ORIENTATION**

Nonotuck has an established orientation procedure. A gradual increase in time of exposure to the physical environment and the new

teachers is most successful for children. This gradual increase results in an orientation that is child-centered, and despite the potential inconvenience for parents, they are asked to participate in this process. The orientation differs somewhat for each age group:

### **Toddlers:**

3 half days are scheduled for orientation:

- 1st day: 9:00 -11:30 – parent stays with child and both leave before lunch.
- 2nd day: 8:30 -11:30 – after child is settled in, parent leaves for a trial separation but stays on the premises and returns to classroom to eat lunch with their child.
- 3rd day: 8:30 -12:30 – after child has settled in, parent leaves and comes back to pick up the child after lunch. (teachers must be able to reach the parent during the separation and parents are encouraged to check in as well)

### **Preschoolers:**

2 half days are scheduled for orientation

- 1st day: 9:00-11:30 - parent stays with child and both leave before lunch.
- 2nd day: 8:30-12:30 - after child has settled in, parent leaves and comes back to pick up the child after lunch. (teachers must be able to reach the parent during the separation and parents are encouraged to check in as well)

Orientation days may or may not be scheduled on a child's regularly scheduled days but the contracted enrollment period begins with orientation and parents are billed for full days on orientation days. After orientation is complete child attends for a full day on their next scheduled day.

When you are in the class, you might try some of the activities that your child would like. Then, try to fade into the background as your child tries out new toys and approaches new children, staying nearby for support, in case you are needed. Orientation is also a time to briefly communicate information about your child to the teacher, for example: "That's her word for milk" or "That's what he does when he is tired."

### **MOVING UP TO A NEW CLASSROOM**

In general, transition to the next classroom takes place in September, after Labor Day.

Children in the younger class will visit the new classroom with their current teachers in August. There will be opportunities for small groups of children to play in the 'new' classroom for short periods of time. For Toddlers moving up to Preschool, there will be time to play in the 'big kids' yard.

Teachers share information about each child and the new classroom teachers have access to children's reports.

Generally we find that the transition is easy for most children. We suggest that parents not talk about the new classroom until the visits have started,

as this is often more unsettling than the transition itself.

### **HELPING CHILDREN WITH TRANSITIONS**

Often children find the separation from their parents difficult. Here are some suggestions that some parents have found helpful for their children.

- Visit Nonotuck with your child before he/she attends; make the visit short, talk about things to look forward to.
- Remember to project enthusiasm and confidence about the school and teachers since your child may pick up ambivalence or hesitation you feel about leaving your child.
- When it is time to go, make sure a staff person is nearby to provide support for your child. Please always say good-bye directly to your child; do not slip out unnoticed!
- We find that having your child 'push you out the door' gives them some feeling of control over your leaving. Do feel free to use this technique.

If your child has difficulty in dealing with coming to Nonotuck, please let us know, so we can work out a support strategy to ease the adjustment.

### **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 programs 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:

#### **Mailboxes:**

All families and staff at Nonotuck have mailboxes which are used to distribute Nonotuck memos. Parent mailboxes should be checked daily for accident reports and other information. Parents are also welcome to use the boxes to communicate with the staff and with each other.

#### **Email:**

All teachers have an individual email account and can be reached at their [first name@nonotuck.org](mailto:first_name@nonotuck.org). Teachers will email classroom notes home daily. Sandy's email is [info@nonotuck.org](mailto:info@nonotuck.org).

#### **Posted information:**

All classrooms post the snack choices. The toddler classrooms also record and post detailed information on diapering/toileting and napping. The bulletin boards may also include announcements of upcoming curriculum and classroom events including ways that parents can contribute to the classrooms. There are also bulletin boards outside each classroom which display children's work or document classroom activities.

#### **Daily Teacher/Parent Communication:**

Parents are encouraged to have brief, informal verbal communications with teachers on a daily basis. Classrooms also have a notebook for parents to

note messages about their child. 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, please let them know.

### **Calendar, Newsletter, & Emails**

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](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.

Our monthly newsletter, *The Nono Doodle*, is sent to parents and includes topics of interest and things that are happening at school. Teachers will send daily emails about classroom activities and the Director will share information and updates.

### **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. However, this information is available to the child's parents at any time.

### **Parent-Teacher Conferences:**

Parent-teacher conferences are scheduled once a year in December,

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when you will receive an emailed link to an online assessment, which will be the basis for the conference. Parents are encouraged to participate in these conferences. A sign-up sheet will be posted. A detailed report is sent to parents in May.

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 time that works. Parents may also schedule a time to meet with the director to confer about their child or any school issues.

### **Phone Calls and Email:**

Parents are welcome to call anytime during the day to briefly check in with either the director 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 can set up a phone conversation. Emailing the office, the director, or the teachers is a good alternative.

### **PARENT VISITS**

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.

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 slides or

pictures of a trip, or to prepare a favorite family dish. All of these are encouraged and enrich our program.

### **PERSONS AUTHORIZED TO PICK UP**

The people that can leave Nonotuck with your child are those who are identified on the Emergency contact form. WE WILL NOT RELEASE YOUR CHILD TO ANY OTHER PERSON. You are required to provide three emergency contacts we can call if we cannot get hold of you. If you are unable to provide this, please speak to the Director. Please provide the Director, in writing or email, with any changes of these persons. The responsible teacher will request to see a photo ID of anyone not known to us. Please alert anyone picking up that they should have a picture ID with them every time they pick up.

The authorized pick-up person should be at least 16 years old.

### **LEGAL CUSTODY**

Divorced parents and those in the process of separating should notify the child's teachers so that the school is aware of the home situation. Nonotuck cannot prevent a guardians or parents from visiting or picking up their child unless a court order has been issued and has been reviewed by the Director.

### **STROLLERS & CAR SEATS**

Stroller and car seat parking is available in a designated area in the center hallway. Please be sure that all strollers and car seats are labeled with your child's name. Because we have limited space and have strict fire codes, we may need to ask you to take your stroller or car seat home with you.

### **CLOTHING**

We encourage children to explore a variety of media, and while we try to use smocks and materials that do not stain, occasionally certain paints and markers do leave traces on clothing. Accordingly, we encourage parents to send their children in clothing other than their best. Clothing 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. High rise overalls, snap waistbands, body suits and leotards are very frustrating for them. Children do best with elastic waistbands on trousers and tights, and simple, easy-to-handle fasteners.

Please make sure your child has the following extra clothes at Nonotuck: 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. Please have at least three diapers on hand every day.

Be sure your child is dressed for the weather (rain or shine, we go out whenever possible) and that all items of clothing are clearly marked with your child's name (especially boots

and mittens). Please attach mittens to jacket sleeves when possible.

If you are purchasing winter clothing, please keep the following points in mind: Boots a size too large are easy to get on and off and leave room to grow. Try to choose clothing that is easy for your child to put on and take off (zippers in front, no snaps, etc.).

Please layer your child's clothes for indoor activities, so children can take a layer on or off as needed; send a warm blanket for rest.

## **LUNCHES**

Daily we provide 1% milk to children 2 and older; younger children get whole milk. Water is always available, so it is not necessary to send another drink for lunch. We do not have space to refrigerate lunches nor do we heat food from home. A small cold pack will keep lunches cold and a thermos will keep foods warm. We can store food brought in by parents that is required for a special diet (i.e.: goat's milk). All such food must be labeled with child's name and dated. Please label all plastic containers and lunchboxes.

Nonotuck strongly recommends that foods with high sugar or salt content not be included in your child's lunch. We suggest that foods that come in 'drinkable' pouches be avoided. We do not serve peanut products. Raw peas or carrots, hard pretzels or popcorn to children are allowed only in the Chameleon Room, to children aged 4 and up. Food for toddlers must be cut into ¼ - ½ inch pieces and no 'coin' shape food is served. Please cut hot dogs, cheese sticks, and similar

items into narrow pieces, or chopped in ¼ cubes.

We serve all lunch items to children at the same time, so saving a 'treat' for dessert is not advisable, as they may eat that first. We will not serve candy, soda or sugary drinks, and will return such items to the lunchbox.

Most parents send three or so 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.

Nonotuck serves two snacks each day that meet the U.S. Department of Agriculture guidelines. Daily menus are posted in each classroom. We do not serve any meat for snacks.

Nonotuck participates in the USDA Child and Adult Care Food Program. The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

## **PEANUT & FOOD ALLERGY POLICY**

Nonotuck Community School does not allow peanut products in school.

We will not serve children any snacks containing peanuts or peanut products, including peanut butter, oil, extract and flour, even if they have been sent in the child's lunchbox. In

addition, routine daily snacks served by Nonotuck Community School will not include any packaged food whose label includes warnings that the food was processed on equipment or in facilities that also process peanuts.

- 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. Parents of a child with a potentially life-threatening peanut allergy may bring in alternate snacks for their child when a shared food item is brought in from an outside/unknown source.
- 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 has a severe allergy. In this case, a form regarding the details for managing the allergy will be completed by the child's physician or allergist and signed by both the parent and the physician or allergist. With parental consent, designated physician or allergist could be contacted by Director and/or classroom teacher if more information on the documented allergy is needed and/or if concerns or treatment related questions arise.
- All staff (regular and temporary) will be 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.

### **FROM HOME TO SCHOOL**

Please send a favorite blanket, sheet, and pillow for naps and, if you wish, a stuffed animal, all clearly marked with your child's name.

Children must have at least one complete change of clothing. This will be used for accidents as well as for times when their clothing gets wet during water play or outdoor play. All clothing should be labeled. Please check your child's extra clothes periodically to make sure they are seasonally appropriate and still fit.

For sanitary reasons the Department of Early Education and Care suggests that staff not be allowed to rinse clothing or other articles soiled by feces, urine, vomit, blood, or mucous. Any soiled articles will be bagged and placed in the child's cubby for you to take home.

### **HOME TOYS**

Nonotuck discourages toys from home to be brought into the classroom. If a toy is relevant to current curriculum themes, do speak with the teacher before sending anything to school. Toy guidelines are:

- ▲ 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.
- ▲ No toy weapons of any kind and no balloons are allowed.
- ▲ We regret we cannot be responsible for toys that go missing or get damaged.

We recognize the very human desire to bring things to share with one's friends. Your child might enjoy fixing a favorite food at home to share at snack time, or bring in the ingredients from home to prepare the snack at Nonotuck with classmates. Please be sure that you inform a teacher that something is being brought in so that it can be incorporated into the day's plans and also to ensure there is enough to go around for the group.

### **BIRTHDAYS**

Most children enjoy celebrating their birthdays at Nonotuck. Parents usually send a simple snack prepared at home for the class. Sometimes this special snack is brought in unfinished, giving the children a chance to participate in the celebration by decorating cupcakes or making fruit salad.

Each classroom may also 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.

We welcome parents to be guest readers on their child's special day. If you would like to donate a book to the classroom in honor of the day, the book will be placed in the classroom library.

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

### **NONOTUCK HOLIDAY POLICY**

We ask that parents not send holiday-related toys and books to school, as we will not be able to share them in class. Nonotuck families come from diverse backgrounds and celebrate a wide range of secular and religious holidays. Therefore, celebrating religious holidays is *not* part of curriculum at Nonotuck. We do not celebrate Christmas, Hanukkah, Easter, Passover, Kwanzaa, or any religious holidays. We do talk about the changing seasons and other natural events.

We have no issues with children talking about the holidays they are looking forward, drawing pictures, or engaging in holiday play. We just won't be reading holiday stories or creating holiday crafts. However, we *can* share the foods of our varied cultures without discussing holidays, so we may cook up some gingerbread in December alongside a batch of potato pancakes; we'll scoop out pumpkins in October and may make soda bread in March and stone soup for Thanksgiving.

Some non-religious holidays may be touched on in the curriculum, depending on the age of the children and their ability to understand and enjoy the activities. So older children may participate in a Halloween parade and younger children may skip

this; some classrooms may enjoy making valentines or flags for Presidents' Day, while other classroom teachers may not find this suitable for their children.

### **HEALTH, SAFETY, FIRST AID**

Parents should have children 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 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 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. The staff understands the inconvenience that a child's illness brings to a family and makes the decision to call a parent only when they feel the child's health, the health of the other children, or the health of the other staff is in jeopardy. 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 unusual and temporary health issues such as wearing a cast.



*Learning about healthy foods.*

### **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 teacher and 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.

**It is very important that parents inform staff members of any medications that have been administered to their child so that staff can be alert to any unusual signs or symptoms the child is demonstrating.**

**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.
- Monolia (yeast infection): after medication is applied.

**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.

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.

**INDOOR SHOES, OUTDOOR SHOES**

In order to maintain a clean environment we 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.



**VISITORS POLICY**

All non-parent visitors to the school must report to the office, and are not allowed into the classroom or playground without the permission of the Director. 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 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 school-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, respectively), 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 four 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 the Northampton Public

Schools 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 hand holds for them to hold onto and all others will walk. Emergency contact information for each child and cell phones will come with us along with the sign in sheets. 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 of 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 accentuate and praise positive behaviors to encourage children in developing appropriate ways of relating. We set up the classroom environment and schedule to encourage pro-social behavior and are cognizant of situations that can cause conflict between children (boredom, 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 and feasible, 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 work to be 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. In every possible respect we try to be respectful of children and realistic in our expectations, dealing with them in ways that help them to grow and to feel confident of 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 prefer to help child 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 in a chair, away from the group. This is not designed to be a punishment; instead it is an opportunity given to a child who is having trouble with self-control to calm down. Depending on the situation and the developmental needs of the child, a teacher may sit with the child while he or she settles down; in an extreme situation the child may be brought to the office. Children asked to sit always will be within view of an educator.

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 shall be responded to by either the Nonotuck Referral Procedures or Suspension/Termination Policies.

**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 child's behavior (including date, time & activity present).
3. Director shall make at least 2 individual observations and document 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 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.

**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

Clarke School for the Deaf  
46 Round Hill Road  
Northampton, MA 584-3450

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  
30 Old Lyman Rd.  
S. Hadley, MA 01075 533-7140

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.



### **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 him (her) 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.



## **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 child's physical and emotional abilities. Children will wash 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 but will not be 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 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 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. Wet and soiled diapers are stored in a step can that is emptied every day.
7. The paper for the changing table will be disposed 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.

## **TRANSPORTATION PLAN & FIELD TRIPS:**

EEC requires that all parents fill out a form detailing how the child gets to and from school, and who is responsible for them.

When Field Trips are planned, Nonotuck parents volunteer to drive. Parents of all children going on the field trip must sign permission slips and leave their children's car seats at Nonotuck. All children will be seated in car seats. Staff will go over guidelines with all parent drivers before departure. Emergency numbers for the children will be available in each vehicle.

On occasion, children may ride on public transportation. Staff will follow state safety regulations when using public transportation. Permission slips will make it clear that this is the mode of transportation. Teachers will bring first aid kits, emergency information, Nonotuck's cell phone, and money for emergency phone calls on all field trips. Teachers and parent drivers will call Nonotuck if there is a difficulty with transportation and the director or administrative assistant will be ready to drive to transport the affected children.

Children who are scheduled to attend class whose parents are not permitting them to attend a field trip cannot be accommodated. No refund for the day will be issued, as trips are considered part of our curriculum. Children not enrolled for the day of a trip may attend, but must be picked up when the class returns to Nonotuck.

While on a field trip the parents drive and teachers go along in the cars with them and will be responsible for supervision and discipline while in the car. For those vehicles without teachers the parent will be responsible for supervision and discipline while driving. If the children in the vehicle are disruptive or unbuckle their seat belts, the parent is to pull over to the

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side of the road and wait for the disruptive behavior to stop and/ or wait for the unbuckled child to be re-buckled before continuing to drive.

If an emergency occurs, the parent is to call 911 and then call the school. The Director will take over from there. All drivers for field trips will have a cell phone with them. If the vehicle is disabled, the parent will call the Director and either the Director or Admin. Assistant will come to get them. If they are in a motor vehicle accident, they will notify the police and then call the Director. Depending on the severity, either transportation to the hospital will be arranged by calling 911 or the Director will come and pick them up. Other cars going on the field trip will stop and wait and see if they can help. The transportation coordinator is the Director and parents can call the Director or Administrative Assistant if they need anything. The number is 413-586-5996, and either of them will respond. Parents are given this information before the field trip so they are familiar with this plan.



*Nature hike field trip.*

**We know this information is a lot to take in and includes a lot of necessary rules, regulations and protocols. We want all the required mandates and the school policies to be known to you. Mostly we want you and your child to have a wonderful and enriching experience with us. Nonotuck is a warm, friendly, family place, and we are happy to welcome you to our community.**