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.

About CoVid:

Because of new regulations and government guidelines, many of our policies and procedures have changed. You will want to take a close look at this Parent Handbook to understand these new protocols, which will be updated as EEC and other government regulations change. We are committed to keeping you, your children, and our staff healthy, and we can do that only with the cooperation of you, our community.

Please know that with all these limitations and changes, our teachers and I are committed to giving your children the best early childhood education possible, while giving you the child care you need. I look forward to ways we can keep our parent community connected while we have to stay apart. Thank you for your continued support.
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 DIRECTOR
NETANIA SHAPIRO

ADMINISTRATIVE ASSISTANT
SANDRA REIPOLD

FACULTY

HEALTH CONSULTANTS
DR. JOHN & NANCY MUGLIA
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. Children do not need to be potty-trained to attend and naps take 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 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 use Hand-in-Hand Parenting by Connection as a tool to help guide interactions between children and adults. We incorporate mindfulness in our classrooms, teaching children techniques they can use to express and regulate their emotions. 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. As a parent cooperative, parents play an essential role at Nonotuck. We are a non-profit organization and our teachers are members of UAW Local 2322.

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
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 set ‘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. We supplement classroom experiences through the use of our art studio, under the guidance of an art teacher. Children participate in yoga, movement activities, and use our Kaboom! Imagination Playground in 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.

**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.
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.

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 3 co-op hours per month on average (reduced for single parents). Regular, scheduled jobs as well as odd jobs are available. At the end of each month, families document the hours they worked for the Parent Liaison who can be contacted at: ParentCoop@nonotuck.org.

Nonotuck’s coop year is divided into semesters:
- 1st Semester: August 1 - December 31
- 2nd Semester: January 1 - July 30th

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 $40 an hour for each hour they are short.

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. 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.

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.
SCHEDULES
Our schedule has been modified due to the CoVid regulation changes. We are currently offering a 4½ day schedule for all children starting at age 2 (by Sept 1). Staggered start and end times insure that children have minimum contact with children from other rooms and with adults not in their family.

Our current schedule allows for every child to have a 6 hour day, M-Th and a ½ day on Friday. Parents are able to indicate their choice of drop off time, which we accommodate as much as possible.

M-Th      F pick-up
8:30-2:30  11:30
8:45-2:45  11:45
9:00-3:00  12:00
9:15-3:15  12:15

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

Please visit our Facebook page to see a video of how drop off works every morning.
www.facebook.com/nonotuckschool

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 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 several 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.
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. 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:
We anticipate that the state may go back to Phase 1 during the CoVid pandemic. If we are required to close for by the government (including local), we ask that parents pay 1/3 of their tuition (if they are able); payments above 1/3 will be designated a tax-deductible gift to the school, and are much appreciated.
In the event of a child or teacher or a family member/contact with CoVid or CoVid symptoms, there may be limited closings of a classroom or the entire school for a brief time, in accordance with the Department of Health. 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.

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 according to their assigned schedule. Because of our staggered are mandated by new regulations, it is important to bring your child at the assigned time. If you arrive later, you may be asked to wait for the other families assigned to that time to enter.

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 on time, we ask that parents notify us in advance. If a family consistently arrives late, 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:
Pick up times are now staggered; no need to phone or ring the doorbell when you come to pick up, as a teacher will escort your child to the door at the arranged time.

With our staggered pick up schedules, every family will receive 3 ‘free passes’ with regard to lateness of less than 5 minutes, with no call. If you call to let us
know you’ve been delayed, the free pass will apply for the entire time you are late, up to 3:15 (12:15 on Fridays) after which a $20 fee will result. We will keep track and let you know when you are going start to being 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.

Picking up your child after 3:15 (12:15 on Fridays), when we close, will result in an additional fee of $20, above the first $15 accrued.

Please note: your child is brought to the exit at their assigned pick up time; if you are late your child is not participating in the classroom, but is waiting at the door (with a teacher) for you to arrive.

**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.
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.

This year we will have 2-year olds in the Rainforest Room and younger 3-year olds in the Forest Room. The Jungle Room will be home to 3-year olds while the River Room will welcome 3s and young 4s. The Ocean Room will be for 4-year old children going off to kindergarten the following 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.

ORIENTATION FOR NEW CHILDREN
Our school year begins the Wednesday before Labor Day, in keeping with the local public school schedule. The first day of school for new children will be 8:30 – 12:00 (before lunch) and a full day will begin on the second day. Longer orientations may be deemed necessary.

Sadly, we can no longer welcome parents to spend time with their children in the classrooms, due to CoVid, but we will work with you in the event that this is too stressful for your child. We can arrange for your child to ‘meet’ their new teachers via face-time calls.

Because we can no longer have children visit their new classroom before the new year starts, teachers will be introducing themselves to their upcoming students on the playground.

We find that the transition is easy for most children. We suggest that parents of returning children not talk about the new classroom until just before school starts, 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.

- In the summer, visit our playground with your children after school hours and on the weekends. Begin to talk about how this is going to be their playground. (The toddlers use the right side, as you face the playground; the preschoolers use the left side.)’ We
- Starting to talk about school in June is too soon for little ones to understand. Mention the school, drive by, and talk about how much fun it will be. 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 at school, saying goodbye can be hard, especially now as children are being walked in by a teacher and goodbyes are happening at the door. In the event of real distress, we will arrange for you to walk your child into the building, which requires that you wear a mask.
• 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.

• We advocate the use of Special Time in the morning before school. Just a few minutes of connection with you before leaving the house can make a big difference. For more information on Special Time, ask the Director or visit https://www.handinhandparenting.org/article/start-school-days-with-special-time/.

If your child has difficulty coming to school, 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:

Email:
All teachers have an individual email account and can be reached at their first name@nonotuck.org. Teachers will email classroom notes home daily. Sandy’s email is info@nonotuck.org.

Brightwheel:
Nonotuck is using an app called Brightwheel to send messages and photos as well as invoices to families. On Brightwheel you can also update your child’s information, see when physical exams are due, and make changes to your contact information. You will receive specific instructions on how to access and use this app.

Daily Teacher/Parent Communication:
Parents may find that it is difficult to have brief, informal verbal communications with teachers on a daily basis, now that we are greeting children at the door. 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, 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.

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.

**Family e-Message Board**
Our online message board is for families to share information about community events, coop jobs, items for sale/items you need, playdates, help with child pick-ups/drop-offs, and much more!

You can post to the Message Board by email or by visiting the Google Group page and starting a “New Topic” there.

**To post via email**, send an email to: nonotuck-families@googlegroups.com

**To post online**, visit the Group at: https://groups.google.com/d/forum/nonotuck-families

**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.

*At Nonotuck our IT support person(s) has minimal access to family information and may see such things as addresses and phone numbers, child’s allergies or medical conditions, names of emergency contacts, etc.

**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.

**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**
As a parent cooperative, we welcome a high level of parent involvement, although parent access is limited under CoVid regulations.

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. However, during the current pandemic, entry into the school requires a mask. We cannot have parents visiting in classrooms, so access
will be limited to standing in the doorway.

PERSONS AUTHORIZED TO PICK UP
Only people identified on the Emergency contact form 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 custody issues should notify the child’s teachers so that the school is aware of the situation. Nonofuck 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.

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 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 tights, 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) and that all items of clothing are clearly marked with your child’s name.

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

LUNCHES
At the morning snack, we will provide 1% milk to children 2 and older; younger children get whole milk.

You will provide a morning and afternoon snack as well as lunch. If you like, you may pack these separately, otherwise your child will choose from the content of their lunch box what to eat for snacks and what to eat for lunch. Water is always available, so it is not necessary to send another drink for lunch, but if you’d like to, please no sugary drinks.

We do not refrigerate or 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.

We will give you a list of foods that EEC does not allow us to serve; please look at it carefully. We suggest that foods that come in ‘drinkable’ pouches be avoided, as they encourage infantile eating. We will not serve candy, soda or sugary drinks, and will return such items to the lunchbox. 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.

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.

Nonotuck Community School is an allergen aware facility. We will not knowingly 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.

- During the current health crisis, we will not be accepting homemade treats for birthdays or other occasions. We can accept store-bought items, in their original packaging.

- 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.

PEANUT & FOOD ALLERGY POLICY
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 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.

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.

BIRTHDAYS
Most children enjoy celebrating their birthdays at Nonotuck. Parents usually send a simple snack. Currently we will accept no home-made items. Store-bought snacks in their original packaging are welcomed.

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.

Sadly, we cannot currently welcome parents to classroom birthday parties are designed to celebrate the child. 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 and COVID
Families are required to answer a list of questions regarding CoVid before the start of school each day. Staff will check that the screening has been done and will be asking follow up questions to determine if the child is eligible to come to school that day. When children or household members display CoVid symptoms or have come in contact with CoVid positive people, your child may be required to stay home.

Please note, we are following the state guidelines with regard to travel outside of Massachusetts. These may change over time, but as of the time of this printing: “All travelers arriving to Massachusetts – including Massachusetts residents returning home – are instructed to self-quarantine for 14 days, except that, beginning July 1, 2020, travelers from Rhode Island, Connecticut, Vermont, New Hampshire, Maine, New York, and New Jersey arriving in Massachusetts are exempt from this directive and need not self-quarantine for 14 days. In addition, workers designated by the federal government as essential critical infrastructure workers are exempt from the directive to self-quarantine for 14 days if traveling to Massachusetts for work purposes.” https://www.mass.gov/info-details/travel-information-related-to-covid-19

If a member of your household had travelled to non-approved states, that adult may not drop off your child at school, although the child may attend. If your child has travelled to unapproved states, your child may not attend school for 14 days from the date of their return home. These are considered ‘sick days’ and there is no tuition compensation for days of school missed due to quarantine. Please know that child care staff are considered to be essential workers and are exempt from this mandate.

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.

**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.

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**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.**

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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.  
- Mononilia (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**

There are no volunteers during the current crisis.

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 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 and 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 (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 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 away from the group, not as a punishment, but as a way of helping the child succeed at the task at hand. In an extreme situation the child may be brought to the office, where the director will support the child’s expression of emotions while offering support and connection. In all cases, we are looking to help the child take the time they need to experience their feelings and return to a state of feeling connected with others. We use attachment theory techniques, such as Hand in Hand Parenting, and we share this information with you.

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.

Specialists working individually with a child enrolled at Nonotuck, such as a speech therapist, physical therapist, or...
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

Self-portraits help us learn about differences.

PROCEDURES FOR SUSPENSION/TERRMINATION 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.

Children practice mindfulness techniques and learn self-care and self-regulation.

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 – 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 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:**
Field trips are currently suspended until further notice.

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.

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 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.

Visiting a senior residence.

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.

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.