



St. Andrew's Cooperative Nursery School Parent Handbook

2024-2025

St. Andrew's Cooperative Nursery school
135 Lafayette Street
Marblehead, MA 01945
(781) 631-5543
www.standrewscoop.org
Email: gpower.stacoop@yahoo.com

Table of Contents

Statement of Purpose	1
School Philosophy	1
Supporting Cultural Diversity & Equity	1
Statement of Non-Discrimination	1
Program Services	
Hours of Operation	1
Curriculum	2
Daily Schedule	2
Book Clubs	2
Lunch Program	3
Enrollment	3
Tuition	3
School Events	3
Staff	4
Advisory Board	5
Classroom Policies	
Arrival/Departure	5
Clothing	5
Water Bottles	5
Backpacks	6
Outdoor Play	6
Toys from Home	6
Diapering/Toileting	6
Birthday Books	7
Parent Involvement	
Parent Rights	7
Parent Volunteers	7
Parent Helper Clean-Up Days	7
Parent-of-the-Day	7

Meals and Snacks	
No Nuts Policy	9
Preschool Lunch	9
Nutritious Suggestions	9
Program Policies	
Parent/Teacher Conferences	10
Child Guidance	10
Termination Policy	11
Plan to Avoid Termination	11
Referrals Policy	11
Records Policy	11
Child Abuse and Neglect	11
Field Trips	12
Transportation	12
Absences	12
Snow Day Policy	12
School License	12
Health Care Policy	12
Medication	13
Medical Emergency	14
First Aid	14
School Calendar	15

Statement of Purpose

A child's first experience with school should be positive, fun, and exciting. At St. Andrew's Cooperative Nursery School, our goal is to provide this kind of experience for each child. Our bright, welcoming classrooms set the stage for children to explore, imagine, create, and grow. Individual expression is respected, and children learn to enjoy the special feeling of working together and belonging to a group. Learning happens through work and play. Children, parents, and teachers share the school experience through our cooperative model and families connect through our school community.

School Philosophy

Play is the work of young children. Preschoolers construct their understanding of the world around them through active involvement with materials, peers, and adults. Through play, they discover, create, interact, imagine, and wonder. Using developmentally appropriate practice, we provide tools and experiences that build broad foundations for learning. Individual strengths, interests, and learning styles are addressed. Our safe, nurturing environment allows children to grow and develop intellectually, emotionally, socially, physically, and creatively.

As a cooperative preschool, we believe that the most effective education results from a partnership between families and teachers. We believe that parents are the primary educators of their children and the experts on their child's development. Parents and teachers work together to address the needs and holistic growth of each child so that learning is supported in the home and at school.

Supporting Cultural Diversity and Equity

St. Andrew's Cooperative Nursery School acknowledges and respects the diversity of cultures that make up our community. Multicultural & anti-bias education is integrated throughout our curriculum. Parents are always welcome and encouraged to share aspects of their family's culture with the children and teachers.

Non-Discrimination Policy

St. Andrew's Cooperative Nursery School does not discriminate based on race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, or disability.

School Website - <https://www.standrewscoop.org>

Program Services

2024-2025 School Calendar

This school year will start September 9, 2024, and end June 10, 2025. Please refer to the school calendar for 2024-25 at the end of this handbook and on our website

Hours of Operation:

First Mates Toddler Classes (FMC) – FMC classes meet 2 days per week and run from 8:45 to 11:45 a.m. Teachers are Abbi Lione & Allison Church for both sections.

- **M/W FMC** meets on Monday and Wednesday and **T/TH FMC** meets on Tuesday and Thursday. Children from either section have the option to join a mixed Toddler/Preschool Book Club Program on Fridays.

Preschool Classes

- **First Year Class (FY)** (2-3 days) meets on Monday and Wednesday from 8:30 a.m. to 12:00 p.m., with an optional lunch program each day. Many parents also elect to enroll their child in our FY Friday Book Club program (8:30 a.m. to 12:00 p.m. on Fridays). Our First Year Class is taught by Sarah Thompson and Gail Power this year.
- **Second Year Class (SY)** (3-4 days) meets on Tuesday, Thursday, and Friday from 8:30 a.m. to 12:00 p.m., with optional lunch programs on Tuesday and Thursday. Parents can also elect to enroll their child in our SY Wednesday Book Club program (8:30 a.m. to 12:00 p.m. on Wednesdays). Our Second Year Class is taught by Patricia Blackmer and Jennifer Dunklee Berardi this year.

Curriculum

Our literature-based, thematic curriculum is planned and implemented by the teachers, using a team-teaching approach. Teachers work together to provide interesting and meaningful context through which children learn to make sense of their world. Typical themes are based on our natural world, seasonal happenings, rich children's literature, and other topics of interest to preschool children. Content is developmentally appropriate and is expressed through free play materials, puzzles, games, creative projects, open-ended art offerings, literacy activities, music, creative movement, dramatic play, science activities, and more.

A Typical Daily Preschool Schedule

8:30-9:00	Drop-off/free play
9:00-9:20	Thematic story time
9:20-10:10	Centers: creative projects, teacher-directed activities, and free play areas
10:10-10:15	Clean-up
10:15-10:30	Class meeting time.
10:30-10:40	Bathroom/handwashing
10:40-11:00	Snack time
11:00-11:45	Outdoor Play: playhouses, climbing structure, slides, swing, sand play, natural spaces
11:45-12:00	Group time: stories, songs, creative movement, theme activities, small group activities
12:00-2:00	Extended day lunch program

Wednesday/Friday Book Clubs

All our classes offer an extra day for families that we call our Book Clubs. To accommodate the large number of FY preschoolers who signed up for Book Club this year, FY children in one of two sections: FY Book Club in the Parish Hall classroom with Mrs. Power and Mrs. Thompson, or Mixed First Mates/Preschool Book Club in the Silvius Room with Mrs. Lione and Mrs. Church. Each section will have the same curriculum and activities for the day. The SY Book Club will meet on Wednesday in the Parish Hall classroom. Each Book Club day is based on a piece of thoughtfully selected children's literature. Teachers will facilitate age appropriate book discussion and comparisons to other literature. Children will work on book-related letter or word activities, creative projects, open-ended art activities, games, songs, poems/nursery rhymes, movement, drama, exploration at the easels, manipulative and sensory play, science, math, and more. Book Clubs follow a very similar schedule to main classroom classes including plenty of time for indoor and outdoor free play.

Lunch Program

Lunch Bunch is offered for our preschool class children Monday through Thursday (and select Fridays - TBD) from 12:00-2:00 p.m. Children bring lunch from home. Teachers will help children unpack their lunch. We do not heat lunches. Children can participate in lunch even if it is not their regular school day.

Lunches can be booked individually at a cost of \$25/lunch bunch or as a 10-12 week subscription at a 10% discount (Fall, Winter, or Spring). You can find more information and reserve space in a lunch session by using the links on our Lunch Bunch webpage <https://www.standrewscoop.org/lunch-bunch/>. Links for 2024-25 will be live in September.

Enrollment

Enrollment maximums are 8 in each First Mates Class, 16 in the First Year Class, and 18 in the Second Year Class. Small child to teacher ratio is maintained to provide individualized attention to all children. The school will serve children 18 mos. through 5 years of age.

If for any reason, a parent wishes to terminate the enrollment of their child during the school year, written notice must be given at least two weeks in advance. The initial deposit paid at the time of enrollment is non-refundable, but any additional funds on account after the two-week notice period will be refunded, provided all tuition is up to date. Lapse of tuition payment will be considered individually by the Parent Advisory Board. Payment may be relieved when appropriate to allow completion of a school year.

Tuition 2024-2025

St. Andrew's Cooperative Nursery School uses **Procare Solutions**, for all billing and payments. A non-refundable deposit is due at the time of enrollment and then the remaining tuition is broken into 10 payments for your convenience. . The tuition payments that are due on the last day of each month August through May of the current school year. To help reduce fees for our non-profit school, we ask that you pay via EFT, if possible. Credit cards are also accepted.

M/W First Mates Class – Total tuition is \$4,560, less \$400 deposit is payable in 10 installments of \$416.

M/W FMC + Fridays - Total tuition is \$6,840, less \$500 deposit is payable in 10 installments of \$634.

T/TH First Mates Class – Total tuition is \$4,710, less \$400 deposit is payable in 10 installments of \$431.

T/TH FMC + Fridays - Total tuition is \$6,990, less \$500 deposit is payable in 10 installments of \$649.

Preschool 2-Day Class - Total tuition is \$3,820, less \$400 deposit is payable in 10 installments of \$342.

Preschool 3-Day Class - Total tuition is \$5,730, less \$500 deposit is payable in 10 installments of \$523.

Preschool 4-Day Class - Total tuition is \$7,640, less \$600 deposit is payable in 10 installments of \$704.

Traditional School Events

- **Parent Cocktail Party** – Held in the fall, this is a fun evening for parents to meet, mix, and mingle.
- **Holiday Show** – Held in mid-December, children perform holiday songs for families followed by cookies for all.
- **Spring Family Night** – Usually held in March/April. Content varies each year.
- **End-of-Year Show and Ice Cream Social** – Held in early June, children perform several songs followed by ice cream treats.

Teaching Staff

Qualified, caring, and enthusiastic teachers are the cornerstone of an effective early education program. We are immensely proud of our experienced and dedicated staff at St. Andrew's Nursery School. All teachers are certified by the Massachusetts Department of Early Education and Care (DEEC). When possible, preschool teachers stay with the same class of students for both the first and second years of our core preschool program. At our school, children address teachers as listed below, using the teacher's surname.

First Mates Class Teacher:

Mrs. Lione (abbijlione@gmail.com)

Abbi Lione has a bachelor's degree in art education and Massachusetts Department of Early Education and Care *Toddler and Preschool Lead Teacher certification*. Abbi's background includes many years working in early childhood education and teaching preschool and toddler art classes. Abbi is a former St. Andrew's Coop parent and is now in her sixth year as a teacher in our First Mates program.

Mrs. Church (allisonchurch22@gmail.com)

Allison (Ali) Church has a bachelor's degree in design and Massachusetts Department of Early Education and Care *Toddler and Preschool Teacher certification*. Ali is mom to four former St. Andrew's Coop Nursery School students and was a Nursery School Advisory Board member as well. Ali's background includes many years of childcare and teaching. She is now in her third year with us as a First Mates teacher.

First Year Preschool Class Teachers:

Mrs. Power (gpower.stacoop@yahoo.com)

Gail Power has been both the school director and a teacher at St. Andrew's Cooperative Nursery School for the last 18 years. Gail holds a master's degree in early childhood education, *Massachusetts Department of Early Education and Care Toddler and Preschool Lead Teacher and Director II certifications*, and 24 years preschool teaching experience.

Mrs. Thompson (sarah.thompson18@gmail.com)

Sarah Thompson holds a B.A. in early childhood education and Massachusetts Department of Early Education and Care *Preschool Lead Teacher and Director II certification*. Sarah has an extensive background teaching in early childhood classrooms. She has been part of the St. Andrews Coop. Nursery School community now for 20+ years, first as a parent of 5 former students, and a Nursery School Advisory Board member. This will now be Sarah's tenth year of teaching in our Preschool.

Second Year Preschool Class Teachers:

Mrs. Blackmer (patricia.blackmer@verizon.net)

Patricia Blackmer holds a B.A. in business administration and has Massachusetts Department of Early Education and Care *Preschool Lead Teacher and Director certification*. Patricia is in her seventh year at St. Andrew's Cooperative Nursery School, having previously taught in the community for 13 years at what was the First Meeting House Nursery School at Old North Church. She also has an extensive history of volunteering for the Marblehead Public Schools, including serving for six years on the Marblehead School Committee.

Mrs. Berardi (jendunck@gmail.com)

Another longtime teacher from First Meeting House Nursery School, Jennifer Duncklee Berardi, is now in her fifth year at St. Andrew's Coop. She holds a master's degree in elementary education and Massachusetts Department of Early Education and Care *Preschool Lead Teacher certification*. Jen has over 20 years' experience teaching in preschool and elementary grades.

Parent Advisory Board

The staff is under the supervision of our Nursery School Parent Advisory Board, which consists of 6 parents, representing each of our classes, as well as a representative of The Church of St. Andrew.

Classroom Policies

Arrival and Departure

Drop-off time is 8:30 for all preschool classes and 8:45 for the First Mates Class.

Pick-up time is 12:00 for preschool, 11:45 for First Mates, and 2:00 for Lunch Bunch.

We do not have a late fee policy as we trust that parents and caregivers will respect the pick-up times. Please, be mindful that your children are waiting anxiously to see you and teachers have responsibilities after school.

If you are unavoidably detained, please call one of the people on your emergency list to have your child picked up. Also, please text or call your teachers or the director. If your child will be picked up by anyone other than his/her usual driver(s), that person must be listed on your transportation plan, or we must receive a dated permission note from you (email or Text is ok, too). That person will be required to show an I.D. at the time of pick-up.

Clothing

In keeping with our philosophy of hands-on learning and exploration, ***children will get messy***. We strongly urge you to send your children in play clothes.

It is important that 3, 4, and 5-year-old children begin to manage their own clothing to experience a sense of independence. For that reason, we ask that they wear "easy-to-do" clothing so that they can experience success in dressing themselves before and after toileting and when getting ready for outdoor play. Teachers and parent helpers will first encourage self-help and then, offer help, if needed.

Sneakers or soft shoes work best for outdoor play. Clogs, Crocs, party shoes, and flip-flops are not as "mulch-friendly" in the playground. Slippers are welcomed in the classroom and are especially cozy in the winter. You may leave slippers in your child's cubby or backpack.

****Water Bottles****

Please send a full water bottle every day for use at snack time and any time children are thirsty. *Please clearly label water bottles with your child's name.*

****Back Packs****

Please **send a backpack every day** with a complete change of clothing including shirt, pants, socks, underwear, and shoes. If your child is not fully toilet trained and uses diapers/pull-ups, please send enough supplies, including your own wipes, for 1-2 changes. Please do check this clothing periodically to be sure it still fits and is seasonally appropriate. All children, including First Mates, must provide their own diapering supplies, if needed.

Outdoor Play

It is our plan to have outdoor playtime every day. We have a wonderful, large playground, with many natural elements for the children to enjoy. We may go out in light rain. We will go out in all but the bitterest cold. We will go out in the snow. The children need a chance to move around outdoors and enjoy experiencing different types of weather. Keep in mind that our playground is shaded and tends to be cool and breezy, as we are up on a hill, so please be sure to send appropriate outdoor clothing every day. In cold weather, please send hats, mittens, boots, and snow pants (if there is snow on the ground).

Toys from Home

Toys and materials in the classrooms are selected to be educationally and developmentally appropriate, and in adequate supply for sharing. Toys from home may not always meet these criteria. We want our classrooms to be fair, safe, and comfortable environments for all our students. Please leave toys from home at home or in your car. If a transitional item is needed, a **small**, beanie-baby-sized stuffed toy that can be left in the backpack or cubby is permissible. We will ask children to give their animal a hug and put it in their backpack/cubby for the day. Guns, swords, war toys, or other toys of destruction are not permitted at any time. Children are welcome to bring a book, or music CD to share with the class at any time during the free play portion of our day. Children also enjoy bringing items from home that relate to topics that we are discussing in class. This is a good way for children to share something of their own with their classmates.

Diapering and Toilet Training Policy

We understand that children toilet train on their own schedule. For First Mates who are in diapers, we ask parents to send at least three diapers, plenty of wipes and a full change of clothes in a backpack each day. We have three designated times during the daily schedule to check/change diapers or assist in toileting as needed. Teachers will respond to toileting/diapering needs as soon as they are apparent at any time of the day. Our changing table is in the bathroom directly across the hall from the Silvius Room (First Mates classroom). The changing table is disinfected with Clorox wipes before and after changing and the table is covered with a clean changing table paper cover for each change.

For preschool aged children who are not yet trained, we ask that they come to school in a pull-up to facilitate easy use of toilet when other children are using the bathroom. If children have toileting accidents, the teachers will help them to change clothes in a manner that is respectful of the child's privacy and encourages age-appropriate self-help. Teachers will always assist children with toileting as needed. If a child is in the process of toilet training, we will encourage, but never force, children to try to use the bathroom as needed. We will be happy to assist parents with training by asking children to try to use the bathroom more often at parents' request.

Birthday Books

If you would like to commemorate your child's birthday at school, we welcome you to donate a book in honor of your child. We will put a special birthday name plate inside the book with your child's name and birthdate. If you choose, you may read the book to the class on your POD day during our end-of-day group time and we will sing "Happy Birthday."

To participate, select any book from our carefully chosen Wish Lists by visiting the St. Andrew's Coop Book Wishlist below on Amazon.com. Teachers will continue to add to the book list throughout the year. Order any book from the list and have your child bring it to school on/near their birthday. Summer birthday families are welcome to pick a different day on which to bring a "Birthday Book."

[St. Andrew's Coop Preschool Birthday Books](#)

Parent Involvement

Parent Rights

Parent input, suggestions, and cooperation are encouraged and welcomed either directly to teachers or the school director, or through the Parent Advisory Board.

Parent Volunteers

Sign-ups for Volunteers will be posted in a sign-up genius in September. Some of the available committees are parent advisory board, social committee, fund-raising committee, play dough makers, handyman helpers, website helpers, social media helpers.

Parent Helper Clean-Up Day

In the spirit of our cooperative school, we encourage at least one parent from each family to help during our Parent Helper Clean-Up Day. Clean-up days involve classroom and playground cleaning/fixing, etc. Parent helper day this year is Saturday, September 7 from 8:30-9:30 a.m.

Parent-of-the-Day

Parents participate in our preschool and first mate classrooms on a rotating basis. Parent-of-the-day (POD) schedules will be emailed just prior to the start of school and posted on our website. Schedules are prepared by parent volunteers for each group. All parents are encouraged to take a turn as parent-of-the-day. All Parent volunteers must complete a Background Check through the Department of Early Education and Care before participating in our classrooms.

Parents should review POD guidelines below before their scheduled day. If you are not able to make one of your scheduled days, please try to switch with another parent in the class. If you are not finding a substitute, please contact your class teachers, or school director for assistance.

Guidelines for POD (Parent-of-the-Day)

Your POD day is a fun morning to spend time in school with your child and his/her class. When you are parent-of-the-day, your child is kid-of-the-day. The children love this because they get to spend special time with you, show you their world, and have special kid-of-the-day jobs. Please bear in mind too, that you are our assistant teacher for the day, and we really need your help. Each day is different, but below is a list of some of what you can expect as you participate in our classroom. Feel free to ask the teachers any questions you may have.

You do not need to prepare or bring anything. However, if you choose, you are welcome to bring in an age-appropriate project, activity, game, or book to share with the class. If you have a special talent or cultural tradition that you would like to share, this is most welcome. Please speak with the teachers **prior to your day** about what you would like to share so we can incorporate it into our planning.

Some examples we have had: a fish monger who brought real fish to make fish prints, fire fighters who brought fire trucks, a former fighter pilot who came in his uniform, parents who played instruments, families who shared holidays, traditions, or foods from other countries, or a parent who brought a robot from work. Authentic experiences make a big impact for preschoolers, and they will not judge you. So don't be afraid to show us your talents/interests, it doesn't have to be extraordinary or perfect!

Adult Responsibilities

1. Please be available to all the children in the class, as well as your own child.
2. You may be assigned a task, or you may be asked to generally supervise in an area of the classroom.
3. Feel free to pretend with the children in the dramatic play area, help them organize a puppet show, or get down on the floor in the block area and assist children with what they're building. Ask relevant questions like, "tell me about your structure," or "what do you think will happen if you try to add more blocks on top?" You may choose to work a puzzle with the kids or read a story to a small group.
4. Please be aware of untied shoes, children who need a tissue, messy hands that need washing, etc.
5. Please refer any questionable behavior to the teachers.
6. Watch for safety hazards and correct them, such as spilled water, spilled paint, etc.
7. Assist children at dressing time after first asking them to do as much as they can do themselves.

Tips for Assisting with Art Projects

1. When children are painting/drawing ask, "Can you tell me about your picture?"
2. Let children, including your own, experiment with the materials. Resist the urge to 'correct' their work to meet conventional expectations. Learning is in the process, not the product.
3. Help children put their name on their work. Some may just need a reminder; others may need you to write all or part of their name for them. Please model correct name writing by using only one upper case letter to start the name and the rest lower case. If the child is writing her own name, praise her efforts and let her do it however she is able.
4. Check that the brushes are clean, and the paint jars are covered at the end of the day.

Meals and Snacks

Food Allergies – No Nuts

We have identified children with nut allergies. **We ask that you send in only nut-free foods.** Please read all labels as they do change. Make sure any food that you send in for snack or lunch is free of peanuts and any other nuts and nut oils. Please avoid any foods that state they were “processed in a plant that may also process foods with nuts”. The safety of all children in our program is our primary concern. Thank you for your attention to this issue.

Please **avoid** foods known to be **common choking hazards** including:

Popcorn, baby carrots (sliced or thin match-stick size is o.k.) , celery, hotdog ‘coins’, whole grapes (cut grape are o.k.), gummies, fruit leather, whole cheese sticks (sliced in half the long way is o.k.).

Snack-Time

Children bring their own snacks to school. Please send a water bottle and snack in a bag labeled with your child’s name. Snack should be two food items. Please resist sending a whole lunch box full of choices as we have limited time for snack. Teachers will be happy to assist children to open bags/containers.

Please clearly separate “Snack” from “Lunch.”

Preschool Lunch

Parents send boxed lunches (with ice packs) for children who choose to participate in our lunch bunch program. Please be sure to clearly label lunch boxes/water bottles with your child’s name. Ideas for safe and nutritious foods are listed below. Teachers will help children open food when needed. Our **No Nuts** policy applies at lunchtime as well. Children are not allowed to share food. We are not able to heat food for snack/lunch.

Some Safe and Nutritious Snack and Lunch Suggestions:

Protein Group

Chicken, Turkey, ham, roast beef slices
Cheese
Chickpeas or beans
Hummus
Hard boiled eggs
Tuna in a cup or on a sandwich
Cheese pizza or pizza bagels
Cottage cheese
Jelly and soynut butter sandwich
Meatballs
Tofu cubes

Grain Group

Whole grain bread
Whole grain crackers
Graham Crackers
Pasta
Bagels with cream cheese
Muffins
Nutrigrain or granola bars
Pretzels
Rice
Rolls

Dairy Group

Low-fat milk
Yogurt
Cheese
Fruit Smoothies

Fruit Group

Apples, pears, peaches,
Plums, bananas, berries
Oranges, kiwi, mango, grape-halves.
Mandarin oranges, melon
Raisins or other dried fruits
Canned pineapple

Vegetable Group

Cooked Carrots, broccoli, peas
edamame, cauliflower, etc.
Fresh veggies (with/without dip):
Broccoli, tomato wedges,
carrot matchsticks, etc.
Salad
Cucumber slices

Program Policies

Parent/Teacher Conferences

- First Year Class, & First Mates Class parents are offered 10 minute informal check-in meetings with teachers in November so that the teachers can answer any questions parents may have. Student assessment and 20 minute Parent/Teacher Conferences are scheduled in February/March.
- For SY students, assessment and 20 minute Parent/Teacher Conferences are scheduled in November and additional parent Check-Ins are available in the spring if needed.

Teachers will be happy to discuss any questions/issues you may have at any time during the school year. Please email your child's teachers (emails can be found on the Staff Page of this Handbook) to share an issue and begin a conversation. Feel free to contact the director with any comments or questions at any time.

Child Guidance

Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of each child. The staff will direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it. Children, individually and as a group, are encouraged to participate in the establishment of rules, procedures, and policies. The following limits will be set on the children's behavior:

- Children cannot hurt themselves.
- Children cannot hurt others.
- Children cannot willfully destroy materials or equipment.

When children test limits, teachers will remind them of the school rules using positive language. For example, "We keep our feet on the floor to stay safe," or "We can use our hands for clapping or waving. Hands are not for hitting." If negative behavior persists, teachers will redirect the child to another activity, talk calmly to the child (or children) about behavior, have child sit for a few minutes to refocus, use role models and positive behavior modification, or a combination of the above. Discipline will always be tailored to the needs of the individual child. If asked to sit for a minute to refocus, a child will not be asked to sit for longer than one minute for each year of the child's age. If a child seems unable to observe school rules, the following procedure will be followed:

- Teachers will discuss with the Director.
- Curriculum or program ideas will be planned to mitigate the behavior.
- Challenges will be shared with parents & parent input will be sought.
- Necessary meetings or referrals will be planned.

Corporal punishment, including spanking, shall never be used. No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse. No child shall be denied food or force fed as a form of punishment. No child shall be punished for soiling, wetting, or not using the toilet. PODs and student teachers will refer discipline issues to the teachers.

Termination Policy

Children may be asked to leave the program due to lack of immunizations, health forms, and other required signature forms (after repeated requests), severe, prolonged behavior issues, or due to non-participation of the parent in our mandatory POD program. The school may also initiate termination, if in the judgment of the director, another program would better meet the needs of the child. When school initiated, parents are included in the discussion and decision at a conference with the parents, teachers, and the director. Whether the termination is parent or center initiated, the director and teachers will prepare the child for leaving the program in a manner consistent with the child's ability to understand. The school does not use suspension as a policy.

Plan to Avoid Termination of a Child

To avoid the termination of a child from our program, the following steps would be pursued:

1. Conference(s) with parents to discuss options other than termination.
2. Referrals for evaluation/diagnostic or therapeutic services.
3. Pursuit of options for supportive services to the program, including consultation and/or educator training.
4. Development of a plan for behavioral intervention at home and in the program.

Referral Policy

The St. Andrew's Cooperative Nursery School shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services for their child.

Should the center staff feel that an assessment for additional services would benefit a child, an observation report and review of the child's record would be completed. The director would schedule a meeting with the teachers and the child's parents to discuss the center's concerns and provide the parents with a list of possible referral resources. The director will maintain a written record of any referrals and will follow up as appropriate.

In accordance with the regulations of our licensing agency, the Department of Early Education and Care, a copy of our full referral services policy and a list of possible referral resources are available upon request.

Records Policy

The information contained in a child's record shall be privileged and confidential. The director shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). The child's parent(s) shall, upon request, have access to his/her child's record at reasonable times. A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record. A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. When a child is no longer in care, upon written request of the parent(s), the director shall transfer the child's record to the parent(s), or any other person the parent(s) identify.

Policy for Identifying and Reporting Child Abuse and Neglect

The staff of St. Andrew's Nursery School shall protect children from abuse and neglect while in the program's care and custody. The staff members of St. Andrew's Nursery School are mandated reporters and shall report suspected child abuse or neglect to the Department of Social Services.

Field Trips

Parents will be notified well in advance of planned field trips. Parent participation may be required.

Transportation

The school does not provide transportation.

Absences

Please notify the school if your child will be absent. The best method of notification is email/Text to the school director and classroom teachers (see contact info on Staff Page). If your child has a contagious illness or a communicable disease, please let us know so that we may inform the other nursery school families when necessary.

Snow Day Policy

In the event of inclement weather, school may be delayed or closed on a given day. The director will notify parents via email and/or text message as early in the morning as possible. We do not have a specific snow day make-up policy. If there are an excessive number of snow days in a year, the director, along with the parent advisory board will consider the possibility of added time to make up for the missed days.

School License

Our school is licensed by the Massachusetts Department of Early Education and Care. For information regarding the program's regulatory compliance history or to ask a question or file a complaint, please contact the Regional EEC Office listed below.

Northeast Region:

360 Merrimack Street

Building 9, Third Floor

Lawrence, MA 01843

Phone: 978-681-9684

Health Care Policy

The health of all the children in our program is of extreme importance to us. We do not have the facilities or staff to care for sick children at our school. In general, if your child is not feeling well enough to participate fully in our program, they should be kept home.

***If your child has new symptoms of a respiratory virus, such as a fever, sore throat, cough or a runny or stuffy nose, they should stay home.**

***If your child has diarrhea, fever of 100 degrees or higher, or has vomited, they may not return to school for a full calendar day after symptoms end.** For example, if your child has a fever during the day on Sunday, they may not return to school until Tuesday morning.

Should your child develop symptoms of illness during the school day, the director or teacher will call you to pick up your child immediately. If parents or designated caregiver cannot be reached, we will call your emergency contact(s).

While waiting, the child will be kept separate from the other children and cared for individually by a teacher. The child will be provided with a place to rest, quiet activities, and appropriate snacks or drinks until the parent/caregiver arrives.

Children who have been temporarily excluded from school for health reasons may return upon Health Department or doctor's advice. All parents will be informed via email when any communicable disease has been introduced into the school.

If your child tests positive for COVID they may return to school once fever-free for 24 hours (without the use of fever reducing medications) and symptoms improve. If they are able, they should mask for 5 days when returning to school.

COVID-19 symptoms

COVID-19 Symptoms for Child Care

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscle aches or body aches
- Cough (not due to other known cause, such as chronic cough)
- Sore throat, *when in combination with other symptoms*
- Nausea, vomiting, *when in combination with other symptoms*
- Headache, *when in combination with other symptoms*
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies), *when in combination with other symptoms*

Administration of Medication

We strongly discourage the dispensing of medication at school. However, if special circumstances arise, or medication is required as the result of a chronic condition, allergy, or disability, the following is the requirement for dispensing of medications:

Medication will be administered only with written parental authorization and a written order from a doctor (for prescription medicine this may include the label on the medication). Prescription medication must be in the original prescription container with the attached current prescription. The Child's name, physician's name, name of medication, and dosage instructions must be clearly printed on the container by the pharmacist. Written parental authorization shall include exact instructions for dispensing medication, along with parent's signature and date. Any doctor prescribed non-prescription medications must be accompanied by a written, signed, dated note from the child's physician. Topical, non-prescription ointments (for use on unbroken skin), creams, gels, sunscreen, and lip balm may be administered by teachers with written parental consent.

All medications will be stored under proper conditions for sanitation, security, and safety. All unused and expired medications will be returned to the parent or disposed of. Medication will be kept out of reach of children. As applicable, it will be the parent's responsibility to retrieve medication at the end of the day. Medication may not be placed in the child's cubby, lunch box, or backpack.

Procedures for Medical Emergency

In the event of a medical emergency, emergency first aid procedures will be followed. 911 will be called immediately, if necessary, and parents or their designated caregiver will be contacted. Parents or caregivers would be expected to come to the school immediately to aid their child. Our designated Healthcare Consultant or the child's pediatrician will be called, and his/her advice will be followed. If necessary, children will be transported, by the 911 responders, to the appropriate health care facility via ambulance. The same procedures will be followed on field trips.

First Aid

The teaching staff at St. Andrew's Cooperative Nursery School is trained in emergency first aid and CPR. If a teacher provides first aid to a child, the parents will be notified in writing in the form of an injury report. If the situation warrants, the parents will also be informed via text/phone during the school day.

In accordance with the regulations of our licensing agency, the Department of Early Education and Care, a copy of our full health care policy is available upon request.

School Calendar 2024-2025



December 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

September 2024				
M	T	W	Th	F
	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

January 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 2025				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2024				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

June 2025				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

November 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

= Rummage Sale Set Up (Sept 28 is Fall sale, May dates TBD)
 (No access to P.H. Alcove or Silvius Room) – No FMC or Book Club classes.

= No Book Club FY (No P.H. Alcove access)

= Morning only, no LB (on 9/13 there will be LB for SY only)

Important Dates:

Sep 2	Labor Day	Dec 23-Jan 3	Winter Recess – No School
Sep 3	First Day Teachers	Jan 1	New Year's Day – No School
Sept 5 & 6	Student Visiting Days	Jan 20	Martin Luther King Day – No School
Sep 7	Saturday – Parent Clean-Up Morning 8:30-9:30	Feb 17-21	February Recess – No School
Sep 9 & 10	Student First Days	April 18	Good Friday – No School
Sep 16	FY First LB	April 21-25	Spring Recess – No School
Sep 23-27	Rummage Set Up Week/No FMC/No B.C.s	May 5-9	Rummage Set Up Week/No FMC/No B.C.s
Oct 3 & 4	Rosh Hashana - No School	May 26	Memorial Day – No School
Oct 14	Indigenous People's Day – No School	June 4	End of Year Show 6pm
Nov 11	Veteran's Day – No School	June 9 & 10	Student Last Days (No LB)
Nov 27	Half-day – No lunch bunch	June 11	Teacher Clean-Up Day
Nov 28-29	Thanksgiving Recess – No School		
Dec 18	Holiday Show 6pm		