



# PARENT HANDBOOK

**The New Nursery School**  
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## **About Us**

The New Nursery School (NNS) of the United Church of Christ, Norwell, was founded in 1977 as a mission of the church. The school is owned and operated by The United Church of Christ Norwell with oversight from The Parent Advisory Committee, which is made up of parents of current students and Church member(s). The school is nondenominational and licensed by the Department of Early Education and Care (EEC) of the Commonwealth of Massachusetts.

The New Nursery School does not discriminate on the basis of religion, national origin, cultural heritage, race, gender, age, political beliefs, sexual orientation, marital status, toilet training status or disability in its admissions or hiring practices. It is our goal to recognize and respect each person's individuality.

## **Our Mission**

*The mission of The New Nursery School of the United Church of Christ, is to provide a safe, developmentally appropriate, and nurturing learning environment in which children are encouraged to discover and explore who they are as well as the world around them. The New Nursery School strives to provide a sense of community for children and parents in which love, support, and respect for self and others will maximize all of the child's social, emotional, physical and cognitive growth.*

## **Our Philosophy**

Each child is a person of worth, deserving of our love and respect. Each child is unique with his/her own needs, interests, abilities and individual development. Each child is a creative person who needs opportunities to experiment with a variety of materials and to develop social skills in an age-appropriate setting.

Self-awareness is a developmental process, which occurs best in an atmosphere of acceptance and understanding. To facilitate maximum learning and development, children need a stimulating environment, which will lead them to construct their own knowledge of the world around them. No behavior is meaningless; freedom to express feelings in positive ways is important. Children need to learn to recognize, accept and understand their own feelings and those of others. This is done in an appropriate environment with the love, respect, and support necessary to maximize all areas of growth.

## **Our Program**

### **Enrollment Policy**

Every family is encouraged to tour before enrollment time to meet with the Director and teachers; view our facility and observe a classroom in action. A non-refundable registration fee of \$100.00 (\$175 family max) is due at the time of registration. Registration begins in December for current families. In January, applications are accepted on a first come-first served basis from the following in order:

1. Siblings of currently enrolled students
2. UCC Norwell Church Members
3. Alumni
4. New families

If there are insufficient spaces available to accommodate all applicants, the remaining names are placed on a waiting list and families are notified, as space becomes available. The school retains the right to balance classes in the best interest of the children and teachers.

- Any families with tuition payments in arrears are not eligible for enrollment until the outstanding balance has been paid. If financial assistance is required, please contact the Director.

### **Tuition, Payment Options and Fees**

A non-refundable security deposit equal to the first month's tuition will be due after registration. If this deposit is not paid, your spot will be released.

1. Families may choose to pay tuition in one up-front yearly payment; two payments, one per semester; or monthly payments. NNS uses an online program, Brightwheel, to manage tuition payments. If families wish to pay via check at school, they may reach out to the director to make such arrangements.
2. Tuition fees are not refundable except in special circumstances. Please see WITHDRAWAL POLICY.
3. A child will not be permitted to enroll for a new school year if tuition payments are in arrears.
4. Tuition must be up to date in order for a student to enroll in the lunch bunch.
5. If a parent is chronically late picking up their child, a fee of \$25.00 will be owed for each occurrence thereafter.

### **Paperwork**

The following forms must be completed prior to the beginning of the school year. If the proper forms are not completed and submitted prior to the start of the school year, the student will not be permitted to attend school until such forms are submitted:

1. Up to date Immunization Record, signed by a physician only. If a family for religious or medical reasons chooses not to vaccinate, a letter from the parent and physician is necessary
2. A recent Physical, within the last year, signed by a physician only.
3. Evidence of a Lead Screening
4. Registration Form
5. Developmental History Form
6. Pick-Up Authorization
7. First Aid and Medical Consent
8. Child Care Enrollment Form
9. Authorizations and Consent Form
10. Signed Enrollment Agreement

Financial aid is available for children by submitting an application to The New Nursery School Board of Directors by March 1st of the enrollment year. All applications are confidential. Please contact the Director for more information.

#### **Entrance Requirements**

Children enrolled in the Toddler program must be 2 years old before September 1<sup>st</sup>.

Children enrolled in the Preschool program must be 3 years old before December 1<sup>st</sup>.

Children enrolled in the Prekindergarten program must be 4 years old before December 1<sup>st</sup>.

#### **Class Schedules**

The New Nursery School is in session five days a week with morning and afternoon class options. Current class options and tuition costs are available on our website. Classes may be combined.

#### **Lunch Bunch**

Lunch Bunch is an option for children, age 3 and over. Lunch Bunch begins in mid-September and runs from 11:30-12:30. Children attending need to bring his/her own lunch (NUT FREE), including a drink. Refrigeration of lunches is not possible, so please pack a small cold pack with your child's lunch if required.

No soda or candy please (for more information on our Healthy Food Policy). Lunch must be nut-free, which includes “made in a facility” or “shared equipment” with peanuts and/or tree nuts. If your child has food allergies and you have any questions or concerns, please feel free to speak to the Director or to any staff member and/or consult our Allergy Policy.

#### **How to Sign Up for Lunch Bunch**

Lunch Bunch is available for sign up on a bimonthly basis online. Lunch Bunch spaces are filled on a first-come, first-served basis. The total number of spaces offered is guided by state regulations regarding staff/student ratios. Please note no make-ups and no refunds will be issued for Lunch Bunch. It is our goal to accommodate your family’s needs to the best of our ability.

#### **Lunch Bunch Payment**

Lunch Bunch will be billed and payments collectate via Brightwheel.

#### **Tooth Brushing**

Any child who attends Lunch Bunch, or attends a program where lunch is a scheduled part of their day, will be encouraged to brush their teeth. Please provide a labeled toothbrush to leave at school. Parents can opt out by signing an Oral Health Non Participation Form, which is available in the office.

#### **Transition Plan**

Students will stay with their class grouping from September through June for the school year. In September, we hold orientation days for children and parents. Children come for a shortened class

session and parents meet separately for an orientation to talk with the Director, meet member(s) of the PAC, share a conversation about policies and procedures, and receive necessary forms. This is also a great time to meet other NNS families.

NNS will support children and parents to assist with smooth home to school transition. The NNS Parent Committee hosts many parent and family events throughout the school year to connect, engage, and build our community

### **Leaving a Reluctant Child**

At times children may have difficulty with separation in a new school environment. Parents can help by being patient, understanding, and providing reassurance. Do not hesitate to ask the director and/or teachers for suggestions. We are immensely experienced in guiding and facilitating a child's separation from his/her parent(s) at drop-off. Routines are very predictable and repetitive in the beginning of the year to aid in the familiarization of a new environment. It usually doesn't take children long to realize that New Nursery School is a safe, interesting, and fun place to play and learn. Every child is different in his/her adjustment time and behavior. Please remember we are here to best support your child, family and will do all that we can to ease difficult transitions.

### **Our Program and Curriculum**

Emphasis is placed on warm interactions between the child and the teachers. We believe children learn best in a caring and predictable environment. This is a place where children can discover who they are and what their world is like, within limits appropriate to their developmental level. Creativity is encouraged through art, music, movement and dramatic play. The emphasis is on problem solving rather than answer-giving, so children can develop a positive self-image and sense of security. Socialization is an integral of our program. Children are learning about what it means to be part of a class community, how to negotiate and problem solve with their peers, how to share, take turns, and how to be a good friend.

The daily routine includes a balance of child and teacher directed activities, as well as group and individual experiences. Children are given choices of a rich, varied assortment of activities in areas such as science, nature, art, math, literature, language, dramatic play, music, sensory, large and small motor and creative movement.

The New Nursery School has aligned Preschool and Prekindergarten curriculum with the Massachusetts Guidelines for Preschool Learning Experiences. Teachers emphasize the importance of play as an integral and developmentally appropriate learning and growing process for children. Teachers create a range of activities and opportunities to touch upon all domains and needs of children's growth and development.

Teachers are all trained to use 2 specific researched based curriculums with a strong focus on language and literacy. Handwriting without Tears helps children become emergent writers and leads to handwriting success. The program uses engaging multisensory techniques and research-based methods to make handwriting a natural and automatic skill for children of all ages and abilities. The Lively Letters program addresses multiple targets, simultaneously training students in the critical skills of: phonemic awareness, phonics and speech production. In PreK the teachers introduce a letter of the week and plan journal writing to practice correct letter formation, as well as engage children in small group activities focused on phonics lessons. NNS is committed to provide a strong, high quality program to ensure Kindergarten readiness.

### **More on The Guidelines for Preschool Learning Experiences**

The New Nursery School has aligned Preschool and Prekindergarten curriculum with the Massachusetts Guidelines for Preschool Learning Experiences. The Early Childhood Program Standards and Guidelines for Preschool Learning Experiences reflect the Massachusetts Department of Education's commitment to quality, in order to ensure a solid foundation for learning and school success. The role of the early years in a child's development has received a great deal of attention in recent years. Research on brain development supports the value of high quality early childhood education programs for young children, while studies of early childhood education also provide evidence of their benefits. The following principles serve as a guide in understanding and implementing the Guidelines for Preschool Learning Experiences:

- All young children are capable of learning. All children are capable of positive developmental outcomes. Teachers at NNS hold high expectations for all young children.
- Children show individual differences in development. Although children develop skills and competencies through a generally predictable sequence of milestones, they do not develop them in exactly the same way or at exactly the same time.
- Knowledge of child growth and development is essential for program development and implementation. Decisions about appropriate curriculum for groups of children and for individual children are based on knowledge of child development and on careful observation of children at play.
- Children's language skills are the best predictors of academic success. Development of children's English language skills are a major goal of our preschool curriculum. Early childhood is a critical time in the development of vocabulary and other language skills. These skills provide the foundation for learning to read and write and for later academic achievement.
- Developmental domains are highly interrelated. Development in one domain influences the development of other domains. The interrelationship is considered in planning our preschool programs. For example, mathematical learning may occur on the playground, in dramatic play and while using sensory materials.
- Young children learn by doing. Teachers provide opportunities for children to explore materials; to engage in physical activities; and to interact with peers and adults. A balance of child-initiated and teacher-selected activities maximizes the children's learning.
- Families are the primary caregivers and educators of their young children. Teachers provide families with the information they need to support their children's learning and development. Teachers and families also work together to ensure that children are provided with the best learning experiences possible at home and at school.

The Guidelines for Preschool Learning Experiences structure learning through play and meaningful activities in a developmental sequence. The mark of a superior teacher is the ability to select materials and interact with children in ways that help them learn through their own play and these planned activities. Young children are provided with many and varied opportunities to:

- Plan: Children consider what they are going to do with materials and how they are going to do it.
- Play: Children use materials and equipment in ways that best suit their personal curiosity and understanding.

- Reflect: Children recall things that happened to them, reinforcing and questioning their understanding.
- Revisit: Children practice skills and replay experiences in many different ways, with each activity refining or modifying previous learning.
- Connect: Children, with the help of teachers, connect new knowledge with past experiences, creating links among subject areas and areas of skill development.

### **Assessment Plan**

The purpose of assessing our young children is to design goals for individual children and the class in order to help them grow in all areas of development. Assessment is essential for an accurate picture of the child and all assessments involve parental contributions. It is also necessary for the child to be assessed in the context of his/her family values and culture. Assessments of young children at New Nursery are based on observation and documentation of a child's behavior in our classrooms and in all areas of the school.

The New Nursery School's curriculum is based on The Massachusetts Department of Education Guidelines for Preschool Learning Experiences, and therefore our assessments are also based on these guidelines. The assessment allows our teachers to develop a curriculum that enhances all areas: social, emotional, physical, and cognitive, as well as speech and language development. The New Nursery School teachers use their knowledge and experience of child development and their careful observations to report and document accurate assessments of each child's progress.

Twice a year, teachers prepare in-depth reports focusing on each child's emotional, social, cognitive, language and physical development. NNS teachers use a research based assessment tool, using either the Ages & Stages Questionnaire (ASQ) and/or Pearson Work Sampling System. In the fall, NNS teachers share their assessments via telephone conferences. In the spring, The New Nursery School holds parent-teacher conferences at the school. Toddler parents have a choice of an in-school conference or a telephone conference. Parents may request a conference at any time. All observations, documentations and discussions are always confidential. Children with special needs will have a progress report every three months.

At times the teachers and /or the Director may have a concern about a child's behavior or development in which case we will follow our Social Service and Referral policy.

### **Ages and Stages Questionnaires**

Professionals rely on ASQ for the best developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, the ASQ looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents' expert knowledge about their children. The ASQ: Gives reliable and accurate results; and makes effective ongoing monitoring of development possible.

### **Pearson Work Sampling System**

The New Nursery Preschool and Prekindergarten teachers use the Pearson Work Sampling System to assess children's development and plan activities based on the needs of individuals and classes. The Work Sampling System is a comprehensive approach to evaluate and keep track of your child's learning

and progress in school. Work Sampling replaces traditional report cards and standardized tests with a system that helps teachers observe each child, assess his/her work and document his/her achievements.

Work Sampling provides information for parents about what their child knows and can do. Used from Preschool through grade 6, it charts each child's performance in the following areas:

- Personal and Social Development
- Language and Literacy
- Mathematical Thinking
- Social Studies
- The Arts
- Physical Development

The Work Sampling System has 3 interrelated parts:

- Developmental Guidelines and Checklists: Lists of age expectations that are used for guiding teacher's observations about each child's achievements in school.
- Portfolios: Individual collection of a child's work that shows progress and demonstrates special interests and talents as well as areas in need of development.
- Summary Reports: Each child is provided with a profile of his/her school performance based on the checklist observations and Portfolio collection. It includes brief comments from the teacher about the child's progress, strengths and areas of concern and is used for parent/teacher conferences.

### **Child Guidance**

The New Nursery School recognizes that a responsive, warm interaction between young children and their teacher(s) supports a child's growth and development in all areas. Positive discipline teaches and encourages the healthy development of a child's self-esteem. Our teachers praise and call attention to appropriate behavior thereby reinforcing it. Teachers are role models in order to influence, encourage and reinforce children's positive behavior.

Limits, of course, are necessary. We set limits that are developmentally appropriate. When a child behaves outside the limits, teachers stop the action, describe the behavior they see and state their expectations. This helps the whole group understand the guidelines necessary for group living. Our goal is to help the child gain self-control and develop the ability to verbalize feelings and ideas so that problem solving can be done by talking with others rather than by physical means. At times, when appropriate, teachers may encourage children to negotiate rules for a play situation or for the entire class to follow. This negotiation procedure models problem-solving abilities.

Our staff continually assesses the effectiveness of their limit setting strategies. They will also consider cultural differences as they can impact behavioral issues. Corporal punishment, humiliation, verbal abuse or cruel or severe punishment are NEVER acceptable discipline techniques at The New Nursery School. No child shall ever be denied food or drink nor will they be force fed as a punishment. No child shall be punished for soiling, wetting or not using the toilet.



If a child needs a few minutes of quiet time to regain control, he or she will sit with a teacher in a quiet area of the room. On occasion, the child may sit with the Director in the room or Office until calm and ready to return to the group. We stress that this is a time to relax and feel better before returning to an activity. If a child is truly distraught and cannot regain control or be calmed, the parent may be asked to pick up the child early. A meeting with parents explaining the child's difficulties and seeking parent input will follow. Parents are informed of all behavior and discipline issues as soon as possible so parents and teachers can work together to help the child.

If you have specific concerns regarding behavior management techniques, we urge you to discuss them with your child's teacher and/or the Director.

### **Withdrawal Policy**

If the Director of the New Nursery School and the parents agree that it is in the child's best interest to no longer attend the school, the contract will be terminated with no penalty. Tuition will be refunded on a prorated basis if paid in advance. If the child is withdrawn for other reasons, the parents are liable for the semester's tuition. No refunds will be made.

A child may be asked to leave New Nursery School if the school determines it cannot meet the child's developmental needs or if the child's health and safety, or those of other children, cannot be assured at the school. Every effort will be made, however, to keep the child at school. This will include meeting with parents to address concerns and suggest referrals and/or other appropriate resources for parents and child. A plan and timeline will be developed by the parents, teachers, and Director to improve the problematic behavior and thereby retain the child and family. Please refer to Social Service and Referral Policy. If parents refuse or fail to follow through with the school's planned suggestions and requests, the child may have to be withdrawn. This will be a last step only after all other communication with and assistance to parents has failed. A written record will be kept by the Director of all actions taken to help parents and child and will be kept in the child's record. Children may also be asked to leave the school if tuition is more than three months in arrears and an agreed upon payment plan is not being followed.

It is always our goal to keep the child at school, and we will work in good faith with parents to achieve this. Any expulsions will be reported to EEC in a timely manner as per state regulations.

### **Suspension Policy**

The New Nursery School may need to terminate a child from one of our programs in accordance with our Withdrawal Policy. We will only do this when it is in the best interest of the child or the other children in the class. We do not suspend children from our programs. We will try to meet the needs of all children in the program. Whenever a child leaves our program for any reason, we will prepare the child for departure. We will discuss going to a new school and/or what it is like to have changes in routines. The teachers will make every effort to make departures as easy as possible for the child. Parents, teachers and the Director may meet to discuss and plan the best way to handle the transition.

### **Health Care Policy**

We hope that our parents will be considerate of all children and teachers and will not send a child to school if he or she might be contagious. Please follow the 24-hour Symptom Free Rule, without use of medication. If your child has been ill with a fever, diarrhea or other contagious disease, such as, but not limited to Covid-19, the flu, head lice, conjunctivitis, strep throat, he/she should not return to school

until he or she is no longer contagious (at least 24 hours). Please keep in mind that your child should be ready for the full school program, which includes active outdoor play.

Additional Health Plan including COVID policies are available in the Director's office.

### **Allergies**

Parents are responsible for notifying the staff and Director of any allergies (to foods, medication or other materials) their child does have. All staff members will be notified of children's allergies and instructed to avoid these products. A list of allergies will be posted in each classroom and in the kitchen. Children with allergies must complete all necessary paperwork before entering school. These forms are required by the Department of Early Education & Care and must be signed by a parent/guardian and physician. If the child has a severe allergy, which requires an Epi-Pen, or other medication, parents **MUST** provide the school with the current necessary medication(s), not expired, to leave at school in the NNS office.

### **Administration of Medication Policy**

It is the policy of the New Nursery School of the United Church of Christ, Norwell to have all educators trained in our emergency procedures, our evacuation procedures, First Aid, CPR, and medication administration procedures. All educators will be trained through the EEC in Medication Administration. This training requires educators to verify and document the following: 1) the right child receives the proper dosage; 2) the correct medication has been dispensed by the proper method; 3) the medication has been dispensed at the correct time. All educators will be trained to recognize common side effects and adverse interactions among medications, as well as potential side effects of specific medications being administered in our program.

The New Nursery School will administer only prescription medications or those non-prescription medications ordered by the child's health care practitioner. All medications must be provided by the child's parent(s). All medications must be in their original dispensed containers with original labels affixed, including the pharmacy's original prescription. Prescription and non -prescription medications must have proper documentation per EEC State regulations. All medications will be administered in accordance with the physician's written orders or the pharmacy's prescription label.

If your child will not be in school, for any reason, please call the Office to notify the school. If we do not hear from you, we may call you to verify your child's absence.

### **Diapering**

Diapers and wipes are sent from home and we ask parents to keep them in a labeled zip lock bag that lives in your child's backpack. Diapers for Toddlers are changed every 3 hours or when wet or soiled. A full diapering policy is available in the office; please see the Director for more information.

### **Mandated Reporting**

In order to protect children and staff, the school has a procedure for identifying and reporting suspected child abuse and/or neglect to the EEC and to the Department of Children and Families. All staff are mandated reporters and are educated about the indicators of potential abuse and neglect and will evaluate these behaviors and injuries in the light of other information. These observations will be discussed with parents if the child's safety can be assured. The staff member reporting concerns to the

Director must maintain a written log of observations, including dates and observed symptoms. A meeting will be held with all staff involved with the child to determine if cause exists to file a 51a. If cause exists, the Director will call DCF and file a report within 24 hours. EEC must also be notified, according to EEC licensing regulations. If the situation is an emergency, the Director will also call the Child at Risk Hotline. If possible, the family will be notified a file was reported, stressing our legal responsibility to do so. The New Nursery School will cooperate fully with EEC and DCF in any investigation. This may include identifying parents of children or a staff member currently or previously enrolled or employed at the school. Allegations of abuse involving a staff member will result in immediate paid leave until the investigation is complete. A finding of abuse or neglect will result in immediate dismissal of the employee. Parents are urged to immediately discuss any concerns with the Director.

### **Social Service and Referral Policy**

The New Nursery School will use the following procedures for referring parents to appropriate educational, medical, social and mental health services should the staff feel that a child would benefit from additional services not provided by the school.

When concerns about a child's development and/or behavior arise, the teacher will discuss with the teaching team and the Director. Teachers will observe and document child's behaviors and play and share observations with the parent(s). The Director will join meetings and provide resources to the family. If the parents give written permission, the Director will contact the referral agency on behalf of the family. If the child is under the age of three, parents will be informed of local Early Intervention programs. If the child is at least 2 and a half, the Director will inform parents of their rights under CH. 766 and share the public school contact information for appropriate referral.

Our goal at all times is to help parents and children receive the support they need and to follow through with specific intervention techniques and Individual Education Plans formulated by parents and specialists together. Referrals and conversations with parents are strictly confidential. Children's records are confidential and will not be released, in part or whole, to anyone without written parental consent.

### **Vacations and Holidays**

The New Nursery School follows the Norwell Public School calendar for most holidays and vacations. Please refer to the NNS calendar on our website for specific dates. The last day of school before the December holiday break is always 12/19. If the Norwell Public Schools are closed due to inclement weather, the New Nursery School will also be closed. The New Nursery School does not make up "Snow Days". You will be notified if school is canceled for any other reason.

### **Snack**

A daily snack time is planned each day. Children bring their own snack and water from home. All snacks MUST be "NUT FREE", which includes "made in a facility" and "shared equipment" with peanuts and/or tree nuts to the best of our knowledge. NNS classes cook occasionally. Pasta, fruit salad, pretzels, pizza and muffins are some favorites. These special dishes replace the usual snack.

### **Healthy Food Policy**

At New Nursery School we recognize the relationship between healthy eating and the ability to learn. We promote good health as part of our program. Sharing food is a fundamental experience for all people,

it is a time to respect diversity and build relationships. Mealtimes are social times for children and adults to share conversations and learn about healthy eating. Eating habits develop at an early age. A healthy, balanced diet supports normal growth in young children while preventing obesity and diabetes later in life. In order to build a healthy foundation, we need to help our young children make healthy food choices.

The New Nursery School promotes healthy eating habits for our young children, being mindful of allergies and keeping children in our program safe. We ask parents to join us by providing healthy lunches. At New Nursery School we believe in parent involvement and celebrating children. Parents who would like to celebrate a child's birthday at school may come in to share a favorite book.

Due to the high number of allergies and the need to keep all our NNS children safe at school NO outside food will be allowed, with the exception of holiday parties where teachers will ask for specific food items that align with our policy.

### **Clothing**

Play clothes are most suitable for Nursery School. We do get messy! Children learn by doing. They should not have to worry about getting "dirty" while experimenting with mud, paint, clay etc. Please dress your child in clothes that he/she will feel free to experiment in.

Clothes, which children can manage independently at bathroom time, are a great help. Please no flip flops, we find they are unsafe for climbing and running outdoors. Sneakers, or other rubber-soled shoes that prevent slipping, are best for the playground.

Please be sure that your child is dressed warmly enough to go outside. We go out every day, except in the rain or excessive cold. Boots, snow pants, hats and mittens are necessary during the snow season. We ask that each child bring a change of clothes to school in a labeled zip lock bag in their school bag. Label, Label, Label all your children's belongings.

### **Toys From Home**

Toys from home should not be brought to school. A toy waiting in the car is always an easy way for a smooth exit from school. A favorite book, which can be shared, may be brought in occasionally if desired, BUT, there is no guarantee that it will not get lost or broken. Please do not let your child bring gum, candy, guns or other violent action-type toys to school. Transitional items that help a child to feel more secure at school are welcome. Please make teachers aware that these items have come to school in order to ensure they are returned each day.

### **Field Trips**

NNS does participate in some off-site field trips. Parents are required to provide transportation to these trips. In the past we have visited the farm, police and fire station to coincide with our curriculum. We do, also, offer many enrichment opportunities: Children's yoga, music and movement opportunities.

### **Transportation**

Families must provide transportation. A class directory will be available in October to help parents with carpool arrangements. Parents must also fill out a Pick-up Release Authorization form indicating those

people who may pick up their child. Children will not be allowed to go home with anyone whose name does not appear on that list. Other adults authorized to pick-up MUST be in writing. Anyone picking up a child, not an immediate family member, who is unknown to the School staff, will be asked to see a driver's license to confirm identity.

### **Parent Communication and Involvement**

We believe communication with parents is the key to success at school. Teachers and parents communicate informally at drop-off and pick-up times. Teachers prepare a weekly or bi-weekly email to families to share curriculum information and class activities with the family. Each month, the Director emails a school-wide newsletter highlighting educational and social information as well as all current events at NNS. Open communication between parents, teachers and administration fosters a sense of trust and respect for one another, which serves as a role model for children and promotes the importance of community.

Part of what makes The New Nursery School a special place, is the strong sense of community. Parents play a key role in creating and strengthening the connection we share. Therefore, we encourage parents to volunteer throughout the year in any capacity that they can, be it through events, acting as a room parent, volunteering for a class activity, serving on the Parent Advisory Committee, or by any other means. Past NNS events include Fall Fest, Breakfast with Santa, Art Show Open House, and Parents Night Out.

The New Nursery School has an open door policy. We are pleased to have parents visit the school. Parents, or other family members, are encouraged to volunteer to share a hobby, collection, musical or artistic talent, or a family or cultural tradition. We also welcome parents to help with special classroom projects, such as music, art or cooking.

Parent questions and/or suggestions, written or verbal, about the school are welcome at any time. Each Spring, parents have the opportunity to complete a parent survey of the program that is reviewed by the Director and the PAC.

### **Parent's Rights**

You will be aware of your child's program and activities at all times. Newsletters and notices outside the classroom provide opportunities for parents to become informed. Parents may contact EEC, our licensing agency for regulatory compliance history at The Department of Early Education and Care, 1 Washington St. Ste.20, Taunton, MA. A complete list of parental rights is available through the EEC. As a Parent you have the right to know:

- The philosophy, goals, and curriculum of the program
- The daily schedule for your child
- How children's behavior is guided and give you an opportunity to offer input on guidance and discipline strategies to best support your child
- Program policy on fees
- Health and safety policy and procedures

The information in your child's record, which reasonably relates to the requirements for licensing, shall be made available to the Department of Early Education and Care. Authorized employees of EEC shall

not remove identifying case materials from the premises and shall maintain confidentiality of individual records.

Information contained in a child's record shall be privileged and confidential. The school 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 school shall notify the parent(s) if a child's file is subpoenaed.

You have the right to add relevant information to your child's file and you have the right to request deletion or amendments of information contained in your child's file. If you are of the opinion that adding information will not clarify the file information, you may request a conference with the Director to make your objections known. The Director must inform you of his/her decision in writing within one week.

### **Grievance Policy**

If there is a policy, procedure, or concern that arises, parents should discuss this with the Director. Parents are encouraged to speak to the Director on any topic and most especially if they have a concern or an idea to improve our service. If there is a problem and the Director's resolution is not satisfactory, the parents may bring the issue to The New Nursery Parent Advisory Committee. Their decision is final.

Updated: August 2023