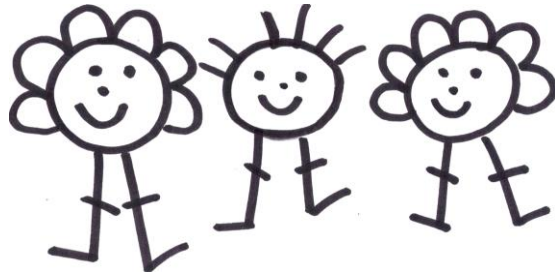


SECOND CHURCH NURSERY SCHOOL



Family Handbook

2025 - 2026

“A Nut Free Facility”

The Second Church in Newton
60 Highland Street
West Newton, MA 02465
(617) 527-4770

www.2ndchurchnurseryschool.org

thescns@gmail.com

The Department of Early Education and Care (EEC) is the licensing
authority of Second Church Nursery School (SCNS).
Department of Early Education and Care
500 Victory Road, Quincy, Ma. 02171
617-472-2881

July 2025

July 2025

Dear Second Church Families,

Welcome to the school year 2025-2026. We are looking forward to working collaboratively with all our families to make this year great.

Our handbook addresses our school's main policies with some modifications to our COVID-19 Health and Safety Plan. Please keep in mind that the 61 Chestnut Street door is our primary entrance for morning drop-off and after-school pick-ups. You will hear from your teachers regarding specific pickup locations.

We offer extended afternoons to all children if they are 2.9 years of age. If you would like more information about our lunching afternoons, please reach out to me. We have a flexible drop-off beginning at 8:45 am. Cars may enter the Chestnut Street parking lot and park their car. Teachers will greet families and bring children to their respective classrooms. School begins at 9:00 am.

Please don't hesitate to reach out to me either through telephone or email. The school's telephone number is 617-527-4770. The email address is thescns@gmail.com

The administration of the preschool reserves the right to modify or amend this handbook and its policies at any time.

FAMILY HANDBOOK

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SCHOOL GOVERNANCE

Second Church Nursery School (SCNS) is governed by a Nursery School Board made up of church members.

Organizational Information 2025-2026

Owner	The Second Church in Newton, UCC
Chairperson	Kathy Lucey
Members	Amy Ebersole Lee Hardaway Betsy Howes Pape Janet Turner Sheila Bianchi - Director (ex officio)

SCNS Staff 2025 - 2026

Director	Sheila Bianchi
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Educators	Julie Auclair Ruchi Bhasin Deb Kuronen Christina Francis Cara Pound Elizabeth Roll Annette Seaward Nahed Shahabi Sandi Shim Rachel Wrangles
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Float Educators	Janet Quinn Micaela Vecchione Traci McCarthy
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There is also a Parental Committee of non-church members who provide support to their respective classrooms and educators. Current committee member names are posted in each classroom.

The Department of Early Education and Care (EEC) is the licensing authority of Second Church Nursery School (SCNS). For further inquiries about program history EEC may be contacted at Department of Early Education and Care, EEC Licensors, 500 Victory Rd, Quincy, Ma. 617-472-2881

SCNS School Calendar 2025-2026

September 8	Monday	SCHOOL OPENS (Drop off begins at 8:45 for all classes except toddlers. Pick up on the first day is 11:00)
September 9	Tuesday	Tuesday and Thursday Toddlers begin. (Optional lunching/extended day begins until 3:30)
September 23	Tuesday	No school – Rosh Hashanah
October 2	Thursday	No school – Yom Kippur
October 13	Monday	No School – Indigenous People’s Day
SCNS is <u>open</u> Tuesday November 5 despite Newton Public Schools being closed		
November 11	Tuesday	No School – Veterans Day
November 26 - 28	Wed, Thurs, Fri	Thanksgiving Break - Reopens Monday, December 1
December 23		School closes at noon, no extended day
December 24 – January 5		December Break - Reopens Monday, January 5
January 19	Monday	No School - Martin Luther King Day
February 16 - 20		Winter Vacation - Reopens Monday, February 20
April 3	Friday	No School – Good Friday
April 20 - 24		Spring Vacation - Reopens Monday, April 24
May 25	Monday	No School - Memorial Day
June 18	Thursday	Last day of school No extended afternoon School picnic @ 11:00

*** SCNS follows the Newton Public School Calendar “closely” not exactly. Our last day of school will be Thursday June 18.**

School will automatically be canceled when the Newton Elementary Schools are closed due to weather conditions. The major Boston radio stations and TV broadcast the “No School” cancellations. Should the Newton Schools delay their opening 1 hour or less, Second Church Nursery School will delay their opening the same length of time. (SCNS will begin at 9:30 a.m.) In the event the Newton Schools’ delay exceeds 1 hour, Second Church Nursery School will be closed for the day. As a reminder if the Newton Public Schools go over their snow days, we will still end June 18. We do not make up snow days.

Regular school hours 9:00 – noon. Flexible drop off begins 8:45 – 9:00

HISTORY

The SCNS was established in 1933 (celebrating our 92nd anniversary this year) as a morning program by a small group of church families. Over the years, we have evolved into a nonsectarian nursery school serving families in Newton and the surrounding communities. We now offer extended day, toddler, and summer programs to approximately eighty families, many of whom are second-generation alumni and even third generation alumni.

PHILOSOPHY

The SCNS is designed to help your child become a confident, happy, kind, and independent person. The children at our school are grouped developmentally to promote their growth and to enhance their motor, social and cognitive skills. Children are encouraged to experiment with new situations at their level of readiness. We try to help children express their own individuality as well as adjust to others around them. And we know that keeping the teacher/educator and parent lines of communication open is vital to ensuring a productive and positive experience for each child.

The SCNS will not discriminate based on race, religion, cultural heritage, political beliefs, national origin, marital status, sexual orientation, disability, and toilet skills.

PROGRAM

The Toddler Groups: There are two groups of two-year-olds (up to nine children in each group). One group meets on Monday, Wednesday, and Friday from 9:00 a.m. until 12:00 noon and another group meet on Tuesday and Thursday from 9:00 a.m. until 12:00 noon. We offer flexible drop-off beginning at 8:45 for no additional fee.

The Preschool Groups: There are two groups of three-year-olds and two groups of four/five-year-olds. The groups meet Monday through Friday from 9:00 a.m. until 12:00 noon. We make every effort to balance the class by girls and boys. We offer flexible drop-off beginning at 8:45 for no additional fee.

The Extended/Lunching Afternoon Session: We offer an Extended Program every afternoon, Monday through Friday, from 12:00 noon until 3:30 p.m. This program is available to those children who have reached two years and nine months of age. This is an optional program available daily, at an additional fee. No contract is necessary.

The Summer Session: Our Summer Session is offered for five/six weeks, beginning the fourth week in June, Monday through Friday, 9:00 a.m. to noon. This session is on a first-come, first-served basis with priority given to those children who sign up for the entire session and who are entering the 3- and 4-year-old classrooms. The atmosphere of the Summer Session is very relaxed and involves fewer routines and more outside time.

TRANSITION POLICY

Whenever SCNS children are preparing to transition to a new classroom or program, the teacher/educator must: collaborate and share information between each classroom or program, with parental permission; and assist the child with the transition in a manner consistent with the child's ability to understand. If the SCNS chooses to suspend or terminate a child for any reason the SCNS must provide written documentation to the parents of the specific reasons for the proposed suspension or termination of the child, and the circumstances under which the child may return, if any.

At SCNS transitions must be completed in a safe, timely, predictable, and unhurried manner. Activities must be planned and organized in advance to avoid children waiting. Children must be informed about transitions prior to their occurrence. Transitions between activities must be smooth and flexible. Visual, verbal, and auditory cues must be used to support children's transitions. Children must not always be expected to move as a group from one activity to another.

ENROLLMENT POLICY & PROCEDURES

The SCNS must keep and maintain: a statement of non-discrimination, which must include a statement that toilet training status is not an eligibility requirement for enrollment and a statement describing its enrollment procedures.

Applications to SCNS are due with a non-refundable \$50 administration fee. Admission to SCNS is based on the following criteria:

1. Second Church families, currently enrolled families, and formerly enrolled families are accepted provided the application is returned by mid-October. Placement in a particular class is not guaranteed. Applications are considered in order of receipt.
2. All other applications are reviewed in the order in which they are received. On receipt of the application, we will reserve a place for your child providing there is space available.

Within 10 days after notification of acceptance, parents must send a non-refundable deposit and signed contract in order to hold the confirmed place for your child.

All children who are not accepted are automatically placed on the waiting list and will be accepted as openings occur.

Enrollment Meeting – We encourage prospective parents to come visit and tour our program.

SCNS must provide an opportunity for and encourage parents to meet with the program administrator or his/her designee prior to admitting a child to the program.

- SCNS may offer children and parents an orientation to the program.
- SCNS must provide an opportunity for parent(s) and children to visit the program and meet educators before the child begins school.
- SCNS must seek information about each child's and family's interests and needs.

- SCNS must support transitions and coordinate with services offered by other providers. The educators must request that parents share with them information about other therapeutic, educational, social and support services received by the child.
- For children younger than school age, educators must discuss each child's developmental history with his or her parents at the time of enrollment. The developmental history must be updated annually and maintained in the child's record.

Scholarships. The Samuel Johnson Scholarship Fund is a fund that was established in memory of a child who passed away in May of 1998 while enrolled as a student at SCNS. It was an unsolicited grant by another SCNS family, in Sam's memory, that inspired the school to rename and redefine the goals of our scholarship. And it was Sam's quiet endurance of a difficult burden that inspired the Board. Each year, SCNS will grant, by application or by recommendation of the Director, partial tuition scholarships to those families considered by the Board to be in financial need. Donations are graciously and happily accepted to the Samuel Johnson Scholarship Fund

Tuition. Tuition is due and payable at the beginning of each semester (August 1 and January 15) unless other arrangements have been made with the Director. Monthly tuition payments are due on the 15th of the month. Extended Afternoons are billed monthly for time used. Invoices will be mailed electronically. Please make checks payable to SCNS.

Late Payment & Fines Policy. Monthly tuition and Extended Afternoons are due the 15th of the following month. If you anticipate financial problems, please notify the Director before the 15th of the month. A \$25 late charge will be added if tuition or extended care charges are paid late. Additionally, after 30 days, interest will accrue on any unpaid amount at the rate of 10% per annum. When a family is 30 days late paying tuition, the child's place in the school may be lost. **Once the tuition is 45 days delinquent, the child may not be able to attend class and will forfeit his/her spot in school and not be able to attend the extended afternoon.** SCNS has the authority to ask the family to not return until all payments are made. If there are extenuating circumstances, the fine can be appealed to the Preschool Director.

Returned Check Fee. A \$25 fee will be charged for each returned check.

Submitting Tuition Payments. Payments can be mailed, or hand delivered to SCNS. Please make all checks payable to Second Church Nursery School. Cash, personal or electronic checks are accepted.

Tax ID Number. The tax identification number for SCNS is: 04-2104922.

Tuition Refund Policy. From May 1st up to the first day of school in September, an enrollee who wishes to withdraw from the program will be responsible for the full school year's tuition (September to June) unless a replacement is found. If a replacement is found, the entire tuition will be forgiven. **Under no circumstances will the \$800 application processing/deposit fee be reimbursed.**

After the first day of school, full reimbursement of the tuition paid will be made to a family that wishes to withdraw only if a replacement is found. A family that wishes to withdraw after the first day of school and has not met any of the above restrictions will receive a partial tuition adjustment only if a replacement is found. The adjustment amount will be prorated according to the weeks of school attended. Attendance for any day of the week will count as an entire week. After December 15th, no refunds will be made for the first semester. After May 15th, no refunds will be made for the second semester.

In the event the school is forced to temporarily close as a result of a public health or public safety emergency, or for any other reason deemed by SCNS, (e.g. fire, flood or lack of heat and water) in its sole discretion, to be in the best interests of the children and our staff, and said closure occurs on or after the first day of the calendar month, the full tuition will be due and payable for the first month (four weeks) the school remains temporarily closed. “Temporary” is defined as a period of no longer than 4 weeks.

Should the school remain closed for a second consecutive month, no further tuition will be collected or due until such time as SCNS, in consultation with state and local health and safety authorities, determines it is safe to reopen. The past amount paid during a mandated closure will not be applied to the tuition due upon reopening. After 4 weeks, tuition will be reimbursed on a prorated basis.

Failure of the Parent(s) to remit the required tuition in a timely fashion in accordance with the policy set forth in paragraphs above will result in the loss of your child’s re-enrollment priority when the school is finally able to reopen.

THE SCHOOL YEAR

School begins for the year on the Monday after Labor Day and ends coinciding with the Newton Elementary School calendar without the addition of snow days. If the public schools need to make up snow days, SCNS will not since we are a private school. A calendar with specific dates is distributed before the start of each year and is included in this handbook.

Vacations. Vacations at Thanksgiving, December, February, and April closely follow the Newton Public Schools.

Holidays. Holidays also closely follow the Newton Public School schedule with no school on Rosh Hashanah, Yom Kippur, Indigenous People’s Day, Veteran’s Day, Wednesday before Thanksgiving, Martin Luther King Day, Lunar New Year, Good Friday, Patriots Day, and Memorial Day.

Weather Cancellation Policy. School will automatically be canceled when the Newton Elementary Schools are closed due to weather conditions. Should the Newton Schools delay their opening *1 hour or less*, SCNS will delay its opening for *the same length of time*. In the event that the Newton Schools’ delay *exceeds 1 hour*, SCNS will be *closed* for the day. Please listen to your local radio/TV stations for the Newton Public School closing announcements. If the public schools announce an early release, SCNS will cancel the extended afternoon program.

Potluck. Our annual Potluck Supper is held on a weeknight in early autumn. Children and their families are invited to join us. Parents are asked to sign up to bring either pizza or salad; the school provides beverages and popsicles.

End-of-School Picnic. Families are invited to bring a picnic lunch on the last day of school as we celebrate the closing of another year. Each child must be accompanied by an adult (siblings welcome). Parents, please pack a lunch for yourselves and your child(ren); the Nursery School provides popsicles. There is no extended afternoon on the last day of school.

FAMILY/PARENTAL/VOLUNTEER INVOLVEMENT OPPORTUNITIES & INFORMATION

The General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of family childcare, small group and school age and large group and school age childcare.

These regulations, 606 CMR 7.00, establish standards for operation of family childcare, small group and school age and large group and school age childcare programs in the Commonwealth. The regulations require certain things of SCNS in regard to their work with families. A summary of the required parent information, rights, and responsibilities are identified below.

Family Involvement. The following 606 CMR 7.08 requirements apply to all programs, including family childcare, small group and school age and large group and school age childcare. Additional requirements for family childcare are found at 606 CMR 7.08(9). Additional requirements for small group and school age and large group and school age childcare are found at 606 CMR 7.08(10). SCNS must support and encourage a partnership with and the involvement of parents in the early education and care of their children.

Parent Communication. SCNS must develop a mechanism for and encourage ongoing communication with parents and must be able to communicate effectively with families whose primary language is not English or who require alternative communication methods.

Parent Input. SCNS must have a procedure for allowing parental input in the development of program policies, which may include, but need not be limited to a suggestion box, individual or group parent meetings or verbal communication.

Parent Visits. SCNS must permit and encourage unannounced visits by parents to the program and/or to their child's room at any time while their child is present.

Written Information for Parents. SCNS must provide the following information to families in writing prior to enrollment of their child:

- Notification that parents are welcome to visit the program unannounced at any time while their child is present; and that input from and communication with parents is encouraged.
- The frequency of children's progress reports.
- The program's policy regarding administration of medication.
- The procedures for meeting potential emergencies
- The transportation plan.
- A program calendar noting closed days and hours of operation.
- The program's fee schedule, including any fees for late payment, late pick-up, field trips, special materials, etc.
- The program's plan to provide positive and consistent guidance to children based on their individual needs and development.
- The program's criteria for excluding children from care due to serious illnesses, contagious diseases, and reportable diseases in conformance with regulations and recommendations set by the *Division of Communicable Disease Control, Department of Public Health*.
- The procedures relating to children's records.

- Notice that child educators are mandated reporters and must, by law, report suspected child abuse or neglect to the *Department of Children and Families*.
- Notice that the program is licensed by EEC, including the telephone number and address of the EEC regional office responsible for the program.
- A statement that parents may contact EEC for information regarding the program's regulatory compliance history.

Parent Conferences. The SCNS will make educators available for individual conferences with parents at parental request. SCNS educators conference with parents twice a year. The decision whether to hold an in-person or zoom conference is up to classroom educators.

Notifications to Parents. SCNS must inform parents:

- Immediately of any injury which requires any medical care beyond minor first aid or of any emergency administration of non-prescription medication.
- Immediately of any allegation of abuse or neglect involving their children while in the care and custody of SCNS
- Prior to or as soon as possible following any change in educators.
- At the end of the day regarding any minor first aid administered; in writing within 48 hours of any incident.
- Whenever special problems and significant developments arise.
- Whenever a communicable disease or condition has been identified in the program
- In writing seven days prior to the implementation of any change in program policy or procedures
- Prior to the introduction of any pets into the program
- Of the use of any herbicides or pesticides, prior to their use whenever possible
- Whenever the program deviates from the planned menu.

Additional Requirements for Small Group and School Age and Large Group and School Age Child Care.

SCNS must provide the following information to parents in writing prior to enrollment:

- The program's written statement of purpose including and, where applicable, information on the administrative organization of the program.
- The suspension and termination policy

Fund-raisers. SCNS typically holds their fundraising efforts in the Spring. In the past, our fundraising committee organized a raffle and hosted a parent social in which families generously donated money to our enrichment fund. All proceeds are used for our specialist/enrichment program which includes dance and music, and a visit from live farm animals and a puppeteer. Additionally, if possible, we add to our scholarship fund which helps a few families every year with tuition costs.

Charitable Donations. SCNS does, of course, accept and is immensely grateful for charitable donations, whether of money, time, or goods. We are happy to receive gifts earmarked for a specific project or fund, as well as gifts to be applied for as the Staff and Board of the Nursery School deem most appropriate. Among the types of projects that have been or could be funded are playground improvements; playground access improvements; library purchases; and donations to The Samuel Johnson Scholarship Fund.

DAILY SCHEDULE

Although each class is unique in its daily schedule, a typical morning for all age groups would include:

- Free play
- Activity/craft time
- Music
- Circle/meeting time
- Bathroom/Toileting
- Playground time
- Story time
- Snack time (snacks are provided by the Nursery School)

In addition to the daily routine, SCNS regularly offers in-house “specialist/enrichment” programs geared to the interests of the children which includes:

- **Creative Movement** - Classes directed once each week by an outside contracted specialist for the toddler and preschool groups.
- **Music** - A contracted specialist directs classes once each week for the toddler and preschool groups.
- **Live Animal and Puppet Show** – Each are performed once per school year for all the children.

For safety reasons, SCNS does not make off-campus field trips by vehicle. We may conduct local walking trips into West Newton Square with parental permission.

ARRIVAL AND DEPARTURE (subject to change)

Arrival will begin from 8:45 am-9:00am with children entering through the Chestnut Street entrance. Parents will drop their children off in their classroom. The Four/Fives (Pandas & Koalas) drop off in the playground, weather permitting.

Pickup departure time is at noon. Parents are expected to drive to the 61 Chestnut Street parking lot. Parents will pick their children up in their classrooms or playground. Parents are responsible for putting their child into the car. The Teddy Bear class and Polar Bear class will have playground pickup, weather permitting.

Parking. Please use either the 61 Chestnut Street parking lot or 60 Highland Street. Many groups use the parking lot, so please be considerate and watchful. **Do not park in front of the building entrance, in a handicapped-accessible or any reserved/restricted spot, even for a moment.** Drive slowly through the parking lot. There are children and parents who may be walking through the church or school parking lots. Drivers of large SUVs should be especially careful, since small children can be very hard to see, and they can dart around quickly in a parking lot.

It is against the law to leave unsupervised children in your car in the parking lot at any time.

Security. All entry doors are locked 24 hours a day, seven days a week. If you need to enter the building, please use the call box inside the 61 Chestnut Street entryway and follow the directions onside of the call box or call 617-527-4770.

DAILY DETAILS

Absences. Please refer to our health policy for any absence due to illness. Please notify us if your child will be absent. It is always helpful for educators to know how many children expect on a given morning.

Backpacks. A backpack or bag (labeled with your child's name) is helpful to carry items to or from school (such as artwork). We discourage children from bringing toys from home as there are many wonderful toys at school.

Clothing. We have found that children do best with clothing they can manage independently (e.g., pants that are easily pulled up and down and jersey tops, all sized appropriately). We recommend sneakers with *Velcro* closings. Sandals are hazardous. We also recommend that the children not wear party clothes and party shoes. We **do not allow** drawstrings on jackets and shirts or loose-fitting jewelry for safety reasons. In addition, we ask that parents provide a labeled shoebox containing a full change of clothes (underpants, shirt, pants, socks: all labeled) to be left at school. We plan to be outside part of every day except on very cold or wet days. Please dress your child accordingly. In winter, be sure your child has a warm coat, snow pants, boots, a hat or hood, warm socks, and preferably *mittens* instead of gloves (helping guide ten fingers per child into gloves simply takes too much time!).

PLEASE LABEL ALL CLOTHING, especially anything such as outerwear that is likely to be put on and taken off during school.

Nut Policy/Allergy Policy. SCNS is a **NUT-FREE FACILITY**. Any outside treats must be authorized by your teachers. Absolutely **no nuts** or foods that are processed in a facility that uses nuts are to be brought into school. Please read labels. For birthday celebrations we find that popsicles work best. Or you may send in "school safe" treats from the supermarket or baked items from Blackers Bakery in Newton Center.

Here are three helpful web pages for parents who want to learn more about food allergies. As mentioned above there are other children who do have other food allergies, their parents will be supplying "treats" for them to keep at school.

<https://kidswithfoodallergies.org/>

<http://snacksafely.com/>

For those that are in the extended care program. Here are some lunching suggestions:

Sandwiches: Sun butter, jelly and cream cheese, bagel and cheese, turkey, or ham

Pick-up Food: Carrots, pea pods, celery sticks, green/red/yellow peppers, or grape tomatoes

Fruits: Apples, oranges, bananas, raisins, melon, or strawberries

Other: Hummus, yogurt, pasta, or soup, cut up cheese

Drinks: Milk, juice, or water

Transportation Policy. All the 2-, 3-, 4- and 5-year-old children at SCNS come by car or on foot with an adult. They are picked up at noon or, if “lunching” at 3:30 p.m., in the same manner. We at SCNS do not take any field trips; therefore, there is no transportation necessary. If an emergency arose during the day, a parent or designated driver by parent would be called and the child would be taken to appropriate care if needed by such a person or 911 would be called and child would be transported by ambulance.

Sleep/Rest Policy. EEC requires a sleep/rest policy. The SCNS’s policy is if a child stays for extended afternoon, they are required to rest for 30 to 40 minutes on the rest mat provided.

Snack Time. SCNS provides a snack of water and crackers in the middle of the morning.

Toileting Policy. Children in each class use the bathrooms before snacks, lunch, or going outdoors and always flush and then wash their hands after toileting. Should a child need to use the bathroom during the course of the day, he/she will be accompanied by a teacher. In the event of an accident, the child will not be punished, verbally abused or humiliated. A teacher will assist the child, and a change of clothing will be provided from the child’s spare-clothing shoebox provided by home. If a child’s spare clothing is not available, SCNS will provide extra clothing. Soiled clothes are double bagged and sent home. The EEC toileting policy is posted in each bathroom.

Diapering Policy.

- Each child’s diaper is changed when wet or soiled.
- A supply of clean, dry diapers is maintained adequately to meet the needs of children.
- A disposable covering is used on changing surfaces which is of adequate size to prevent the child from encountering changing surface and changed after each child has been diapered and disposed of in a closed container.
- Running water is adjacent to the diapering area for hand washing (adaptations for running water may be acceptable (e.g., coffee, urn)
- Each child is washed and dried with individual washing materials during each diaper change. After changing, a child’s hands are washed with liquid soap and running water; hands are dried with individual or disposable towels.
- The changing surface is washed and disinfected after each use.
- Soiled disposable diapers are placed in a closed container that is lined with a leak proof disposable lining. These diapers shall be removed from the facility daily or more frequently as necessary.
- Soiled non-disposable diapers and soiled clothing are placed in an individual sealed plastic container labeled with child’s name and returned to child’s parent(s) at end of day.
- Staff wash their hands with liquid soap and running water and dry hands with individual or disposable towels after changing the child’s diaper or helping child with toileting.
- Changing surface is smooth, intact, impervious to water and easily cleaned.
- Diapering areas and hand washing facilities are separate from areas used for food preparation and food service.
- A common changing table or diapering surface is not used for any other purpose.
- One hand always remains on the child while on the changing table.

HEALTH AND WELLBEING

Health Care Policy 2025 - 2026. The Second Church Nursery School (SCNS) has designated Anne Ferrari-Greenberg, R.N. as the school's health care consultant. She assists in the development of the school's health care policy and monitors the programs infection control procedures and is always available for consultation as needed.

The Department of Early Education and Care Office (EEC) is the government agency for all early education and care services in Massachusetts. EEC is the licensing authority of SCNS. They can be reached at 617-472-2881 or at 500 Victory Rd., Quincy Ma 02171, to speak with a licenser.

Emergency telephone numbers and home telephone numbers of the children are kept in each classroom in the emergency evacuation bag, as well as on the playground in the shed in the emergency evacuation bag there. Also, the copies are kept in the Director's office (emergency numbers in the black plastic file box on windowsill) and home telephone numbers on the black metal cabinet door next to the Director's desk.

In the event a child becomes ill at school, the parents will be called and told to come and get their child. In the event, a parent cannot be reached; the Director will telephone the person designated on the emergency form to come and pick up the child. If no one can be reached, Nursery School will provide a cot and make the child as comfortable as possible until the parent or the person designated arrives. In a dire emergency Police or Ambulance will be called and the Director will accompany the child to the Newton-Wellesley Hospital, or the Hospital designated by the parents on the emergency form.

The First Aid equipment is kept in the black metal cabinet in the Director's office and is designated by a red cross on the cabinet door. The SCNS always maintains an adequate supply of First Aid equipment which includes band aids, adhesive tape, compress (sanitary napkins), gauze pads, gauze roll, vinyl gloves, instant cold pack, scissors, tweezers, and thermometer. The equipment is maintained by the Director every three months or as needed.

There is evacuation plans posted at primary (red) and secondary (blue) exits in every classroom. The Toddlers class (2 year olds) have nine toddlers; one educator would be responsible for five toddlers and the other for four toddlers.

The three-year-old classes each have fifteen children, and the fours and fives have fifteen and eighteen.

The school has written plans for lice, conjunctivitis, impetigo, and giardia, the flu and COVID. Nursery School asks parents to keep their child at home when he/she is coming down with a cold.

The staff at SCNS is unable to administer medication of any kind to any child unless the parent and physician have signed specific health medication forms. These forms are in the Director's office in the beige filing cabinet under "medical forms."

Any child in our care at Nursery School with allergies will have documentation in their folder; the outside of their folder will be labeled as "ALLERGIC" and then state to what they are allergic to. This allergy and the child's name will be posted in the individual classroom.

Any child whom an individual teacher suspects may be neglected or abused will relay such information to the Director. The Director will review the information and will call the Department of Family Services and report her findings and what she believes to happen if the situation warrants it.

The home telephone number of the Health Care Consultant is kept on the Director's rolodex on the big desk in the Director's office next to the telephone and on the SCNS bulletin board.

All the SCNS Educators and the Director hold current certification in Basic First Aid by the American Heart Association. All staff members hold current certification in CPR for children; therefore, someone is always available on site when children are present.

The staff at SCNS always informs a parent immediately of any injury which requires emergency care beyond First Aid. Staff members at SCNS always inform a parent in writing of any First Aid administered to their child within 24 hours of the incident. An injury report will be filled in and given to the parent for signature; one copy will be given to the parents and another copy kept in the child's file at school. The report will include name, date, time, location of injury, description of injury and how it occurred. The names of staff members who administer First Aid will be required. A First Aid log will be kept of all injuries and is kept in the Directors office in a binder behind the desk.

The Director, along with Teachers are constantly monitoring the environment daily for any hazard. The staff at SCNS are very conscientious with the children and surroundings. Staff keep all cleaning substances in the storeroom in the basement or on the top shelf in classroom cupboards. First Aid supplies and (if any) medications are kept in the black cabinet in the Director's office and/or classroom evacuation bags. Sharp scissors and birthday matches are kept up very high and out of a child's reach and used only by a staff member.

SCNS provides hand sanitizer in addition to liquid soap and running water and paper towels for the use of the staff and children. Children and staff always wash their hands before eating and handling food; after the use of the bathroom or diapering; after the use of Kleenex and nose wiping or other body fluids. Should there be animals or an animal in the classroom, children and teachers always clean hands after handling.

Dress-ups in the individual classrooms will be washed and dried monthly in order to maintain cleanliness. Toilets and toilet seat, sinks and faucets and table surfaces will be washed and disinfected daily.

If a child should need topical non-prescription medications; the Lead Educator in each class will do so, but only with the written parental authorization and its directions. Each time the medication is administered the Lead Educator will keep a chart indicating the time and date, and the dosage. When the medication is completed, the Lead Educator will place the chart in the child's folder. All unused medication will be returned to the child's parent.

All staff at SCNS have a physician's checkup every other year and all those born after 1958 will show evidence of immunity for measles, mumps and rubella. All those staff members born before 1958 have proof of rubella.

SCNS keeps lots of clean, dry outdoor and indoor clothing for any child who may need to be changed because of dampness or soil. All soiled clothing is placed in a double plastic bag with the child's name written on it and sent home with parents for laundering.

SCNS selects only pets that are developmentally appropriate to each class. If a child has a specific allergy to a certain pet that animal will be removed from the class immediately. All dogs must be leashed while on premises.

Illnesses. Obviously, a child who is clearly sick (e.g. fever, recent vomiting, diarrhea, fresh cold, etc.) should not be at school for at least 24 hours. You must notify us if your child has any communicable disease so that we can notify parents of children who have been exposed. Should a child become ill during the school day, the parent will be contacted and asked to pick up the child. If a parent is unable to come, he/she will remain on a cot in the Director's office until such a time when the parent can come.

SECOND CHURCH NURSERY SCHOOL (SCNS) HEALTH AND SAFETY PROTOCOL:

SCNS follows the health protocol of the Newton Public Schools. The Newton Public Schools will continue to utilize key health pillars to mitigate public health risks in the schools. These pillars are the foundation of our efforts to mitigate risk and provide healthy school environments for students, staff, and their families.

Health self-assessment

- Students and staff who are sick must not attend school, even if they are fully vaccinated. Staff and families should use the health self-assessment tool shown below every morning before coming into school. **If your child is sick, call the school to report the absence and the reason** (The phone number for the office is: 617-527-4770). The health assessment will not be collected by school personnel but rather is meant to be a personal tool.

SCNS Health Self-assessment Tool

1. Do you/your child have any of the following symptoms?
 - Fever (100F or higher), chills, shaking chills
 - Cough (not due to other known causes, such as a chronic cough)
 - Difficulty breathing or shortness of breath
 - New loss of taste or smell
 - Muscle aches or body aches
 - Sore throat (when in combination with other symptoms)
 - Headache (when in combination with other symptoms)
 - Nausea, vomiting, or diarrhea (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 and when in combination with other symptoms)
2. Have you/your child been told by a public health official to isolate or quarantine?

If your answer to either of the questions above is 'yes', stay home and do not come to school.

- Notify the school.
- Staff should also follow standard procedures for reporting an absence.
- If symptomatic, contact your health care provider for assessment and testing. As always, if you are experiencing a medical emergency, call 911.

Sick Policy

Although the symptoms on the previous page are true indicators of when to keep your child home. We at SCNS have implemented our own policy where we would like you to keep your child home even with mild cold symptoms (runny noses, sneezing, slight cough). In the "new normal", the trouble is

that COVID symptoms overlap with so many other infectious and non-infectious diseases. No single symptom nor combination of symptoms predicts who has COVID. As teachers, we cannot guess if something is or isn't COVID. To keep our staff and students safe, we would appreciate it if parents abide by this.

Any child or staff with a temperature of more than 100.0 will not be permitted to return to the school 24 hours after the fever has returned to normal without fever reducing medications. The school will not allow a physician's note before the 24 hours.

Children or staff who become sick while at SCNS will be sent home as soon as possible. The sick child or staff will isolate from well children and staff until they can be sent home by isolating in a small room. A sick child must be supervised by staff at all times. The staff member caring for the child must wear a mask. The parent of the sick child will be contacted immediately and informed to contact their health care provider. The isolation area will be cleaned and disinfected after the sick individual has gone home. All areas used by the individual who is sick, such as classrooms, bathrooms, and common areas, will be cleaned and disinfected.

Flu. Children with the flu should stay out of school for at least five days after the onset of symptoms. The flu is highly contagious and can spread easily in schools. Keeping children home helps prevent the spread of the virus and protect other students and staff. Staying home allows children to rest and recover, which can shorten the duration of their illness

COVID. The virus that causes COVID-19 can infect people of all ages. COVID-19 is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. COVID-19 can also be spread by touching objects where contaminated droplets have landed. Because of this easy manner of transmission, an infant, child, or young person who is infected with COVID-19 can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. Infected persons with mild or even no symptoms can spread COVID-19.

Vulnerable/high risk groups: It is recommended that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have severe illness. Parents should consult with their health care provider on what is appropriate for their child.

Based on currently available information and clinical expertise, people 65 or older might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it is important that everyone practices healthy hygiene behaviors. Staff aged 65 or older are encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.

Covid-19 Protocol

- People who test positive for COVID-19 should follow CDC guidance for preventing spread of respiratory viruses when sick. People with a respiratory virus should stay away from others until at least 24 hours after both symptoms are improving overall and they have not had a fever without the use of fever-reducing medication. For 5 additional days, people

should consider added precautions such as hygiene, use of masks, physical distancing, and steps for cleaner air.

- SCNS families will be notified of COVID cases within a classroom
 - *Decisions about notifying individuals about exposure to a case or cases should be left to the judgment of the Director*
 - The assessment of the impacted populations, and notification process will be similar to other communicable disease outbreaks in schools, such as flu and strep throat. SCNS staff will work with school and district leadership to share timely and actionable information. The following link is a great resource to use.

<https://www.mass.gov/info-details/staying-home-to-prevent-the-spread-of-respiratory-viruses>

Conjunctivitis. If a child is present in a classroom with symptoms of conjunctivitis; the child will be removed to the Director's office until the parents are notified. The child will be sent home for treatment. The child with conjunctivitis must be treated with an antibiotic to the eyes for a minimum of 24 hours prior to returning to nursery school.

Parents of children in a classroom in which a case of untreated conjunctivitis has occurred will be notified. Parents will be asked to notify the nursery school if their child has been in the classroom with untreated conjunctivitis.

Impetigo. If a child with suspected impetigo is present in the classroom, the child will be removed to the Director's office until the parents can be reached. The child will be sent home. The child with impetigo must be treated with an antibiotic for a minimum of 24 hours prior to returning to nursery school.

Parents of children in a classroom in which a case of impetigo has occurred will be notified. Parents will be asked to notify the nursery school if their child has impetigo.

Diarrhea/Giardia. A child with diarrhea will be removed to the Director's office until the parents can be reached. The child will be sent home. If there is a physician's diagnosis of giardia, the child must have a written letter of approval from the physician before returning to school.

Parents of a child with giardia must notify the nursery school. Parents of children in a classroom in which a case of giardia has occurred will be notified by the nursery school.

Hand Mouth Foot Disease. Hand, foot, and mouth disease (HFM) is a common viral infection that causes painful red blisters in the mouth and throat, and on the hands, feet, and diaper area.

The *coxsackievirus* causes most HFM infections. HFM is contagious and easily spreads through contact with unwashed hands, feces (poop), saliva (spit), mucus from the nose, or fluid from the blisters. Kids under age 7 are most at risk for HFM. Infections are common in childcare centers, preschools, schools, summer camps, and other places where kids are close together.

To prevent the spread of HFM, keep kids home from school and childcare while they have a fever or open blisters on the skin and in the mouth. **Hand washing** is the best protection. Remind everyone in your family to wash their hands well and often, especially after using the toilet or changing a diaper, and before preparing or eating food. Shared surfaces and toys in childcare centers should be cleaned often with a disinfectant because many viruses can live on objects for a few days.

Head Lice. There will be head checks for screening purposes in early fall and after December vacation if there is a reported case. The head checks will be done by classroom educators or the Health Care Consultant. If a child is found to have head lice or nits present, the child will be removed from the classroom to the Director's office until the parents can be reached. The child's hair will be rechecked by the Health Care Consultant after treatment and he/she will be readmitted to the classroom if the hair is free of lice and nits.

There will be weekly head checks in the affected child's classroom for 2 – 3 weeks by teachers or the Health Care Consultant. All dress-up clothes, stuffed animals, pillows, etc. in the classroom will be washed and the rugs will be thoroughly vacuumed following a case of head lice.

Parents of children in a classroom in which a case of head lice has occurred will be notified. The nursery school will distribute information concerning the prevention and treatment of head lice to parents upon request.

Medical Forms. Every child must have a physical exam and the proper immunizations *before* entering Nursery School. For your convenience, SCNS provides a health form to be completed by your doctor, but your doctor's computer form is also acceptable. The form must be in the school office before the first day of school.

Medication at School. All educators must be trained in the program's emergency and evacuation procedures in standard precautions and in medication administration procedures. Each person who administers prescription or non-prescription medication to a child must be trained to verify and to document that the right child receives the proper dosage of the correct medication designated for that particular child and given at the correct time(s), and by the proper method. Each person who administers medication (other than topical medication) must demonstrate competency in the administration of medication before being authorized by the licensee to administer any medication.

1. SCNS will ensure that at least one educator with training in medication administration is present at any and all times when children are in care.
2. Each person who administers any medication, other than oral or topical medications and epinephrine auto-injectors, must be trained by a licensed health care practitioner and must demonstrate annually to the satisfaction of the trainer, competency in the administration of such medications. An alternative method of training approved by the *Massachusetts Department of Public Health (MDPH)* can be substituted with approval from MDPH.
3. SCNS will ensure that each educator, including those educators who do not administer medication, receives training in recognizing generic medication side effects and adverse interactions among various medications, and potential side effects of specific medications being administered in the program.

Medication Administration. SCNS must have a written policy regarding administration of prescription and nonprescription medication. The policy must provide for the administration of medications ordered by a child's health care practitioner. All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent, unless noted in 606 CMR 7.1 1(2) (e) 1. All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging. The educator must not administer any

medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order. Unless otherwise specified in a child's individual health care plan, the educator must store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.

1. Those medications found in United States Drug Enforcement Administration (DEA) Schedules II through V must be kept in a secured and locked place at all times when being accessed by an authorized individual.
2. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38°F and 42°F.

Notwithstanding the provisions of 606CMR7.11 (2) (e), emergency medications such as epinephrine auto-injectors must be immediately available for use as needed. SCNS shall have a written policy on medication disposal. When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such returns shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with policies of SCNS and the Department of Public Health, Drug Control Program.

No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent. Each time medication is administered, the educator must document in the child's record the name of the medication, the dosage, the time and the method of administration, and who administered the medication, except as noted in 606 CMR 7.11(2)(k). The educator must inform the child's parent(s) at the end of each day whenever a topical medication is applied to a diaper rash.

All medications must be administered in accordance with the consent and documentation requirements specified on the next page:

Type of Medication	Written Parental Consent Required	Health Care Practitioner Authorization Required	Logging Required
All prescriptions	Yes	Yes, must be in original container with original label containing the name of the child affixed	Yes, name of child, dosage, date, time, staff signature; missed doses must also be noted along with the reason(s) why the dose was missed
Oral Non-Prescription	Yes, renewed weekly with dosage, times, days and purpose	No in FCC. Yes in Large and Small Group. Must be in original container with original label containing the name of the child affixed	Yes, name of child, dosage, date, time, staff signature; missed doses must also be noted along with the reason(s) why the dose was missed
Unanticipated Non-Prescription for mild symptoms (e.g. acetaminophen, ibuprofen, antihistamines)	Yes, renewed annually	No in FCC. Yes in Large and Small Group. Must be in original container with original label containing the name of the child affixed	Yes, name of child, dosage, date, time, staff signature
Topical, non-Prescription (when applied to open wounds or broken skin)	Yes, renewed annually	No in FCC. Yes in Large and Small Group. Must be in original container with original label containing the name of the child affixed	Yes, name of child, dosage, date, time, staff signature
Topical, non-Prescription (not applied to open)	Yes, renewed annually	No. Items not applied to open wounds or broken skin may be supplied by program with	No for items used solely for prevention, such as sunscreen, insect repellent and chap stick

wounds or broken skin)		notification to parents of such, or parents may send in preferred brands of such items for their own child(ren)'s use	
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If your child requires prescription medication during school hours, there are specific forms in the Director's office that must be signed by a physician and parent before any medication can be administered. Non-prescription medication must also have a physician-signed form in order to be given. Otherwise, no medicine may be given.

Medical Emergencies. Our entire staff is trained in first aid and each staff member renews her certification every other year, as required by the EEC. Also, staff are Infant/Child CPR trained and re-certified every year. In the event of a serious accident when parents are not immediately available, 911 will be telephoned and an ambulance will transport a sick or injured child to Newton-Wellesley Hospital.

Injury Prevention Plan. The Director reviews injury reports annually or sooner if needed, to make sure supervision of children is adequate and play materials/equipment are safe. All unsafe situations discovered in the building and/or on the playground are reported to the Director.

Classrooms do a toy safety check as well as a classroom equipment check to ensure safe conditions in the classroom. All electrical outlets are inspected to ensure protective caps are in all of them. Any broken toys or equipment are removed from the classroom and discarded or repaired immediately.

All medications are locked in proper storage containers either in the Director's office or refrigerator. We have a contract with a pest control company to control to ensure a safe and clean environment.

All toys in each classroom are age appropriate for the children served there. All wet spots or spills on floor surfaces are cleaned up immediately to prevent injury. State ratios of staff to children are always maintained.

Injury Report. Should a child have a minor injury such as a bump or scrape, we will wash ice and apply bandages as appropriate. The educator in charge will complete an Injury Report for parents to sign and one will be placed in the child's folder.

Face Coverings. Face coverings are not required at SCNS. We are a mask-optional environment and emphasize personal choice and responsibility around masking. Face coverings are recommended when returning from COVID-19 infection on days 6-10.

Hand Hygiene. Children clean their hands immediately upon entry to the SCNS. If a sink with soap and water is not available, hand sanitizer with at least 60% alcohol will be provided. *Keep hand sanitizer out of children's reach and supervise use.* Students and staff should wash their hands often with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used instead. Hand sanitizer will continue to be available in all schools and entrances and throughout the buildings.

Individual Health Plan. The SCNS will maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may

be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

(a) The educator may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.

1. Notwithstanding the provisions of 606 CMR 7.11 (I)(b)2., the educator must have successfully completed training, given by the child's health care practitioner, or, with his/her written consent, given by the child's parent or the program's health consultant, that specifically addresses the child's medical condition, medication and other treatment needs.
2. In addition to the requirements for the routine, scheduled administration of medication or treatment set forth in 606 CMR 7.11 (3)(a), any unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition requires that the educator must make a reasonable attempt to contact the parent(s) prior to administering such unanticipated medication or beginning such unanticipated treatment, or, if the parent(s) cannot be reached in advance, as soon as possible after such medication or treatment is given.
3. The educator must document all medication or treatment administration, whether scheduled or unanticipated, in the child's medication and treatment log.
4. The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

Emergency Preparedness/ Evacuation/Emergency Contingency Plan

Emergency Preparedness. In the event of an emergency situation, Second Church Nursery School (SCNS) would close until such time as the Director determined the problem or event had been rectified. Should an event occur during the time that we are in attendance, the building would be evacuated by assembling the children at the primary exit, or, if unable, the secondary exit, with the Lead Educator in the lead. The children would follow the Lead Educator to the designated outdoor area. At our Nursery School, the playground is our designated area.

The other Educator will bring the individual attendance record, cell phone and evacuation bags, which include names, addresses, telephone numbers, and first aid supplies, cups, snacks, water and emergency blankets. If we are unable to return to the building, we will all proceed on foot to the Newton Police Annex Building, 25 Chestnut Street, West Newton, MA (617)-796-2106 where Educators will telephone parents. All Educators will remain with their classes until every child has been dismissed.

Should the event be as such, that we must shelter-in-place or do a lock down, the Director and all the Educators will follow the directions of emergency authorities (fire, police). If no directions from emergency authorities are given; the first-floor classrooms will follow teachers to the safe zones on the lower level and parents will be notified as soon as possible.

SCNS is in a secured section of a public building but cannot be accessed by unknown individuals. SCNS does not go on field trips.

In the event a child is lost, 911 will be immediately used. In the event of evacuation, 911 will be immediately used.

Fire Drills, Shelter in Place and Evacuation Drills. Fire drills are practiced for the whole school every month. Each room has an evacuation policy and diagram posted at each exit. SCNS holds fire drills every month with all the different classes. The Director always documents the date and keeps all pertinent information in the fire log by the wall on side the desk in the Director's office. SCNS will practice lock-down drills, shelter-in-place and evacuation drills during the school year.

Quiet Drills. Quiet drills are practiced in each classroom every other month. Each classroom has a lock-down policy. Doors are locked, lights go off and children practice being quiet.

Evacuation. Should an event occur during the time that we are in attendance, and we have to evacuate the building, we would be leave by assembling the children at the primary exit, or, if unable, the secondary exit, with the Lead Teacher in the lead. Both teachers count the children as they leave the classroom, while as a group, and when they reach the designated location. The children would follow the Lead Teacher to the designated outdoor area. At our Nursery School, the playground is our designated location.

The teacher will bring the individual attendance record, cell phone and evacuation bags, which include names, addresses, telephone numbers of emergency contacts, and first aid supplies and medications, cups, snacks, water and emergency blankets. If we are unable to return to the building, we will all proceed on foot to the Newton Police Annex Building, 25 Chestnut Street, West Newton, MA (617)-796-2106 where Lead Teachers will telephone parents. All teachers will remain with their classes until every child has been dismissed. The Director will contact the fire department, police and/or proper authority after the evacuation as well as EEC. If we are unable use the Police Annex Building, we would go to the main Newton Police Station, 1321 Washington St., West Newton, MA (617)796-2100. *Teachers and the Director and Assistant Director will all have their cell phones on them to use. If there was a major evacuation that included the town, the location is at Newton North High School.

Sheltering in Place. Should the event be such that we must shelter-in-place or do a lock down, the Director and all the teachers will follow the directions of emergency authorities (fire, police). If no directions from emergency authorities are given; the first-floor classrooms will follow teachers to the safe zones on the lower level and parents will be notified as soon as possible.

On the lower level, there is food and bottled water available as well as diapers and wipes. Every evacuation bag has mylar blankets. Teachers will count their children and do some quiet activities and keep children engaged as normally as possible.

If we needed to move to an interior area in case of a tornado, the supply room on the lower level would be our safe location. In case of an electrical, heating or water service problem, the building manager is responsible.

Lock Down. Should the event be such that we do a lock down, the Director and all the teachers will follow the directions of emergency authorities (fire, police). The Director is responsible for calling a lockdown and letting authorities know. Staff will be notified by walkie talkies and/or cell phones. Lead teachers close and lock all classroom doors. Lights are turned off and attendance is taken. Children are counted and group is moved out of sight within the room. The quiet game is played until an announcement is made by the Director for further instructions. The Director will notify parents as soon as possible that a lock down has taken place. If an intruder has entered the building an assessment will be made to decide whether a lockdown or an evacuation should occur.

Loss of Power or Heat. If there is no heat and power outage or loss of water SCNS would call parents and close the school until the situation was rectified.

Missing Child. In the event a child is lost, the Director will be notified. Classroom teachers will recall where the child was seen last if possible. If the group was outside on playground, the Director will go up to the playground while the teachers search the classroom. 911 will be called and parents notified.

THE STAFF

Staff Training/Certification. All staff are EEC certified and attend professional development training sessions each year. They are all first aid and CPR certified.

Parent/Teacher Communications. Parents are encouraged to speak to, or schedule a meeting with, their child's teachers at any time. There are two scheduled parent/teacher conferences each year, one in the fall and the other in the spring, accompanied by a written report.

CHILD GUIDANCE POLICY

We believe that children develop best in a challenging, safe environment with developmentally appropriate expectations. Schedule and routine are a part of our daily program. We find that where children work and play in a happy, relaxed atmosphere, there is little need for teacher intervention. One of our principal aims is to help children learn to get along with others in a group while still encouraging their individuality. We expect children to respect one another as we respect them. If a child's behavior is cause for concern, then the child's parents will be consulted and involved in seeking a solution. Additional resources may be sought, if appropriate.

It is absolutely against the school's policy as well as EEC guidelines to use:

- (a) Spanking or other corporal punishment of children.
- (b) Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks.
- (c) Depriving children of outdoor time, meals, or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence.
- (d) Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet or using any other unusual or excessive practices for toileting.
- (e) Confining a child to a swing, highchair, crib, playpen or any other piece of equipment for an extended period of time in *lieu* of supervision; and
- (f) Excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

GENERAL CLASSROOM OBSERVATIONS

SCNS has many consultants who our program regularly. Their role is to provide information, support, and feedback to the administrators and teaching staff so that we all can continue to grow as educators and help support the growth and development of the children in our care.

When the consultant is in our classroom doing a general observation, they do not interact with any child, nor will a staff member identify a child to the consultant.

Some of the consultants that are part of our educational team include, Riverside Early Intervention and the Newton Early Childhood Program (NECP).

These consultants provide us with an abundance of information and technical assistance as to how we can promote social competence and address challenging behaviors within the early childhood setting. Please sign the attached form if you will allow your child to be observed in the context of a general classroom observation by one of the above-named consultants.

Please note that if we have a concern about a child's development or behavior, we will ask you to sign a separate permission slip that would allow the consultant to observe and interact directly with your child and/or consult with your child's teacher. We might also ask the consultant to meet with you. Information gathered would help us develop specific classroom and /or home strategies and accommodations to implement to support your child, determine whether further assessments need to be conducted by staff, and/or determine whether a referral should be made to access additional educational and/or therapeutic services for your child and/or family.

In the event that we utilize the services of another professional during the year to conduct a classroom observation, written notification would be provided along with a permission slip.

LEGAL NOTICES

Abuse and Neglect. In order to ensure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families, and to cooperate in any investigation of possible neglect or abuse. (Massachusetts General Law chapter 19, section 51A). We do not have discretion in this matter but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members or staff members. We may be subject to criminal penalties if we fail to report such possible harm. Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney as well.

Avoidance/Termination/Suspension Policy. In the event that a parent (or parents) exhibits improper behavior (verbal or physical abuse towards a staff member, such parent(s) will be asked to speak with the Director. The Director will ask the staff members to document any abuses in order for the Director to understand the circumstances. The Director will also speak with the parent(s) and staff members and design a written plan by which both parties can abide (this could be probation for a specific period of time). If this plan does not prove successful and/or the parent(s) behavior has not improved upon return to school after a probationary period, the Director will ask the parent(s) to remove the child from the Nursery School.

Suspension and Termination. SCNS must describe in writing the program's procedures for avoiding the suspension or termination of a child from the program due to challenging behavior. The procedures to avoid suspension and termination must include:

1. Providing an opportunity to meet with parents to discuss options other than suspension or termination.
2. Offering referrals to parents for evaluation, diagnostic or therapeutic services;
3. Pursuing options for supportive services to the program, including consultation and educator training;
4. Developing a plan for behavioral intervention at home and in the program.

SCNS Behavior Policy. Positive behavior is what we strive for at Second Church Nursery School. We as teachers do our best to exemplify positive behavior. The children are commended daily for positive behavior. Please review the behavior expectations listed below. Parents/Guardians are asked to review and the “Behavior Policy Form” in this handbook.

The teachers will explain behavior expectations to all children on the first day of school.

Behavior expectations are as follows – Children must:

- ❖ Have fun!
- ❖ Respect themselves, other children, staff, facility, and supplies/equipment.
- ❖ Follow directions
- ❖ Positive encouragement to self and others.
- ❖ SCNS WILL NOT tolerate aggressive behavior (i.e., hitting, kicking, biting, etc.)

The purpose of this policy is to protect the rights of the teachers and the rights of other children who sometimes become victims of an aggressive child. As a general rule, aggressive behavior does not include running, sitting still, keeping hands to self, etc. in which occasional time-outs may be used.

We hope this policy does not affect anyone, but we must protect the teacher’s rights and the rights of children in our care.

If your child engages in behaviors that are unsafe and/or disruptive which will endanger himself/herself or another child, or interfere with successful completion of the program, the following procedures will be followed. **The Nursery School Board has the right to intervene at any time during this process. As parents, you have the right to request a meeting with the Nursery School Board.**

1. The child will be given an explanation by the teacher of his/her aggressive behavior and will be given a warning that includes further consequences if the behavior continues. If the aggressive behavior continues, the child will be given a time-out and the child will be placed away from the group for at least five minutes. The teacher will inform the child’s parents of the child’s actions upon the arrival of the parent or a phone call.
2. On the second offense, the parent(s) will be contacted about the specific incident at the end of the day or sooner as deemed appropriate by the teacher.
3. On the third offense, the parent(s) will be contacted, and the child must be removed from the preschool immediately for the remainder of the day. At this point, seeking assistance for the child’s behavior is strongly recommended. The teacher can provide information on how to access community resources.
4. On the fourth offense, the parent(s) will be called, and the child must be removed from the preschool immediately for the remainder of the day. The child will be removed until a meeting including the Parent(s), staff, and a board representative(s) to discuss a behavior plan to be implemented.

5. On the fifth offense, the child will not be allowed to return to preschool and his place will be forfeited.

SCNS Biting Policy. Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of all the children at our center is our primary concern. The center's biting policy addresses the actions the staff will take place if a biting incident occurs.

- Toddlers bite other toddlers for many reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

- In the instance of these youngest children, the teachers will try to determine which type of biting scenario has taken place. Then, they will closely monitor the situation, hoping to intercept the next "need to nip" – accompanied by a stern "NO". If the biting becomes a chronic problem, then it may be necessary for the child to be sent home for the day.

- When children are older than 24 months, biting is less common. Language is beginning to become the tool of choice, with "No!" and "Mine!" being used most frequently. These verbal warnings alert the teachers that it may be time to intervene, and redirect the playmates involved in another direction. When an older child bites, the preschool's policy is:

1. **1st offense** – the child who bites will quickly be placed in a helping chair and told with a firm "No...we don't bite people!". He/she is separated from the other children while the teacher comforts the child who has been bitten and attends to cleaning the bite. Staff will stay calm and will not overreact. Then, the teacher will return to the "biter" and speak with the offending child about what has happened. The child is reminded that teeth are for eating food & smiling, not for biting. Both sets of parents will be told of the incident. Appropriate forms will be filled out (Incident Report). Note: If a bite requires medical treatment, a copy of the incident report must be sent to the Department of Early Education and Care within 7 calendar days. Confidentiality of all children involved will be maintained.
2. **2nd offense** – The child's parents will be asked to keep their child at home for the same number of days that the child attends preschool each week and focus on helping the child understand that biting is unacceptable.
3. **3rd offense** - The Nursery School Committee will meet to determine whether the next step will be further time at home, or removal from the program for the remainder of the school year.

Referral Policy. SCNS shall have a written plan describing procedures for referring parents to appropriate social, mental health, educational and medical services, including but not limited to dental check-up, vision or hearing screening for their child, should the program staff feel that an assessment for such additional services would benefit the child. The written plan shall include, but not be limited to the following:

1. staff responsibilities for informing the director of their concern;

2. procedures for observing and recording the child's behavior and reviewing the child's record prior to making a referral;
3. procedures for meeting with parents to notify them of the program's concern;
4. A current list of referral resources in the community for children in need of social, mental health, educational or medical services. This list shall include the contact person for S1. 1972, c. 766 and Early Intervention Program referral;
5. written notice to the appropriate administrator of special education that the licensee is serving a child with a disability, if the child is two years and nine months old or older;
6. Written notice to the administrator of the DPH Early Intervention program if the licensee is serving a child with a disability who is younger than two years and nine months old.

In the event that a 2-, 3-, 4-, or 5-year-old child demonstrates to a classroom teacher a reason for concern, that teacher and her co-teacher will inform the director. The director will review the child's record and observe the child in the classroom setting. The director will document her findings and ask that teachers, director and parents discuss these observations. The director and teachers will help parents to understand and accommodate the child's needs.

The documented observations will be given to parents and if deemed necessary by parents and staff, permission will be asked for by a specialist to visit the classroom. The parent will sign the referral permission and the director and parents will contact the specialist. At SCNS we turn to Kathleen Browning, Director of The Newton Early Childhood Programs for the City of Newton or to those agencies listed on the resource listing.

The specialist sets up a convenient time for observation during classroom time. After the observation, the specialist consults with teachers. He/she then contacts the parents and shares with them the observations and a decision is made on whether further observation is necessary, or another specialist or agency is necessary.

All permissions, documented observations and referrals will be kept by the Director in written form and placed in the child's folder.

Referral Agencies:

CPR/First Aid Services Anne Ferrari-Greenberg 158A Pond Street Ashland, Ma. 01721 (508) 881-5107	The Children's Room (Grief) 1020 Massachusetts Ave Arlington, Ma 02476 781-641-4741 info@childrensroom.org	Kathleen_Browning@newt on.k12.ma.us (617)559-6050
Department of Children & Families Boston, Ma 617-748-2000	McLean Hospital Alcohol and Drug Abuse Treatment 115 Mill Street Belmont, MA 02478 (617) 855-2242 www.mcleanhospital.org	Newton Fire Department 1164 Center Street Newton, Ma. 02459 (617)796-2230
The Federation for Children w/Special Needs www.fcsn.org 617-236-7210	Newton Early Childhood Programs. Kathleen Browning- Director	Newton Health Department 1294 Center Street, Newton Centre, MA 02459 (617) 796-1420
		The Newton Parent Advisory Council (Newton PAC) for Special Education c/o Office for Student

Services

Education Center
100 Walnut Street
Newton, MA 02460
(617) 599-6025
info@newtonpac.org

Newton Police
1321 Washington Street
Newton, Ma. 02465

(617)796-2100

Newton Public Schools
100 Walnut Street
Newton, Ma. 02460
(617) 559-6000

Newton-Wellesley Hospital
2000 Washington Street
Newton, Ma.02462
(617) 243-6000

Poison Control
1-800-682-9211
(617)232-6732

Riverside Early Intervention
255 Highland Ave.
Needham, MA 02494
781-449-1884

Policy Effective September 1, 2025