

Parents & Families,

Our primary goal at Children's Horizons is to provide a developmentally stimulating and caring environment for children to learn and grow. We strongly encourage communication between families and staff at our school.

Children's Horizons prides itself on our low student-teacher ratio which allows for a learning environment that is specific to each child. Our educators are certified members with Early Education and Care (EEC), CPR and First Aid certified, and continually participate in ongoing classes and workshops related to topics in Early Childhood. Children's Horizons is licensed by EEC and are also members of the Nashoba Regional School District Community Partnership.

Children's Horizons provides services in three hour sessions. We do allow for extended day and early drop off services on a fee per use basis. Daily activity schedules are posted in classrooms.

Children's Horizons operates according to the Nashoba Regional School District calendar, with the exception of the first and last days of school.

Parents are provided with health forms and enrollment applications to be filled out by a parent. No child can be enrolled until all paperwork is returned to the school. A copy of an up to date physical exam and immunizations are mandatory to begin school.

Progress reports will be written for each child and given to parents at intervals during the school year. Conferences will be scheduled to review reports. The staff and administration will make themselves available daily for questions, ideas, or concerns.

Sincerely,

Karen Sawisch - Director
& the Staff at Children's Horizons

Children's Horizons Preschool
Bolton & Stow

STATEMENT OF PURPOSE/PHILOSOPHY

Our main goal at Children's Horizons is to provide a much needed service to the community in the education of young children as well as coordinate with local schools in preparation for future learning.

We do not discriminate in providing service to children and their families based on race, sex, religion, cultural background, political beliefs, disability, sexual orientation or marital preference/status. Children's Horizons does not require a child to be toilet trained to attend school. Staff will work with the child and support them in toilet training as advised by the parent(s).

We offer a program that is developmentally appropriate, enabling children with playful learning to share in meaningful experiences with other children and teachers. Activities are designed with the belief that the process in a child's work is always more important than the finished product.

We develop curriculum using elements that promote a positive self image, fostering independence, self awareness and personality. We incorporate all areas of child development such as language arts, math, science, social studies, and the arts through play.

PARENT INVOLVEMENT

Parent Visits:

Children's Horizons has an open door policy and encourages parents and caregivers to visit the school while their child is present.

Parent Chaperones:

Children's Horizons encourages parent helpers on field trips which are taken a couple times per school year.

Reports to Parents:

Your child's educator will provide written progress reports twice yearly. Copies of reports will be placed in child's records.

Parent Conferences:

At least one formal parent/teacher conference will be offered and scheduled yearly.

HOLIDAY POLICY

Children's Horizons observes the holiday schedule of the Nashoba Regional School District and will be closed for the following holidays:

- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Patriot's Day
- Memorial Day

SNOW POLICY

Children's Horizons observes the following snow policy:

- Closed all snow days announced by the Nashoba Regional School District
- We will begin our day at regular time (9:00 am) for an announced one hour delay
- Delayed opening in the District of more than one hour will result in a school closing for our center.
- School closings will be announced on most major news networks listed under NASHOBA REGIONAL SCHOOLS
- We do reserve the right to close if we feel it is necessary due to unsafe conditions.

BEHAVIOR MANAGEMENT

Children's Horizons uses positive reinforcement to curb undesirable behaviors in the classroom. Our educators use techniques to redirect undesirable behavior such as:

- Offering alternative choices
- Allowing opportunities for children to verbalize feelings
- Giving explanations of class rules/expectations to children

Corporal punishment shall NOT be used as a means of discipline. No child shall ever be subject to humiliation or physical or verbal abuse in any way. Children's Horizons staff will use redirection as a means of correcting a behavior. However, in the event a child does require time to sit out of an activity, the "time out" will not exceed one minute per age of the child. Equipment will not be used as a means of supervision of a child at any time.

SUSPENSION AND TERMINATION

Suspension - A child may be sent home with parent for the day if he or she is having an extremely difficult day.

Termination - A child may be terminated from the program if:

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- His/her repeated actions (three or more) may cause physical harm to a child or educator. Prior to termination, parents must be notified and conferenced. Written documentation must be given to the parent when the final decision is made to terminate child from the program. A referral for services will be provided for support in amending behaviors.
- It is evident that he/she is receiving no benefit from the program, i.e. the child is unhappy or inappropriately placed. The same procedure as above applies.
- There is a one month lapse of tuition payment.

REFERRAL SERVICES AND TERMINATION

In some cases, educators may feel it necessary to refer parents to social or mental health, educational or medical services for their child. The following procedures will be followed:

- Educator will first inform Director of concern regarding the development or behavior of the child.
- Director will do an initial observation and description of behavior(s) will be recorded.
- If concerns are supported by observations, a parent conference will be arranged.
- Referral for screening will be made with parent consent. A written statement indicating reason for referral will be provided by the school.

Prior to termination, teachers and parents will work to correct the situation to the best of their ability, i.e. positive reinforcement actions/ behavior modification models. Frequent contact with parent(s) or caregivers will be provided by staff as a means of working with parents to provide a consistent behavior modification model to follow at both school and home. Staff will, when possible, provide outside referral services for parents and caregivers to seek out.

PROCEDURE FOR SUSPECTED ABUSE OR NEGLECT

All licensed administrators and staff are mandated reporters. Mandated reporters must file reports if they have reasonable cause to believe that:

- A child is suffering physical or emotional injury resulting from abuse inflicted on them, including sexual abuse.
- A child is suffering from malnutrition.

“Reasonable cause” means that after examining all the facts in a particular situation, most people with similar training and experience would also suspect abuse.

The following steps will be taken:

- Occurrence is documented and dated.
- Director is reported to immediately.
- Director will confer with parent with the mandated reporter present.
- A call will be placed to Department of Children and Families (DCF) to file a 51A.
- Written report will be sent to DCF within 48 hours following the call. The report will contain the following:
 1. Mandated reporters name
 2. Name and address of the child
 3. Child’s age and gender

4. Nature and extent of injuries, abuse or neglect
5. Circumstances under which mandated reporter became aware of child's neglect or abuse
6. Action taken to treat or assist

PROCEDURE FOR ALLEGATIONS OF ABUSE OR NEGLECT MADE AGAINST STAFF MEMBER

If a staff member is accused of abuse or neglect the following steps will be taken:

- The staff member will immediately be removed from their duty and will meet with Director. Director will report the allegation to DCF. Based on that agency's determination, the Director will take action to:
 1. File 51A
 2. Notify Early Education and Care (EEC)
 3. Remove staff member from contact with children or work. No salary will be given during the time of investigation
 4. Following thorough investigation and based on findings, a determination will be made by Director to terminate.
 5. Staff will be able to return to work when EEC permits them to.

TOILETING

Prior to snack time, children will be accompanied to the bathroom. Children are permitted the use of bathroom at any time during the day while accompanied by a teacher. Children who wet or soil themselves shall be treated respectfully. Staff will assist children with removal of soiled clothes and provide and help dress with clean clothes provided by parents as back up clothing.

Children and staff shall wash hands with soap and warm running water.

DIAPERING

Children that soil diapers are changed on a papered surface. Disposable gloves are used by staff. Soiled diapers are bagged and placed in diaper bin marked in bathroom. Paper surface is thrown away and mat is sprayed with disinfectant. Staff is required to wash hands promptly after.

TRANSPORTATION

Children's Horizons does NOT provide transportation to or from school.

Children brought to school by parents, caregivers or in car pools must be accompanied to classroom and reported to child's teacher. No child is permitted to enter or leave the building unaccompanied. Parents and caregivers may not leave children or siblings alone in car or parking lot while in building.

FIELD TRIP TRANSPORTATION

Parents and caregivers will provide transportation to and from field trips.

PROCEDURES FOR EMERGENCY SITUATIONS

In the case of fire, natural disaster, or other situation such as chemical spills, bomb threats, etc., the building will be evacuated immediately by following the evacuation plan. After all children and staff are accounted for at designated meeting place, the Director along with staff, will walk children to the Local Public Broadcast building two doors away (Bolton), the Randall Public Library two doors away (Stow). School files will be carried by Director and

parents will be notified. Periodic fire and emergency drills are held throughout the school year to prepare children for evacuation.

In the case of a power outage, such as heat, light, water pump, etc., determination will be made after a call is made to utility company. If it is deemed that the school must close due to an outage, parents will be notified and children can be picked up.

Health Care Policy

EMERGENCY PHONE NUMBERS

HealthCare Consultant - Donna Linstrom.....(978) 461-4131
Ambulance/Emergency.....911
Bolton Police Department.....(978) 779-2251
Bolton Fire Department.....(978) 779-2227
Stow Police Department.....(978) 897-4545
Stow Fire Department.....(978) 897-4537
Poison Control.....1-800-682-9211

HOSPITALS UTILIZED FOR EMERGENCIES

Emerson Hospital.....(978) 369-1400
Rt. 2 Concord, MA

Marlborough Hospital.....(978) 485-1121
Union St., Marlborough, MA

DESIGNATED ADULT FOR CONTACT

Karen Sawisch.....(978) 793-2208

LOCATION OF REQUIRED POSTINGS

Allergy Postings - Director will make educators aware of any allergies a child may have. Postings of all allergies will be placed in classrooms for educators. It is the responsibility of the parent to notify and document all allergies on the Developmental History Form. Any time a new allergy develops, it is the responsibility of the parent to notify the school in written form with signature.

EMERGENCY/EVACUATION PROCEDURES

Procedures are posted by the exits in each classroom.

HEALTH CARE POLICY

A copy of the policy can be found in Director's office file.

FIRST AID KIT

First Aid Kit can be located in supply closet on right (Stow) or on file cabinet in office (Bolton)

CENTER BASED ILLNESS OR INJURY

- Mild injuries (scratches, bumps, cuts) will be administered first aid by either Director or staff certified in First Aid
- An accident report will be filled out by child's educator. A copy will be given to parent and a copy will be placed in child's record, and incident will be logged.
- For severe injuries (requiring emergency treatment) 911 will be called.
 1. Director will immediately notify child's parents. If parents are unable to be reached, emergency contacts listed on Authorization and Consent Form will be called.
 2. Director will accompany the injured child to the hospital.
 3. Parent(s) or emergency contact will need to meet the ambulance at the hospital.
 4. An accident report will be filled out by the child's educator.
 5. Director will notify EEC if child has an injury that results in emergency treatment.

FIELD TRIP INJURIES

All educators are required to take a list of emergency numbers for children in their class on every field trip. Additional parents are often required to accompany the children on trips.

- Mild injuries (scratches, bumps, cuts) will be administered first aid by either Director or staff certified in First Aid. First aid kit will be taken on all field trips.
- An accident report will be filled out by child's educator. A copy will be given to parent and a copy will be placed in child's record, and incident will be logged.
- If an illness occurs during field trip, child's parent will be notified to pick child up. If parent can't be reached, emergency contact numbers for child will be called.
- For severe injuries during a field trip (requiring emergency treatment) 911 will be called.
 1. Director will immediately notify child's parents. If parents are unable to be reached, emergency contacts listed on Authorization and Consent Form will be called.
 2. Director will accompany injured child to hospital.
 3. Parent(s) or emergency contact will need to meet the ambulance at the hospital.

PLAN FOR THE CARE OF THE MILDLY ILL

If a child becomes ill while at school, the child will rest on a mat provided by the school in Director's office or separate room, accompanied by a staff member. Parents must arrange to pick up ill child as soon as possible.

Our sick policy is as follows and child must stay home or be sent home if the following occurs:

- A child has an oral temperature of 100.4 or higher (child must be fever free for no less than 24 hours before coming back to school)
- A child has diarrhea (child must be diarrhea free for no less than 24 hours before coming back to school)
- A child that is vomiting

PLAN FOR DISPENSING MEDICATION: PRESCRIPTION OR NON-PRESCRIPTION

If a child requires a prescription drug while at school the state requires:

- Written and signed statement from the child's physician noting the specific dosage. The signed statement is valid for one year from date signed
- Written and signed parental consent
- Medication must be in original container with child's name and dosage

If a child requires a non-prescription drug while at school the state requires:

- Written and signed statement from child's physician noting specific Dosage. The signed statement is valid for one year from date signed.
- Written and signed parental consent
- Medication must be in original container from manufacturer

Topical non-prescription medications such as sunscreen, petroleum jelly, etc., may be administered to a child only with written parental authorization.

ILLNESSES IN WHICH CHILDREN SHOULD REMAIN HOME ARE:

- INFECTIOUS DIARRHEA - Child must be kept home if the diarrhea is accompanied by fever or vomiting, or if stools are bloody. Child may return when they are diarrhea free for 24 hours.
- HEPATITIS A - Staff or children who are jaundiced should remain home as well as those exposed to them for last two weeks. Child may return one week after the illness starts if the illness is gone. Parents and Board of Health will be notified.
- STREP - If a strep culture is positive, the child must be treated with prescribed medication for 24 hours before returning to school. Medication should be taken for entire prescribed time to prevent reoccurrence.
- CHICKENPOX - Child can return one week after rash appears and blisters have crusted over.
- MEASLES - Child must remain home for at least four days from onset of rash
- CONJUNCTIVITIS - Child should be on prescribed medication for at least one full day before returning to school.
- RUBELLA - Child may return five days after onset of rash.
- SALMONELLA - Child may return after a negative test result.

- HEAD LICE - Child with head lice should be treated and free of nits and eggs before returning to school.
- PINWORM - Exclusion is NOT necessary, however, parents and caregivers should treat infection with proper medication.

INFECTION CONTROL

Staff will ensure that children and staff wash hands regularly with soap and running water. Individual paper towels will be supplied to dry hands.

To ensure safety of staff members, disposable gloves are provided to clean up spills, vomit, blood, or other bodily fluids. Area of spill will be properly disinfected.

Thank you for sharing your children
with us! We strive to make your
family preschool experience one that
is memorable!

-Children's Horizons