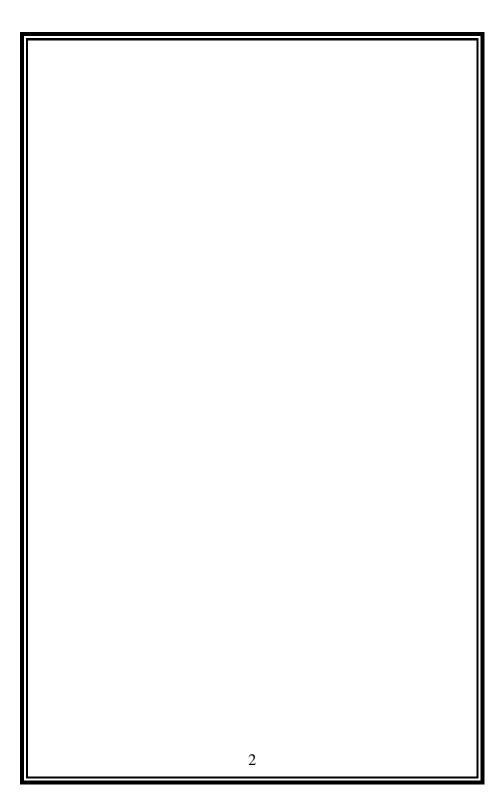


ICS HANDBOOK





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Welcome to Island Children's School!

Island Children's School was established as an Island preschool over 40 years ago. While the philosophy and mission remain the same, the school has moved and expanded its facility to its present location in West Tisbury.

This handbook is designed to help acquaint you with the policies and procedures of the school, and in some cases with state requirements.

Island Children's School is proud to continue its high quality program through multiple generations. Thank you for choosing ICS—we look forward to sharing your child's journey through preschool.

OUR MISSION AND PHILOSOPHY

At Island Children's School, we see children as a whole being. Therefore we provide opportunities to develop their social, emotional, physical, and cognitive awareness.

Our curriculum is created and implemented within studentcentered imaginative play. Carefully designed environments and richly constructed activities allow students to explore the world, build relationships, and make decisions that will guide them to love learning.

We also strive to connect our small community to the larger Island community so that we may make a positive impact on the lives of children and families of Martha's Vineyard.

The skills and awareness nurtured here at ICS will foster positive transitions toward future academic success.

Island Children's School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, and the families we work with.

SPECIAL FEATURES

We place a special emphasis on social skills and language development.

We actively work with social relationships, communicating with each other, building community, and understanding the diversity in our classrooms and in our world.

Creativity is integrated into everyday activities.

Whether we are making chalk designs on our sidewalks, planting spring peas in our garden, or are outside forming rivers in the summer sand, we are always engaging our creative minds. Options are continually varied and intriguing at our many classroom art centers allowing children to choose from many open art shelves for self-expression. We also host a wide variety of special guests who share music, drumming, yoga, and creative movement in our classrooms.

We stress our relationship with the natural world around us.

Ecology and the environment are important components of our curriculum and day-to-day activities. Our school participates in the Island Grown Schools farm to school program with a weekly visit from one of their educators. We plant, harvest, and care for our garden beds as well as craft healthy foods and explore "Harvest of the month through fields trips and hands on activities. We explore our Island home through nature/animal themes with specific units such as ice/water and plants. We take field trips that tie our themes together. The children recycle, and garden as part of their school day.

We encourage a commercial-free school environment.

We ask that children and families choose clothing, toys, lunch boxes, and other materials that are free of commercial products or images. We have found, and research supports, that child's play and pretending are hindered by exposure to prevalent media images. We actively seek out more traditional themes and ideas from the children themselves that we can transform into curriculum.

We encourage healthy eating habits.

We ask that children bring to school healthy snacks and lunches without sugary treats or drinks, or highly processed foods. At snack and lunchtime, we sit down together at tables, use cloth napkins, and practice our social skills and good table manners.

SCHOOL STRUCTURE

Island Children's School is a family and community based, 501 c3 nonprofit preschool serving children ages 2.9 to 5 years.

Island Children's School has a Board of Directors, which also supervises and performs periodic evaluations of the Director, determines parent satisfaction with the program, ensures adherence to the school's philosophy and mission, and maintains the school's short and long-term financial viability.

The ICS program is run by a Director, who is certified in early childhood education and care. The Director determines school policies, oversees the school staff; ensures smooth day-to-day operation of the school; upholds adherence to state requirements; maintains a regular presence in the classrooms, both to supervise and provide ongoing evaluations of the Lead and Assistant Teachers, and to get to know the children in the program; and acts as liaison between children, caregivers, teachers, and the Board of Directors.

ICS has two classrooms. The Preschool One classroom focuses on children from 2.9-4 years of age. The Preschool Two classroom focuses on the older child who is preparing for kindergarten Each may have either a qualified Lead Teacher and an Assistant Teacher, or two Lead Teachers. Depending on need, another Assistant Teacher may be added. The role of the Lead Teacher is to establish and maintain a flexible classroom program to meet the needs of individual children and the class as a whole; to communicate that program with families through daily communication and formal conferences; to assist children in relating school experiences to their home and community life; and to maintain a functional and appropriate classroom space with learning areas that reflect the ICS philosophy and support children's continuing growth and development. The Assistant Teacher collaborates with and assists the Lead Teacher as necessary.

Island Children's School provides services to children and their families of any race, religion, national origin, cultural heritage, political belief, marital status, sexual orientation, or disability. ICS does not discriminate based on the status of a child's toilet training.

The Massachusetts Department of Early Education and Care (EEC) is the licensing authority for Island Children's School. families may contact the EEC for information regarding the Preschool's regulatory compliance history. Their contact information is as follows:

Department of Early Education and Care Taunton Southeast and Cape Office 1 Washington Street, Suite 20 Taunton, MA 02780+ 3960

Telephone: 508.828.5025 Fax: 508.828.5235

Website: www.mass.gov/eec

SCHOOL HOURS AND DAYS

Preschool full-day sessions:

8:30 am to 3:00 pm, Monday through Friday

Preschool half-day sessions:

8:30 am to 12:30 pm, Monday through Friday

Preschool I: offers two - five day options

Preschool II: Three-Five half-days are required

Preschool extended morning sessions:

7:30 am to 8:30 am, Monday through Friday

Preschool extended afternoon sessions:

3:00 pm to 4:00 pm, Monday through Friday.

The first week of school are half-days for all children to allow children to become comfortable gradually with the classroom, daily routine, and other children. The school calendar closely follows that of the Martha's Vineyard Public Schools, including in-service (teacher training) days and holidays.

HOLIDAYS

ICS follows the Martha's Vineyard Public Schools holiday schedule. Refer to the ICS school calendar at www.islandchildren.org if you have any questions.

SUMMER SESSSION

A summer program will be offered based on demand and staffing. Information about the upcoming summer program will be available in April.

ENROLLMENT PROCEDURE

Island Children's School is open to children age 2 years, 9 months (referred to as 2.9) through age 5 (pre-kindergarten). Generally, Preschool I is comprised of children age 2.9 through 4, and Preschool II, of children age 4 through 5 (when beginning the Preschool II program).

Families are encouraged to call the Director to set up an appointment to visit the school with their children at any time of the year. During this visit, the staff familiarizes visitors with our school environment and gives verbal and written information pertaining to our school's philosophy, goals, services, enrollment procedures, nondiscrimination policy, fee schedules, parental rights, and referral services. Prior to enrollment, families are encouraged to meet with the Director to discuss the child's developmental history and share any other therapeutic, educational, social, and support services the child may be receiving. Caregivers will also be asked about their child and family's interests and needs. Caregivers can pre-register their children for the fall. By April 1, we offer slots in our program to interested families and ask them to respond with registration forms and a deposit. In order to save a child's spot, caregivers must do two things: 1) Give the school a completed registration form, and 2) Pay a \$500 deposit (which includes a \$100 non-refundable administration fee) or \$400 deposit for returning students.

When admitting children to our program, the order of priority is as follows: 1) Those presently enrolled in school; 2) siblings of alumni who have expressed interest one year prior to entrance by putting their names on the wait list; 3) children on the wait list whose caregivers have attended a visitation; 4) other families who have attended a visitation; and 5) other families on the wait list. A balanced boy/girl ratio and age can be factors in the decision.

CLASSROOM VISITS

Each September before school begins, families have the opportunity to visit their child's classroom and enjoy a short 15-20 minute visit. This gives children a chance to meet their teachers in their classroom, see the space, explore, and ask questions. Getting the chance to see the space before school starts helps the children to feel more comfortable on their first day! Everyone will be contacted during the last week of August to set up a convenient time for the week beginning Labor Day.

TUITION PAYMENTS

A \$500 deposit must be paid and a deposit contract signed in order to hold a child's space for September enrollment. \$100 of this deposit is a non-refundable administration fee. The year's tuition minus the \$500 deposit is billed in ten monthly installments. Payments are due the first of each month from September 1 through June 1. A quarterly billing is also available. A tuition schedule that lists costs per session is available at the school office.

Tuition is paid in advance of the school days attended. This is in accordance with the Tuition Payment Schedule that is signed as a part of the Parent Contract.

A late charge of \$25 is applied to all payments received after the 7th of the month. Any payments due after the 14th of the month may suspend your child from the program until a payment is received (see *Suspension and Termination*). An individual payment plan meeting both the needs of the school and families may be negotiated with the Director.

A separate plan will be worked out for those who enroll after August 1.

The summer program is enrolled and billed separately.

Island Children's School understands and respects that there are families with caregivers/guardians who do not reside together and financial responsibilities are shared between the households. In order to facilitate our billing needs, each family is to name one parent responsible for the tuition bill. It is that parent's responsibility to make timely payments.

Checks are payable to Island Children's School or ICS and can be placed in the tuition box outside of the office door or mailed to PO Box 1630, West Tisbury, MA 02575.

Credit cards of MasterCard, Visa, American Express and Discover are accepted. Please see the Director to make a credit card payment. We also accept payment through VENMO to @IslandChildrens-School

Island Children's School makes every attempt to keep tuition costs affordable. Annual increases in tuition occur to adequately finance the program. These increases are determined in April for the recurring year. The increase begins at the start of summer programming.

TUITION ASSISTANCE

Eligible families are encouraged to apply for funding from outside sources. Two sources are:

- Child Care Network of Cape Cod and the Islands, 508-778-9470
- Bailey Boyd Associates, 508-430-4499.

These programs are based on criteria as income and residential address.

SCHEDULES

Caregivers enroll their children in a set schedule of their choice, including extended care hours, based on program availability. Families are required to pay for all hours and days enrolled regardless of their child's attendance. A child's formally contracted days cannot be changed unless a formal

Schedule Change form is completed with the approval of the Director. Each family is allowed to make one change to their child's schedule after the start of the school year without charge. Any additional changes will be charged a \$25 administration fee.

Occasionally family needs require extended care. Families may request in writing that their child arrive or stay at a time they are not contracted for. The approval of this is entirely at the discretion of the Director. Drop-in rates are as follows:

Half-day: \$45.50 Full day: \$62.00 Early dropoff: \$19.25 Late pickup: \$19.25 Afternoon: \$26.25

REFUND AND WITHDRAWAL POLICY

If, for any reason, a parent withdraws a child after making an initial deposit or first payment, the refund policy is as follows:

- \$300 will be retained by ICS to cover the administrative costs of enrolling your child.
- If your child has attended any school days, a prorated tuition charge will be retained based on the days attended.
- 3. ICS maintains a current waiting list and will make every effort to fill your child's space. An additional 30 days of tuition beyond your child's last contracted school day will be charged unless another student is immediately available.
- 4. After August 1st the deposit is non-refundable

Island Children's School is a non-profit organization that bases the financial budget on contracted student enrollment.

EDUCATIONAL GOALS FOR THE WHOLE CHILD

Children, of course, are the central focus of Island Children's School and concern for the whole child is paramount—their social, emotional, cognitive, and physical selves. ICS strives

to create an inclusive, peaceful, commercial-free atmosphere. Teachers model positive behaviors for children, such as openness, sincerity, and friendship. By utilizing positive language, supporting respectful relationships, and practicing inclusion, ICS helps children build positive self-images and foster friendly and meaningful relationships.

The child-centered approach to learning allows each child to develop his or her own interests at their own pace with frequent encouragement and direction from teachers. Teachers observe children as they meet challenges and grow and develop throughout the year, and they prepare activities and the classroom environment to meet the needs of individuals and the group as this process occurs.

Children are naturally curious and imaginative. Free play, a central tenet of the school and a well-documented way for children to learn best, is promoted and encouraged. ICS teachers make learning exciting by offering a wide variety of activities to encourage these qualities and engage children. Activities include a wide variety of music, arts and crafts, dramatic play, nature exploration, and physical movement. Through ICS offerings, we aim to expand children's horizons and nurture their individual skills.

THE FAMILY CONNECTION

Families are an essential part of Island Children's School. Participation and involvement in both their children's education and the school is central to the school's philosophy—and crucial for the success of their children and the school.

ICS encourages caregivers to be intimately connected with their children's developmental process and progress through daily contact and ongoing dialogue with teachers; reading of newsletters and other school communication; participation in regular conferences; and attendance at various child- and family-centered learning opportunities.

By attending field trips and joining in classroom activities, families can see firsthand how their children learn, interact, progress, and are an important part of the school's community and of each other's lives. Families are encouraged to share their skills and talents with children in learning opportunities in the classroom.

ICS values and requires that families participate in fundraising events held throughout the year. Fundraising helps control child care costs for families contributes to capital improvements, such as playground equipment and building enhancements; augments the yearly budget for teachers and activities; and assists in giving scholarships. Current fundraising includes our ice cream booth at the Martha's Vineyard Agricultural Fair and other fundraisers throughout the year. These fundraising activities also allow the community of Island Children's School—children, families, staff, and board—to show their connection to the larger Island community.

Families are also asked for a 4-hour work commitment in the spring, in which general cleanup, organization, and other school beautification projects take place.

CHILDREN WITH SPECIAL NEEDS

Children with special needs are regularly included in our preschool classrooms with accommodations required by their individual education plans. If ICS is not able to satisfactorily meet the needs of a family or student within the safety limitations of the staff and currently enrolled students, as determined by the teachers, Director, and BOD, ICS will do its best to refer the student and family to an appropriate preschool setting. We believe that all children can and should be included in preschool programs and that everyone benefits from this diversity.

Outside Consultations And Referrals

Each child's maximum development and success is paramount at Island Children's School. The teachers and Director are in constant communication about children in both classrooms, and teachers may ask the Director to observe and offer suggestions to assist them in supporting children's individual growth and development. Such information will be

documented and shared with caregivers; the child's record will be reviewed, and program adaptations may be made.

If, after such consultation and program adaptation, the teachers and Director feel an outside consultation is warranted, the teachers and Director will meet in conference form with caregivers to discuss their concerns and request permission to begin the child study process. With family approval, the Director will contact the Martha's Vineyard Public Schools to schedule an observation by the Early Childhood Coordinator. Teachers and Director will continue to share information and meet with both the EC Coordinator and the family as the process evolves. Referral resources may include social, educational, medical, and mental health services, as well as dental check-up and vision or hearing screening.

BEHAVIOR MANAGEMENT

We encourage children to learn from challenges and develop a sense of resiliency with the desire to grow. We also encourage positive discipline through the following stages:

- Acknowledge the child's feelings and redirect
- Conflict resolution, using the following:
 - Approach calmly
 - Acknowledge feelings
 - Gather information
 - o Restate the problem
 - Ask for ideas and solutions and choose one together
- Give follow-up support
- Teach by example
- Logical consequences
- Build self-concept by separating actions from self
- Respect the child's boundaries and needs
- Prepare for challenges in advance

Learning to express emotions verbally and honestly is a normal part of childhood. At ICS, staff will encourage children to "use their words" to express their feelings. Overall behavior guidance maximizes growth and development, protects the group and individuals within set reasonable and positive expectations, offers choices, provides opportunity to verbalize feelings, and encourages self-control through understanding. When appropriate, children participate in their own behavior plans and creation of classroom rules.

Children are encouraged to verbalize their feelings and to release their energy in an acceptable manner that avoids hurting others and/or their materials. Aggressive physical behavior is never acceptable; teachers help children express themselves in acceptable ways. Children are also encouraged to help repair or mend any items that are damaged due to their physical behavior. If physical behaviors are taken against another peer or teacher, staff will also guide that child through the process of verbally checking on the individual to help to correct the situation and emotional state of the individual.

As stated in Massachusetts State Licensing Regulations, we comply with the following:

- Corporal punishment shall not be used, including spanking
- No child shall be subject to cruel or severe punishment, such as humiliation, physical or verbal abuse, neglect or abusive treatment
- No child shall be denied food at snack or lunch time as a form of punishment
- No child shall be force-fed at meals
- No child shall be disciplined for soiling, wetting or not using the toilet, and no child shall be forced to remain in soiled clothing or to stay on the toilet. No other unusual or excessive practices for toileting shall be used.

Unacceptable Behavior Challenges

It is ICS's ultimate goal to support children and families. All families will require attention, and deserve love and respect. Some children and families will require more of our attention and support, which neither increases nor diminishes their value. This commitment requires us to have a degree of tolerance with children who exhibit unacceptable behavior challenges, while being mindful of the safety and needs of the entire student body. Such behavior includes, but is not limited to, kicking, throwing or damaging school property, hitting, spitting, and disrespectful language or actions. While we do occasionally ask a family to seek a more appropriate environment for their child, we will make every effort to find a solution that enables the child to stay at ICS. Every situation is different and we address all physical behavioral challenges on a case-by-case basis.

Behavior Plans

Behavior plans are written to help support families and educators when a child is continually presenting challenging behaviors in the classroom. Behavior plans are written after teachers have gathered documentation describing negative, physical, and unsafe behaviors in the classroom for a period of two weeks. A behavior plan will have expectations that will need support and follow through by the educators, caregivers, specialists, and Director. An example of an expectation that would be in a behavior plan is that families may need to contact their pediatrician or contact the public school to seek a referral for additional support and evaluations for their child. Educators and families keep an open line of communication daily about a child's behaviors. Behavioral plans are reviewed monthly to review progress or make modifications.

Aggressive Acts

ICS is clear with the children all along that biting, hitting, and kicking other people is not acceptable at any age. However, we understand that developmentally, these behaviors do occur occasionally and children may need to be taught that they are inappropriate.

In order to make it very clear to the preschooler that these aggressive acts are unacceptable, we proceed in the following manner:

- Have a discussion with the child that biting, hitting, and/or kicking people is unsafe. It hurts, and it cannot happen again. Teachers explain that there are other ways the child can express his/her feelings when they are angry.
- Let the caregivers know the situation and work out a plan together. If the child bites, hits, or kicks again, he/she will go home for the day, and is welcome back the following day. We will work with each situation on a case-by-case basis.
- The teachers will carefully plan the child's return, so that it will be positive and frustrations will be kept to a minimum. The teachers will be strategically placed to ensure a successful day.

This plan is not used as punishment, but in a supportive way to send a clear message that it is "Not OK" to bite, hit, or kick.

SUSPENSION AND TERMINATION

Island Children's School reserves the right to suspend or terminate any student:

- 1. Whose caregiver(s) fail to make tuition payments according to their individual payment schedule. Families who fall more than TWO WEEKS behind must meet with the Director to renegotiate their contract. If a new contract cannot be negotiated or if the new payment schedule is not fulfilled, the student may be terminated immediately for nonpayment.
- 2. Whose behavior jeopardizes the safety and well being of fellow classmates and/or staff; and/or a student who is considered an ongoing detriment to the welfare of the school environment.

For behavior issues only, ICS will make reasonable efforts to work with the family in question and will endeavor to keep the child attending school while resolution is sought (see "Behavior Plans" above). When reasonably possible, a 14-day notice of suspension or termination will be made in writing stating the reasons for action.

ICS reserves the right to immediately suspend and/or terminate a student if, in ICS's sole discretion, it determines that 1) The student's presence creates a serious threat to the safety and/or well-being of the student, his or her fellow classmates and/or staff; or 2) The student's presence created a severe detriment to the school environment.

ICS will make efforts, as circumstances permit and at the family's request, to assist in the smooth transition of any student who is leaving the program.

CHILD ABUSE AND NEGLECT

Every teacher is a mandated reporter under M.G.L. c. 119, 51A and must make a report to the Department of Children and Families (DCF) whenever he/she has reasonable cause to believe a child in the program is suffering from serious physical or emotional injury resulting from abuse inflicted upon the child, including but not limited to sexual abuse, or

from neglect, including but not limited to malnutrition, no matter where the abuse or neglect may have occurred and by whom it was inflicted. The following procedure will be followed:

- A teacher who suspects abuse or neglect must document her observations including the child's name, date, time, child's injuries, child's behavior and any other pertinent information. The teacher will discuss this information with the Director. The Director will then alert the ICS Board of Directors of the situation.
- The Director or the teacher with the assistance of the Director will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours.
- If a teacher feels that an incident should be reported to DCF and the Director disagrees, the teacher may report to DCF directly.
- All concerns of suspected abuse or neglect that are reported to DSS will be communicated to the caregivers by the Director unless such a report is contra-indicated.

Any form of abuse or neglect of children while in care is strictly prohibited.

- The Director and all teachers must operate the program in ways that protect the children from abuse or neglect.
- Teachers are responsible for abuse or neglect if:
 - The teacher admits to causing the abuse or neglect, or
 - The teacher is convicted of abuse or neglect in a criminal proceeding, or
 - The Department of Early Care and Education determines, based upon its own investigation or an investigation conducted by the Department of Children and Families subsequent to a report filed under M.G.L. c. 119, 51A and 51B, that there is reasonable cause to believe that the teacher or any other person caused the abuse or neglect while the children were in care.
- The Director will notify the Department of Early Education and Care and ICS Board of Directors immediately after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the program or during a program-related activity.

- The Director will notify the Department of Early
 Education and Care and the ICS Board of Directors
 immediately upon learning that a report has been filed
 naming a teacher or person regularly on the Preschool
 premises an alleged perpetrator of abuse or neglect of any
 child.
- The Director will ensure that any teacher accused of the abuse or neglect of a child in a report to the Department of Children and Families, filed pursuant to M.G.L. c. 119, 51A does not work directly with children until the Department of Children and Families investigation is completed and for such further time as the Department of Early Education and Care requires.
- The Director and teacher(s) will cooperate fully with all DCF investigations.

HOME/SCHOOL COMMUNICATION

Families are partners with the school in the important job of educating our children. Communication between home and school is vital. Your participation and interest is necessary to ensure the success of your child's education.

Children should bring a tote bag or back pack to school each day. It will be used to transport papers and important messages from school to home and from home to school. Please inform the teachers of any significant changes or events at home that may effect your child's day at school, i.e., a new sibling, an injury, the death of a pet, etc.

Classroom newsletters go home on a regular basis. They contain news about your child's time at school, as well as important dates and school information. We welcome your suggestions and solicit your support.

Caregiver/Classroom Visitation

Caregivers are encouraged to spend time in our classrooms. You are welcome to visit the program unannounced any time that your child is present. Please feel free to share a story or puzzle or art activity with your child before leaving for the day or upon returning. We would like to note that for some children, a quick goodbye at the gate is more helpful for

friends that can have a harder time transitioning from home to school. We will certainly honor that for families that need it or find it easier. Just let your child's teacher know you would prefer a gate morning drop off. If you wish to spend a longer time in our classrooms, please alert teachers. We welcome your help on driving and supervising field trips and excursions out into nature and our community for our mutual enjoyment and overall safety! You are encouraged to share special talents in art, carpentry, music, cooking, etc. with us in our classrooms...even slide shows from special travels and/or moments! At times, our special projects and/or snacks require adult helpers as well.

Classroom Bulletin Boards

Classroom bulletin boards are located outside the Preschool classroom doors. Here you will find updates on special day-to-day happenings, field trip sign up lists /information, as well as special guests or special projects. Also on bulletin boards you will find current class lists, parent-teacher conference sign-ups and information, fundraising notices, and other information that may be of interest to families such as workshops and community activities.

The big bulletin board in the entry is a place for general children's displays, early childhood info, trainings, and updates. EEC state licensing info can also be found in the front hallway.

Caregiver-Teacher Conferences

Conferences are a time for caregivers and teachers to positively share info about your child's adjustment to school as well as their overall development. All conferences will be held at school. Please be sure to let teachers know if there is anything in particular, you'd like us to observe so we can give you feedback at conference time. It is important that you make other arrangements for your children during your conference as it is best for families and teachers to share comments and concerns in private.

There will be two conferences with caregivers and teachers scheduled during the year, usually Nov./Dec. and March/April.

These will be announced in a monthly newsletter and sign-up sheets will be posted on the bulletin board by each classroom door.

Feel free to call for a conference anytime you feel the need to discuss your child's progress. It is very helpful to both families and teachers to keep an ongoing dialogue with each other, both formally and informally. Talk to the teachers, they know and care about your child. Please feel free to contact the Director at any time with any concerns or suggestions.

ARRIVAL AND DEPARTURE

PLEASE BE PROMPT!

Routines are very important to a child's life as they help to set the tone and the rhythm for the day. Punctual arrival and departure are important routines that structure the child's day at school and serve as a transition from home to school and back to home again. Please arrive at 8:30. For some children, arriving early or late is difficult and makes it harder to become involved in the day's activities, so your prompt arrival is appreciated. Prompt pickup is also required at 12:30 PM, 3:00 PM and 4:00 PM.

If your child is to come to or go home from school with someone other than you (their caregiver), please be sure that person's name and phone number is on the Child Release Form in your child's file. If your child is to go home with another family, please send a note along or call. Please write, sign and date a note for any changes that may be a one-time occurrence. Each classroom maintains a daily log for these kinds of changes—please ask one of the classroom teachers.

Early Arrival

Caregivers are responsible for supervising their child before and after school hours.

There are books and activities available in the foyer area for you and your child to look at while you wait for school to begin. We invite you to read and enjoy them while on our premises.

Please close the gates to the playground when you enter or exit to help ensure child safety and to keep the dogs off of our playground.

Late Pick Up Policy

As noted above, ICS requires that children be picked up promptly at scheduled times. Teachers need the times in between classes and at the end of the day to clean up, to have a lunch break, and to set up for the next day. This time allows us to create and present a quality program. If you know you are running late, please call the school ASAP.

ICS charges a late pickup fee of \$5 for every five minutes that the child remains after school is over. Late pickup charges are billed on monthly tuition statements. To ensure you are not charged a late fee, please arrive a few minutes early so that your child is picked up promptly **by** the 12:30, 3:00, or 4:00 times.

Halcyon Road Rules

- Drive down the middle, rather than the edges, to help preserve the life of the road.
- If two cars are on the road, please use the two PAVED turnouts.
- Please do not exceed 10 MPH.

Thank you for your cooperation in abiding by the road association's rules.

TRANSPORTATION

ICS does not provide transportation to or from school. Children are transported to school by car either by their caregivers, relatives, babysitter, friends and/or carpools. In order to ensure everyone's safety please adhere to the Halcyon Way guidelines outlined above. Families should park in the parking lot and escort their child into the classroom. Whoever drives the child to school is responsible for their care until the classroom door is opened to mark the beginning of school.

For field trips requiring transportation, all drivers need to have a valid state license and the vehicle registered and inspected according to laws of the state. Teachers will communicate any information that may assist the driver in transporting a child including, but not limited to, any medical or behavioral problems.

Every child under 5 years and under 40 lbs. must be in a car seat (convertible or forward-facing) and every child under 5 years and over 41 lbs. must be in a belt positioning booster seat. Only one child per seat belt shall be seated for transport on field trips. All drivers, teachers and children need to be properly secured by seat belts and/or in car seats or booster seats if applicable to state standards.

It is each parent's responsibility to ensure that all car restraints meet approved guidelines and safety standards before sending to school. All children must be seated when the vehicle is in operation. Any sharp, heavy or potentially dangerous objects shall be securely restrained when transporting children. It is imperative that each family provide a car seat and/or booster seat for their child on our field trip days. Otherwise, the whole class will not be able to go on the trip or the child will need to return home.

In the event of a medical emergency that requires hospitalization, the child will be transported to the Martha's Vineyard Hospital by ambulance. If the child's caregiver have not yet arrived, the Director will accompany the child to the hospital.

ILLNESSES AND ABSENCES

A child will be excluded from care if s/he exhibits any of the following symptoms:

- A temperature over 100 degrees.
- Persistent diarrhea (watery or greenish bowel movements that look different and are much more frequent than usual). If your child's diarrhea has been identified by a doctor to be caused by food allergies a note is required for re-admittance.

- Conjunctivitis. Symptoms include eye redness, burning and/or drainage.
- Vomiting.
- Lice, nits (eggs and egg cases).
- Impetigo. This starts as a very small blister that contains yellowish fluid or white pus and is surrounded by reddened skin. The blister is easily broken and leaves a small raw spot. It commonly occurs on the face or other exposed areas and proceeds to a cluster of pimples
- Other contagious diseases such as chicken pox, roseola or unidentified rash, bronchitis or step throat. Please report any contagious illnesses diagnosed within your household to ICS.
- If a child seems sick, with or without obvious symptoms. The child may exhibit paleness, irritability, fatigue or an inability to participate in school activities.

A child may return when (if unsure, please ask!):

- Fever-free for 24 hours
- Diarrhea stools not present for 24 hours
- No vomiting for 24 hours
- For illnesses requiring antibiotics, 24 hours after the first dose
- Lice or nit-free
- The last chicken-pox has crusted over

PLEASE KEEP YOUR CHILD HOME UNTIL THE DOCTOR HAS VERIFIED THAT SHE/HE IS NO LONGER CONTAGIOUS DUE TO A COLD (RUNNING NOSE AND EYES), EARACHE, FEVER, COUGH, STOMACH ACHE OR OTHER ILLNESS. If you are uncertain of your child's health in the morning, please keep your child home. In a group setting it is especially important for you to recognize when your child has an impending or ongoing illness. This not only minimizes the opportunity for illnesses to spread, it also lets you do all you can do to foster the healing process. Many diseases are highly contagious during the prodromal phase, this is the time when you begin to feel "yucky" and say "I think I might be coming down with something", before all the symptoms show themselves fully. Current medical practices offer us a variety of options for dealing with an illness. While we all have differing ideas about how to help the body heal an illness, we do know that rest is important. Children are often

eager to return to school after an illness, but may not yet have the stamina to return to the rigors of the classroom. They should therefore be given every opportunity to fully recover. It would be helpful to the classroom routine if you could call the school before 8:30 if your child will be absent. If your child is out of school for a prolonged period of time due to illness, please notify the school when they will be returning. Children will be checked upon re-admittance to school and monitored for the symptoms that excluded them. At the Director's discretion, a doctor's note or phone call may be necessary to ensure that a child is healthy enough to return.

We will be happy to maintain children at school who are participating in the regular daily classroom routine. However, if your child develops infectious symptoms or seems to be unable to participate fully we will call for a parent/emergency contact to pick-up. The child will be allowed to rest safely and comfortably with appropriate first aid until a parent/emergency contact arrives.

SCHOOL CANCELLATIONS

ICS follows the public schools in cancellations, delayed openings, and/or early dismissals due to weather conditions or other emergencies. See below for notification information; Remind App and School Facebook page.

Delayed Opening, Early Dismissal or Cancelation

If weather forecasts indicate clearing during the morning, we may have a delayed opening. School will then begin one or two hours later than usual. If weather does not improve by 8:00 a.m., school may then be cancelled. If the MVYPS cancel, delay or dismiss early then ICS will do the same. Notice of the public school delay, cancellation or early dismissal will be posted on their website and on the local paper websites. An announcement will be made on ICS' Facebook page as well as send a message on the Remind App.

Please note that snow days are not refundable.

EMERGENCY SITUATIONS

Missing Children

In the event of a missing child, a teacher will alert the Director and 911 will immediately be contacted. The Director will then attempt to contact the child's family. If the child's caregivers cannot be reached, the person(s) designated on the child's **First Aid and Emergency Medical Care Consent Forms** will be contacted.

Emergency Evacuation Plan

The following procedure will be followed in the case of fire, natural disaster, loss of power, heat or hot water or other emergency situation necessitating evacuation of the building:

- **Emergency Evacuation Plans** will be posted at all exits.
- During an emergency evacuation lead teachers/assistants will obtain the attendance sheets and lead children out of the building. The Director will assist in the evacuation and check for stragglers.
- If a child with a physical disability is enrolled, a teacher will be designated in advance to assist the child in evacuating quickly and safely.
- The Director will make a visual inspection of the classrooms and obtain the children's First Aid and Emergency Consent Forms and the travel First Aid Kit.
- The Director will contact 911 using the school's cellular phone. In the event that service is not available, the phone at the West Tisbury School will be used.
- The children will be lead to the West Tisbury School.
 The lead teachers will take attendance and ensure that all children are accounted for.
- In the case of a power outage, loss of heat or hot water the Director will immediately call the appropriate repair services. If the loss continues beyond a one-hour time span the school will be closed until repairs can be made.
- If closure of the school is necessary, families will be contacted and asked to pick up their children immediately.
- The Director will notify the EEC of any evacuations/closures within 24 hours.
- The Director will conduct emergency evacuation drills monthly at different times of the program day, under

- varied weather conditions and using different evacuation routes.
- The Director will maintain documentation of the date, time and effectiveness of each drill in the Emergency Evacuation Log. This documentation will be maintained for 5 years.

Lockdown Procedure

There are two main lockdown situations:

- 1.) Lockdown with warning: The threat is outside the school building.
- 2.) Lockdown with intruder: The threat or intruder is inside the school building.

Lockdown with warning:

- Building Administrator announces "lockdown with warning" loudly and several times, ensuring every staff hears it.
- Children outside on the playground, the teachers will gather them with attendance and walk them on the path through the woods to the West Tisbury Public School where they will shelter in place.
- Students inside the building who are able to evacuate, will exit through the rear classroom doors to the back basement. Teachers will secure students inside with the door locked.
- Students inside the building who are unable to evacuate will gather in the center of the room away from all windows. In Preschool 2 the children will be taken into the classroom bathroom; in Preschool 1 the children will be taken into the back hallway between the two classrooms.
- All windows will be secured and the shades drawn. Lights turned off.
- All exterior doors will be locked.
- A sign stating "Lockdown" will be taped to front door.
- Once the threat has subsided, the administrator will announce "All Clear". Do not respond to

anyone at the door until this announcement has been issued.

Lockdown with intruder:

- Building administrator will announce the secret word that alerts staff to a lockdown with intruder, loudly and several times, ensuring every staff hears it.
- Children outside on the playground, the teachers will gather them with attendance and walk them on the path through the woods to the West Tisbury Public School where they will shelter in place.
- Students inside the building will be evacuated through rear classroom doors, the teacher will lock the door and students will be led down the to the West Tisbury school and shelter in place
- If unable to evacuate, teachers will gather students in the back hallway between the classrooms, locking the doors on the hallway side. Students will keep out of sight, sitting on the floor and away from all windows and doors. Staff will turn off the lights. Students will then be guided out the back entrance down the path in the woods to the West Tisbury school to shelter in place.
- No exterior doors will be locked.
- The building administrator will pull the fire alarms to alert the Police and Fire station of emergency.
- Staff will not respond to fire activation system or anyone at the door until "All Clear" is announced by building administrator.

OUR SCHOOL DAY

Commercial Free Policy

At ICS, we strive to ensure a peaceful, creative, and environmentally conscious program. We require that all play weapons remain at home. We also prefer you to choose noncommercial printed clothing and lunchboxes for school. Thank you in advance for your cooperation!

Snack

Snack is a fun time for children, as well as a necessary nutritional uplift in midmorning. **Snacks should be healthy and nutritious: we encourage choices that will keep kids fueled throughout their morning, with a nice variety.**

Lunch

Lunch is a special coming together time for a peaceful sharing of friendship as well as needed nutritional energy uplift each day, that is why, at ICS we are a low sugar school. We ask that all food/drink products with an excessive amount of refined sugar and/or chocolate please stay at home. Be sure to send enough juice, milk or water in your child's lunch box for each day. Re-closable drink containers are preferred as juice boxes spill into the lunch box or have to be labeled with child's name and covered with plastic wrap to save for a later time in the day. Preschoolers should be sure to pack 2 healthy choices for snack each day for morning such as raisins, fruits, cheese, etc. Please send along cloth napkin.

LUNCH BOXES: Please remember to choose a noncommercial lunch box and thermos as per our noncommercial requirements. There are many good, insulated choices on the market. Thermos, Igloo, Arctic Zone, LL Bean and Lands End all make great lunch boxes without commercial advertising.

Please feel free to ask for any further clarifications or to borrow our children's healthy recipe books.

Gum/Candy

There is no chewing gum or candy in school. Because young children are so active, chewing gum can be dangerous.

Birthday Celebrations And Invitations

If you would like to prepare a special snack in honor of your child's birthday please speak with a teacher to discuss ideas and any dietary restrictions in the classroom prior to doing so. If you are having a birthday party at home or elsewhere you may pass out invitations at our school <u>ONLY</u> if you are inviting the whole class. Otherwise, we ask that you call or mail invitations to the selected families; otherwise, there may be hurt feelings.

CLOTHING

Children should wear comfortable, washable clothing as they feel freer to work and explore in their special environment at school. Sneakers, work shoes, and similar footwear help a child explore his/her world more safely (unlike clogs). We encourage children to gain independence in their ability to dress and undress themselves; therefore, we suggest that children wear clothing and shoes that can be easily fastened and unfastened. We ask that a pair of indoor shoes or slippers that can be easily changed into be left in the child's cubby for indoor wear.

Please take note that shoes or slippers must be worn at all times to ensure safety.

Rain and Snow Wear

Each season brings its own qualities and with these qualities, special clothing requirements. Most days, the children will be outside enjoying the wonders and special qualities of each season; therefore it's important that proper clothing is available for the child, including rain and snow wear. We participate in outdoor play at 22 degrees and above, and in order for a child to be on the playground from 22-33 degrees, your child will be required to wear some type of snow pant, a zipped coat, a hat, and mittens or will not be allowed to go outside.

Sun/Warm Weather Wear

If your child needs sunscreen, caregivers should apply it before school begins. Extra sunscreen can be stored in child's cubby. If necessary, a sun hat is recommended.

Change of Clothing

Please have your child bring in an extra set of clothing to leave behind in his/her cubby in a <u>LABELED</u> bag at all times, to help alleviate a possible uncomfortable or embarrassing time. Remember accidents do happen and children feel most

comfortable and secure in clothes of their own! Each child should have on hand: 2 underwear, 2 socks, T-shirt, warm shirt and pants, sweater, mittens and a pair of slippers—please change these seasonally.

ICS Extra Clothes

We have a limited supply of extra clothes on hand for emergencies. If your child does borrow some ICS clothes, it is imperative that you send them back clean ASAP. Also, we'd be happy to accept clothes that your child has outgrown to keep our resources stocked—particularly underwear, socks, pants, shorts, jackets or coats in good condition.

TOILET TRAINING

Toilet training is not a prerequisite for attendance at ICS (although the summer before school starts is a great time to work on this process!). We will follow a plan with you if your child arrives still mastering this skill. Please let teachers know about your child's toileting needs and habits. Also, please be sure to have a change of clothes for your child, including socks, in her/his cubby.

TOYS FROM HOME

Children love to bring and share their special toys from home as this is one way a child can fulfill their need to connect home life and school. Yet difficulties often arise between children in the process of sharing and at times, special things end up lost or broken. Therefore we schedule show-and-tell days with interesting themes for the children to bring something special in from home to share on their day.

In accordance with ICS policy,-all show-and-tell items must be non-commercial.

CUBBIES

Children's cubbies are their special spaces to keep their daily belongings and to feel cozy in. Here you'll find their artwork up high in their cubby and their labeled bag of extra clothes down low. Also, for families, teachers will put newsletters, fundraising info, tuition statements, etc. up high taped to their cubbies, so please be sure to check them frequently. Please limit items from home to what will fit in a small backpack. Our cubbies are shared!

ITEMS FOR REST TIME

Each child will need to bring in a nap bag at the beginning of the year. All items for rest time, including blankets, pillows, and small non-commercial stuffed animals must fit into the bag. Each Friday the bag is to be taken home for all items to be laundered, and it should be brought back in on Monday. Please label ALL items brought in for rest time.

FAMILY DAYS

Each year a number of family days will be planned to allow the ICS families to participate and share in their child's environment, discovering their interests, favorite activities and friends. We try to give at least one week's notice. If you cannot attend a day event, please let us know so that a teacher can spend extra time with your child during the event.

FIELD TRIPS

Once the school year is underway, ICS frequently goes on field trips in the good weather, especially in the fall and spring. We try to post a field trip notice up on each classroom's bulletin board (to the left of each classroom door) one week in advance. Properly insured teachers as well as caregivers of enrolled children help to safely transport us there and back again in their cars. Please see the **Transportation Plan** for details. Teachers bring along a copy of each child's **First Aid and Emergency Medical Care Consent** forms as well as a travel first-aid kit.

Parental help with supervision is essential to help ensure a fun, safe experience out in our community. Please be sure to dress your child appropriately for each field trip, apply sunscreen if desired and check your child for ticks after school. Thanks for your understanding!

PLAYGROUND POLICY

During school hours, our playground is primarily for the enjoyment of the enrolled students in our school. If siblings or friends come along to pick up or drop off, we invite them also to enjoy our play area as long as it does not interfere with the play of the enrolled students and they are not too big for our outdoor equipment.

We require that all families follow and enforce our playground policy rules and monitor their own children on our playground. This is to ensure continuity, comfort ability, and safety for all children! This lessens confusion about limits. If we all follow the same rules on school grounds, there will be more harmony. Thank you for respecting and enforcing our request!

Island Children's School is not liable for any child not enrolled in our program or not currently under our staff supervision.

HEALTH POLICIES AND INJURY PREVENTION

While we take precautions to prevent accidents, they are a normal part of growth and development of your child. If a child is injured or becomes ill while at ICS, our first priority is to meet the child's physical needs. If necessary, an emergency care routine is followed, the caregivers are informed and, if necessary, the child is taken to the hospital. An Injury/Illness Report Form is completed by the supervising teacher, reviewed by the Director, and signed by the primary caregiver for any illness/injury that occurs at school. In the unlikely event of a serious injury or accident, the Director will meet with the family one-on-one to provide them with information on the nature of the accident and the actions we are taking to prevent the accident in the future.

FIRST AID KITS

A comprehensive first aid kit is maintained in each classroom. We require each staff member to be certified in Infant and Child CPR as well as first aid. First aid kits are monitored closely to ensure that all items are kept up to date and in plentiful supply. First aid kits are placed in locations

convenient to every staff member and are present outside during recess.

- Every morning the teacher(s) will assess the safety of the classroom environment as well as the outdoor playground and remove any potential hazards.
- The teachers will maintain an indoor/outdoor safety checklist. When repairs are necessary, the Director will be alerted. The Director will then inform the maintenance chairperson of needed repairs. The maintenance chairperson will delegate tasks to the maintenance committee members. Any hazards that may cause injury will be removed or repaired immediately.
- Liquids, foods and appliances that are or become hot enough to burn a child will be kept out of reach of the children.
- The use of any substance that may impair a teacher's alertness, judgment or ability to care for children during preschool hours is prohibited.
- Drinking alcoholic beverages and smoking on preschool grounds during preschool hours is prohibited.
- The Director will ensure that the following are easily and readily available at all times and accompany the children anytime they leave the facility in the care of staff:
 - A first aid kit
 - Current family contact information
 - Information about allergies and known medical conditions
 - Emergency or life-saving medications, such as asthma inhalers and epinephrine auto-injectors, for any children for whom they have been prescribed
 - Telephone numbers for emergency services
 - Authorization for emergency care for each child
- The Director will maintain adequate first aid supplies, including, but not limited to: adhesive tape, Band-Aids, gauze pads, gauze roller bandage, disposable non-latex gloves, instant cold-pack, scissors, tweezers, thermometer, and CPR mouth guard.
- The Director will maintain a record of any unusual or serious incidents, including but not limited to behavioral incidents, injuries, property destruction or emergencies.
 These reports will be reviewed on a monthly basis, or as necessary.

- Teachers will check children's clothing to ensure that it is free from strings, laces or jewelry that could become entangled or wedged in playground equipment and present a strangulation hazard.
- Teachers will protect children against cold, heat and sun injury.

SMOKING AND TOBACCO POLICY

ICS maintains a "no smoking and tobacco" policy as outlined by the U.S. Department of Health and Human Services and the Massachusetts Department of Public Health. This is stated as such: "smoking shall be prohibited in workplaces, work spaces, common work areas, classrooms, conference and meeting rooms, offices, ..., hallways, ..., employee lounges, staircases, restrooms, or in a school...or in any public transportation conveyance". Smoking and use of tobacco shall be prohibited on school related field trips and during transportation to and from the field trip.

INSURANCE

School insurance is included in the tuition cost. This school group policy insures medical coverage on any injury received at the school or a school field trip. School insurance only covers children during the hours of the session in which they are enrolled. School insurance serves as a secondary insurance to your primary health coverage.

MEDICATIONS

If your child is recovering from an illness and taking medication check with your physician as to when the child can return to school. All medication must be administered at home for half-day students. In an unusual situation an exception may be made upon discussion with the Director. Teachers may only legally administer prescription AND/OR non-prescription medications (i.e. antibiotics, aspirin, cough syrup or drops, homeopathic remedies, etc.) with a written physician's permission.

Primary caregivers must bring an **Authorization for Medication** form from the school (one copy is in your parent folder) to the physician for permission to administer prescription/non-prescription medication (antibiotics, aspirin, cough syrup or cough drops, homeopathic remedies, etc.).

THIS IS AN EEC STATE REGULATION.

Medications to be administered at school MUST BE HANDED to the teacher in the original container with the original labels affixed. Teachers 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's or pharmacist's order.

Teachers will not administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.

Please do not leave medication in your child's lunch box or backpack! This is important for the safety of all.

Teachers will administer medications in accordance with the consent and documentation requirements outlined by the EEC 7.11(2)(1)1-5. These requirements are as follows:

PRESCRIPTION MEDICATION:

- Caregivers will fill out the Authorization for Medication form and a copy will be maintained in the child's record.
- Health Care practitioner authorization is required.
- Administration must be logged and include name of child, dosage, date, time, method of administration and staff signature. Missed doses must be noted along with reason(s) why the dose was missed.

ORAL NON-PRESCRIPTION MEDICATION

- Caregivers will fill out the Authorization for Medication and a copy will be maintained in the child's record. This form will be renewed weekly with dosage, times and purpose.
- Health care practitioner authorization is required.

 Administration must be logged and include name of child, dosage, date, time, and staff signature. Missed doses must be noted along with the reason(s) why the dose was missed.

<u>UNANTICIPATED NON-PRESCRIPTION FOR MILD</u> <u>SYMPTOMS (e.g., acetaminophen, ibuprofen, antihistamines)</u>

- Caregivers will fill out the Authorization for Medication form and a copy will be maintained in the child's record. This form will be renewed annually.
- Health care practitioner authorization is required.
- Administration must be logged including name of child, dosage, date, time and staff signature.

TOPICAL NON-PRESCRIPTION (when applied to open wounds or broken skin)

- Caregivers will fill out the Authorization for Medication form and a copy will be maintained in the child's record. This form will be renewed annually.
- Health care practitioner authorization is required.
- Administration must be logged including name of child, dosage, date, time and staff signature.

NONPRESCRIPTION TOPICAL MEDICATIONS (not applied to open wounds or broken skin)

- Caregivers will fill out the Authorization for Medication form and a copy will be maintained in the child's record. This form will be renewed annually.
- Administration of this category does not require health care practitioner authorization nor does its administration need to be logged.

INDIVIDUAL HEALTH CARE PLANS

An **Individual Health Care Plan** will be maintained for every child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan will 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.

- Teachers will 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.
 - All teachers will successfully complete 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.
 - O In the event of any unanticipated administration of medication or unanticipated treatment for a non-life- threatening condition teachers will 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.
 - All medication or treatment administration, whether scheduled or unanticipated, will be documented in the child's medication and treatment log.
 - 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 reviewed annually for administration of medication and/or treatment to continue.
- During intake, families will be asked to record any known allergies on the face sheet. The face sheet will be updated yearly.
 - All allergies or other important medical information will be posted, respecting confidentiality, on the outside of the snack cabinet. The allergies list will be updated as necessary. For example, when new children enroll or when an unknown allergy becomes known.
 - All teachers and substitutes will be kept well informed by the Director so that children can be protected from exposure to foods, chemicals or other materials to which they are allergic.
 - The names and photographs of children with allergies that may be life threatening (such as bee

stings) will be kept in an easily accessible notebook with specific instructions to follow if an occurrence were to happen. The Director will ensure that all teachers are trained to handle emergency allergic reactions.

- The Director will ensure that all appropriate measures will be taken to ensure that the health requirements of children with disabilities are met.
 - The Director will participate in IEP and Team meetings and consult individually with the child's health care practitioner(s) and therapists as needed.

HEALTH REGULATIONS

Your child must have a complete physical exam annually. The completed health form should be given to the teachers at the home visit. Teachers will notify you of any observed changes in your child's health or eating habits. Please share any changes you may note at home with teachers.

Due to the dangers of lead poisoning, the EEC mandates that enrolled children over the age of 9 months have a lead test once by their physician or an appropriate clinic before enrollment.

IMMUNIZATIONS REQUIRED TO ATTEND SCHOOL

Preschool:

- 3 doses of Hep B
- 4 doses of DTap/DTP
- 3 doses of Polio
- 1-4 doses of Hib (determined by vaccine product and age the series began)
- 1 dose of MMR
- 1 dose of Varicella (if no history of Chickenpox)

If it is against your religious beliefs, a signed exemption statement is required.

* * *

We are excited to welcome your family to Island Children's School! Should you have any questions, please feel free to contact the Director, teachers, or a board member.

NOTES