

B.L.O.C.K.S

Building Learning Opportunities for Children's Kindergarten Success

Family Handbook

2018-2019

Welcome – Bienvenidos - Bem Vindos

Juniper Hill School

29 Upper Joclyn Avenue
Framingham, MA 01701

(508) 788-2380

Fax (508) 872-1354

Nurse (508) 788-2381

Nurse Fax (508) 788-9534

Absentee Line (508) 788-2380

Transportation (508) 626-9179

Special Education Office (508) 626-9123

Framingham High School

115 A Street
Framingham, MA 01701

Adrienne Paul (508) 782-7003

School Website: www.framingham.K12.ma.us/blocks

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School Hours

Juniper Hill School

Young Preschool Class 9:00 a.m.-12:00 p.m.

A.M. Session 8:15-10:55 a.m.

P.M. Session 11:35 a.m. -2:15 p.m.

Full Day 8:15 a.m.-2:15 p.m.

Extended Day-Monday-Friday

7:00-8:15 a.m.

2:15-4:00 pm or 2:15-5:30 p.m.

Framingham High School

Full Day 9:15 a.m.-3:15 p.m.

Extended Day-Monday-Friday

6:45-9:15 a.m.

School Calendar

The Framingham Public School calendar is set each year by the Framingham School Committee and is found on the district's website and sent home with your child at the beginning of the school year. We encourage you to go to the individual school calendars which can be found on the district website, <http://framingham.k12.ma.us>. The calendar includes pre-approved school closures. It is important that parents mark their calendars with all dates and times when school is not in session to ensure appropriate child care during these times.

School Closure

B.L.O.C.K.S will be closed when the Framingham Public Schools are closed. If school closes early, parents/guardians will be notified. If it is necessary to cancel school due to inclement weather, "No School" calls and emails will be made with our Connect Ed system.

Cancellations will also be posted on:

www.framingham.K12.ma.us and www.framingham.com

B.L.O.C.K.S Philosophy

The BLOCKS Preschool Program follows the Massachusetts State Standards for Preschool. Our state standards allow for a range of children's developmental levels to be met for children aged 3-5. Typically, young children grow and learn at different rates in different social-emotional and content areas. An individual child may do very well in one curricular area but may still need practice in

another. Young children are inconsistent in their growth and performance in both socio-emotional and cognitive developmental areas.

BLOCKS Preschool provides children exposure and practice using the preschool standards. We extend those skills when an individual child demonstrates a need to practice more or the interest to learn more. Even though some children may demonstrate more sophisticated skills in literacy or math, the expectation is not to duplicate the kindergarten curriculum but to enhance the preschool opportunities. The classroom centers allow those individual children to extend their learning when the child is motivated to do so.

Our Preschool promotes a flexible atmosphere that considers children individually and as members of a group. Our program provides a variety of resources that address children's particular interests, needs, and levels of development.

Learning through play, development of self-concept, the growth of language and respect for others will be fostered in order to maximize future school success. The ultimate goal of this program is to instill in children a curiosity about their world and a hunger to learn.

B.L.O.C.K.S. Mission

- to develop children's understanding and use of language
- to teach children the skills to explore, question and investigate
- to develop early readiness and pre-academic skills
- to foster children's self-esteem
- to encourage children to work positively and effectively with others
- to support the parents' role as a child's first teacher at home

What makes B.L.O.C.K.S unique?

- Multi-aged classrooms that offer continuity for children and families
- Second language instruction offered in Spanish
- A diverse school community representing many cultural, social, ethnic and linguistic backgrounds.
- Home-school partnerships involving the parents and community volunteers in support of school instruction, early literacy, fund-raising and many other activities
- Business and Institutional partnerships
- Collaboration with Early Childhood programs and agencies within our community and state

- Before and after school programs
- Creative Arts programs and enrichment programs throughout the school year
- Family Fun and Literacy nights and activities
- Bus transportation for our special education students

B.L.O.C.K.S Goals

Goal 1: To enhance children's language/early literacy through enrichment programs for students and families

Goal 2: To monitor children's progress in pre-academic/readiness areas through the use of varied assessments

Goal 3: To foster social, emotional development through Positive Behavior Support Program-Pyramid Model

B.L.O.C.K.S. SCHOOL CALENDAR – SUBJECT TO CHANGE

2018-2019

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Thursday, August 30 and Friday, August 31	Parent and child orientation in classrooms	
Tuesday, September 4	First Day of Preschool	
Wednesday, September 5	BLOCKS PTO Meeting	7:30-9:00 p.m.
Wednesday, October 3	Apple Orchard Field Trip	
Monday-Wednesday, October 29-31	School Pictures at Juniper Hill and FHS	
Wednesday, October 17	BLOCKS PTO Meeting	7:30-9:00 p.m.
Wednesday, October 24	Enrolled Student Open House	
	-a.m. and p.m. session and FHS full day	5:00-5:30 p.m.
	- Juniper Hill full day session	6:00-6:30 p.m.
Wednesday, November 28	BLOCKS PTO Meeting	7:30-9:00p.m.
Monday, December 3	Application process for returning students for 2019-2020 begins	
Thursday, December 6	New/Interested Families and Applicants	10:00-11:00 a.m. 6:30-7:30 p.m.
	Application process for new students for 2019-2020 begins	
Wednesday, January 16	BLOCKS PTO Meeting	7:30-9:00p.m.
Friday, January 25	Family Night	6:00-7:00 p.m.
Monday-Friday, February 18-22	Vacation Week Care	
Wednesday, March 20	BLOCKS Social and PTO Meeting	7:30-9:00p.m.
March & April	After-School Enrichment Courses	
Monday-Friday, April 15-19	Vacation Week Care	
Wednesday, April 24	BLOCKS PTO Meeting	7:30-9:00p.m.
Monday-Friday, May 6-10	Teacher Appreciation Week	
Thursday, May 9	Staff Appreciation Luncheon	
Wednesday, May 15	BLOCKS PTO Meeting	7:30-9:00p.m.
Monday, June 3	Incoming Kindergarteners visit their new assigned schools	

B.L.O.C.K.S. Preschool Staff

B.L.O.C.K.S. Preschool Staff have education, training, experience and multiple certifications in areas related to young children and their educational and developmental needs. Staff access opportunities for professional development such as conferences, workshops, college courses, FPS extension courses, visits to other programs, etc.

B.L.O.C.K.S. Program Models

B.L.O.C.K.S. Preschool focuses on developing students' language skills and their ability to communicate through a variety of modalities. At the preschool level, all students gain proficiency in early literacy, speaking/communicating and listening through a comprehensive Language Arts curriculum. They develop critical thinking, investigation and problem-solving skills through the study of mathematics, science, social studies and technology. Creative expression is encouraged through music, art, drama and physical movement all integrated into their daily curricular instruction

B.L.O.C.K.S. Preschool offers a Spanish Immersion Program. Our focus at this level is to immerse children in the Spanish language through curriculum and content-based instruction.

In addition, B.L.O.C.K.S. preschool provides a variety of programs to meet the needs of our youngest special needs students. Children in our special education classes are provided services through different models, which include:

1. Inclusion classrooms – half day classrooms where children on an IEP are grouped with non-IEP peers.
2. Substantially Separate classrooms, which provide small intensive groupings and low student/staff ratio in both half day and full day programs. These students are included in all school activities.
3. Therapy only students can attend as a typically developing peer. Children attending B.L.O.C.K.S. can be provided therapies as part of their school day as stipulated by their Individual Educational Plan.

The B.L.O.C.K.S. Goals are focused on providing our children with the skills that are essential for living and learning in diverse world. Students, staff, parents and volunteers work together to promote opportunities for using these skills in a

variety of contexts. Basic to our plan is the provision of sufficient challenge and support so that every child will achieve educational success.

Curriculum Overview

B.L.O.C.K.S. Preschool follows the Preschool Standards from the Massachusetts Curriculum Frameworks. In addition to the CORE curriculum that provides an instructional framework for learning, we also incorporate the “arts” into our student’s program.

ART

As part of every B.L.O.C.K.S. classroom children are provided an opportunity for children to enjoy creative art experiences while learning to work with many different media. Although smocks are provided to protect clothing, parents should dress children in comfortable play clothes to allow for full participation.

MUSIC

Many experiences are provided to encourage our children to develop musical skills that can be enjoyed throughout life. Classroom staff incorporate singing, listening, creative movement, dancing, varied instruments, rhythms and tunes to foster these skills in all our children.

PHYSICAL EDUCATION/GYM TIME

Gross motor opportunities are essential for children to experience as part of their school day. Movement is important to the physical and emotional growth of each child. A variety of activities are presented to children at all levels to support their gross motor development.

SPANISH IMMERSION PROGRAM

A Spanish Immersion Program is offered at the B.L.O.C.K.S. Preschool. Two full day classes immerse children in Spanish by teaching the Spanish language through content area instruction based on the MA curriculum preschool standards. English and Spanish-dominant children learn together and gain an understanding of each other’s language and culture. Participation in the B.L.O.C.K.S. Spanish Immersion Classes does not guarantee a kindergarten seat in the Barbieri Two-Way School unless the family has a sibling preference.

TECHNOLOGY

B.L.O.C.K.S. Preschool uses technological devices in each classroom for staff and student use when appropriate. Technology is utilized to support/enhance the

curriculum or children's IEP goals. All classrooms are connected to a town wide network that allows local, state and national communications. Computer specialists assist staff and children with this rapidly developing technology. Please see the Framingham Public Schools Network (FPSNET) Student Acceptable Use Policy Guidelines accessible from the Technology Department web page on the Framingham Public Schools website.

PERSONAL SAFETY PROGRAM

B.L.O.C.K.S. Preschool Program provides a personal safety program which is designed for young children. This program empowers the young child to learn ways they can be safe in such areas as car safety, traffic safety, gun safety, being lost, stranger safety and personal safety. A yearly parent meeting explains the program, demonstrates the materials used and lessons that will be taught. Parents can opt out of any or all aspects of this program for their child.

SOCIAL COMPETENCY PROGRAMS

B.L.O.C.K.S. teachers have been trained in Social Competency Programs. Teachers incorporate the social skills curriculum in their classes and utilize strategies and activities that are appropriate for the preschool child.

SUPPORT PERSONNEL SERVICES

The social worker and psychologist at B.L.O.C.K.S. Preschool work with students, parents and staff to support children and to help families access community resources. They serve as a resource to staff and families for many of our social-emotional programs.

PRE-REFERRAL PROCESS/SET

The pre-referral process provides a classroom teacher with new strategies, ideas and/or materials for working with a student. Teachers who have concerns regarding a child's development/progress can seek new ideas from colleagues on how to better work with that particular child. This process allows teachers to get a better understanding of a child's learning style, brainstorm about the different types of educational strategies to try with the child, and provides a broader perspective based on the expertise of other professionals. If a student does not make the necessary progress in meeting the benchmarks, a SET meeting may be scheduled in conjunction with parents to determine next steps regarding interventions for that child.

SPECIAL EDUCATION

When a child has significant delays or difficulties that impact his/her ability to make progress in a general education setting, it may become necessary to assess her/his needs by referring the child for a special education evaluation. This process will evaluate the child in one or more areas of development to determine if the child is eligible for special education services. Results of the evaluation and any recommendations are developed at a TEAM meeting chaired by a Team Evaluation Chair from Special Education. All IEP's must be approved and signed by parents/guardians.

Transportation Policy

Bus transportation is provided for children in our Special Education Program only. Any address change will take a minimum of three to five school days. Parents will be notified when the change will begin.

Parent transportation must follow the drop off and pick up as follows. Staff will be available to assist students.

- JUNIPER HILL : A.M. - Drop off at 8:05 a.m.; Pick up begins at 10:50 a.m.
P.M. - Drop off at 11:30 a.m.; Pick up begins at 2:05 p.m.
Young Preschool - Drop off at 8:50 a.m.; Pick up begins at 11:55 a.m.
FULL DAY - Drop off at 8:05 a.m.; Pick up begins at 2:05 p.m.
- FHS: FULL DAY - Drop off at 9:10 a.m.; Pick up begins at 3:10 p.m.
PleaseBe On Time!

Drop off-Pick up Policy

Safety of our children is our priority. Students cannot arrive prior to the starting times of sessions. At Juniper Hill drop off and pick up takes place at door #2, and at FHS at door #18.

We ask that everyone follow these important safety rules for the protection of children and staff:

- There is ABSOLUTELY no cell phone use at any time during the process of drop off and pick up.
- All children must remain buckled in their seats until it is their turn to be dropped off.

- Please keep speed under 5 mph.
- Please limit talking to staff to a minimum in order to keep the line moving.

JUNIPER HILL BUILDING PROCEDURE

Staff will direct cars into one lane (approximately 10-12 cars).

When dropping off your child please:

- wait until all cars have moved forward
- unbuckle your child and get him/her out of the car
- wait by your car for a staff to escort your child into the building

When picking up your child please:

- post the sign with your child's name and teacher's name on the driver's side
- follow staff's direction to pull forward into appropriate lanes
- go to the stairs and your child(ren) will be brought to you

A.M. session pick up requires that parents come to door #2 to get their child. We ask parents to:

- park in one lane next to the sidewalk
- walk to door 2
- go to the stairs and your child(ren) will be brought to you

Separation Policy

Some young children may have difficulty separating from their parent(s) the first few days of school. For this reason, we developed a children's orientation that invites children to experience a mini day of school with their parents. This has minimized the separation difficulty for most children!

However, if and when separation difficulty happens, we will work with parents on helping the child separate and will provide parents ongoing communication of the child's day.

Breakfast/Lunch Policy

A voluntary meal program is offered to all children. If you are interested in having your child purchase breakfast (for morning or full day programs), cold/hot lunch (for afternoon or full day programs), or milk only, you will be able to indicate this on a calendar that will be sent home each month. In order to purchase you need to either qualify for free lunch or have funds in the lunch account that you can access from our web page or from the Food Services web

page on the Framingham Public Schools web site. In order to set this up, you will need your child's ID number which you can get from your child's teacher or the office. We cannot take any money at Juniper Hill.

Reduced or free lunch can be applied for by completing the appropriate form. The full price for breakfast is \$1.75 and for lunch is \$2.75. Children who have qualified for free lunch will receive lunch the first day of school.

If your child has any food allergies, you must speak directly with our nurse before considering the meal program for your child. The nurse can be reached at (508)782-6972.

Snacks/Lunch from Home Policy

Children bring their own snacks from home. Children can also choose to bring lunch from home. The food should be kept in a lunch box/bag with the child's name on it. Please do not send food in glass containers. There is no sharing of food among children. There is no facility for warming or refrigerating any food. We recommend using ice packs and thermoses. We ask parents for their cooperation in sending a nutritious and healthy lunch and snacks for their children.

These are some suggestions to consider:

- Sandwich suggestions: cheese, chicken, jelly or jam, tuna, meats (turkey, ham, bologna)
- Fruit or Vegetables: orange, apple, pear, banana, raisins, celery/carrot sticks, dried fruit
- Dessert: crackers, yogurt, pudding, jell-o, granola bars, homemade baked goods, cookies (oatmeal, chocolate chip)
- Drinks: water, fruit juice (orange, apple, grape), milk

We will follow parental or physician's orders in relation to special diets.

Rest Time Policy

Children in our full day program will be provided a rest time after lunch which is a part of our daily schedule. For those children who do not sleep, they are provided a quiet activity while they rest at their mats.

Pets/Personal Items Policy

Pets are not allowed at school. Families will be notified by the classroom teacher if they are requesting items from home.

Lost and Found Policy

Items found and not claimed are placed in a box in the front foyer/office area. At the end of the school year, unclaimed items will be displayed in the main foyer. Items remaining will be donated to charity.

Dress Policy

Children should dress comfortably and appropriately to allow them to participate in all school activities. Children should be dressed to suit the weather and to allow for daily participation in outdoor activities. All belongings should be labeled with the child's name. Please send an extra set of clothes for your child that will fit him/her throughout the school year (pants, shirt/top, underclothes, socks). Please place the clothes in a ziploc bag clearly labeled with your child's name.

Attendance Policy

Whenever your child will be absent, please call the school at 508-788-2380 prior to 8:00 a.m. on the day of absence. Our voice mail system will receive calls at any time. The school will contact parents through our Connect ED callback system should an unexplained absence occur.

It is better for a child to enter a bit late than to miss an entire day of school. Children arriving late must report to the office with a parent/guardian. Children cannot participate in after school activities unless they attend their regular school day.

In the event of an emergency, parents should call the school for dismissal. This call will be verified by school personal before the child is allowed to leave the building with someone other than the parent or designated emergency contact. A picture ID is required for the adult picking up the child before a child may be dismissed.

Parent Dismissal Policy

Please send a written note for a student's early dismissal from school or if your child will be picked up by someone other than the parent. The parent or person picking up the child must sign-in at the office. Any person other than the parent picking up the child must be listed on the emergency contact form and must show a proper picture I.D.

Delayed Opening and Early Dismissal for Emergencies/Inclement Weather

In the event that this occurs, you will receive a phone call and/or email from the school district and we will follow the procedures outlined by the district.

Telephone Policy

Please notify the school immediately when any change of address or telephone number occurs. Changes in emergency phone numbers should also be reported. Unlisted numbers will be kept in strict confidence at your request. Address changes need to be verified with a lease, bill or an appropriate document that verifies the new address.

Messages for children tend to interfere with the educational process in the classroom. Therefore, only emergency messages will be delivered.

Field Trip Policy

As part of the educational program in the Framingham Public Schools, children are occasionally taken on field trips requiring bus transportation. The field trips are planned to enhance the instructional program. Informational flyers and permission slips will be sent home prior to a trip. The children will be supervised by the preschool staff. ONLY parents with a CORI check may volunteer to chaperone on field trips. Only chaperones and B.L.O.C.K.S. students participate in the field trips.

Student Picture Policy

Student pictures are taken in the fall of our school year by a professional photography company. All children are included in the class picture unless parents specifically request that they not be taken.

On occasion, photographs or videotaping of class or school activities occur. This could involve pictures that are used for our website, the newspaper or non-profit documentaries. All students are given a media permission form for parents to opt out of having their children's pictures taken if they so choose.

Transfer Policy

When moving to another school district outside of Framingham, please complete the School Departure Form which permits release of records, as soon as possible. Records will be sent upon request to the new school.

Change of Program Policy

If your child's program should need to change for any reason (examples: add/drop days, add/drop extended day or withdraw), a change of program must be filled out. A \$25.00 processing fee is due at the time of change. A month's written notice is required before change can take place if space is available. Parents are responsible for fulfilling the monthly tuition payment, if they choose to withdraw their child prior to the month's timeline.

Abuse and Neglect Policy

As guided by the district policy for Framingham Public Schools, no abuse or neglect is tolerated. The Framingham Public Schools complies with the Department of Elementary and Secondary Education regarding abuse and neglect. Under state law, we are mandated to report incidents of possible abuse and neglect, including physical, sexual and psychological abuse to the Department of Children and Families. We follow Framingham Public Schools protocols for investigation of any such allegations in accordance with Massachusetts General Law Chapter 119, Section 51A.

Tuition Policy

All children at B.L.O.C.K.S. pay tuition, with the exception of children in our Special Education Program who require a classroom placement. All tuition rates are charged monthly and payments must be made in advance of service and are due on the first of each month. Families with payments that are more than two weeks late will be asked to make the necessary payment or withdraw their child from the program. Overdue payments may result in termination from the program.

Outdoor Play Policy

At the beginning of the school year, an outdoor play schedule is assigned. Staff members supervise by constantly circulating throughout the area. The safety and well-being of the students is our primary responsibility. The playgrounds at Juniper Hill and FHS are designed and accessible for children up to age six. It is strictly reserved for B.L.O.C.K.S. children during school hours. The playgrounds have been inspected by a certified playground inspector and are regularly inspected and maintained. Students can go outside when the temperature is above 32 degrees and weather conditions are safe. This is checked by using the Child Care Weather Watch website and in consultation with the school nurse.

Orientation

Before the start of school, there will be a scheduled time during school hours for the children and their parents or guardians to visit and become familiar and acquainted with their classroom, classmates and teachers. Students/families who enter throughout the school year, will also participate in a classroom visit and more individualized orientation before the child begins. This process helps children transition with more ease into their new preschool classroom. Whenever possible and needed, B.L.O.C.K.S. works with families to provide a translator. All written materials are translated into Spanish and Portuguese representing other major language groups in our student population.

Registration/Student Information

At the beginning of each school year student information forms must be completed and filed in the office. The following forms are included:

- Student Registration Form
- Birth Certificate
- Required Health Information
- Home Language Survey
- Field Trip Authorization and Preschool Class List Form
- Photo or Name opt-out
- Application for Free/Reduced Breakfast/Lunch
- Parent Expectation and Tuition Policy Forms
- CORI Form (requires copy of photo identification)

Please notify the school of any changes that affect your child's permanent records and transcripts. This includes change of name, custody, guardianship, or court orders. Original court documents must be brought to the Principal's Office where a copy will be made and placed in the student's records. According to Massachusetts law, we cannot acknowledge a name change without a legal document.

Student Records Policy

Information contained in a child's record is kept strictly confidential. No information about a child may be provided to anyone other than a child's parent/guardian unless a signed release form has granted permission.

Visitation Policy

Juniper Hill is a secure campus. All doors are locked during the school day. All visitors and volunteers must use the buzzer and camera system located at the front door to enter. Everyone who enters the building must first sign-in at the main office. Visitors sign out a visitor badge to wear during their visit. This is a safety issue, and all adults, no matter how frequently they visit Juniper Hill, are asked to follow this policy.

Parents are welcome to visit the school, however, they should schedule such visits in advance. We ask that all parents check in with the office before proceeding to classrooms and that visits be limited to 20 minute period. Visitors must respect the confidentiality of each child and not disrupt the classroom instructional program.

All adults who volunteer to work with children must have a CORI check and must respect the confidentiality of each child.

Family-Teacher Conferences/Communication

A scheduled conference between parent/guardian and teacher is generally held twice during the school year. During these conferences teachers will discuss the student's progress based on assessments, review his/her progress report, and consider future plans.

Family-teacher conferences are crucial to developing a home school partnership and parent participation is essential in this process. Additional conferences may be scheduled as needed.

Communication and correspondence between school and home is an essential and continuing process. Telephone calls, notes and/or emails can be used to maintain a two-way communication. E-mails are not a secure form of communication and will not be used to discuss a child's progress or confidential information.

Assessment of Children

Assessment is an integral part of the preschool curriculum as it determines the instruction for a particular child(ren). Our goal is to use assessment results to target a student's need(s) and implement instructional strategies that develop necessary skills in that area based on the preschool standards. At the early age, assessment of student progress is usually conducted through informal measures such as observations, checklists, and samples of student work. Assessment is an

ongoing process that provides us the necessary information to determine the instruction throughout the year.

Child Guidance Policy

One of the goals of our program is to help children develop the tools needed to make good decisions, especially when resolving conflicts. We strive to help children solve problems in a way that respects each other and their environment and that ensures the safety and security of everyone involved. Teachers actively incorporate communication, social, and emotional regulations skills into the curriculum to support children in using appropriate behavior rather than only focusing on reducing challenging behaviors. Clear classroom/school expectations that utilize positive reinforcement to encourage appropriate behavior are fostered at all times.

When a challenging behavior occurs, the teachers discuss the problem with the child in a developmentally appropriate manner. Teachers respond to the child in a way that is safe for the child and others in the classroom, is calm, is respectful, and provides the child with information about acceptable behavior. When possible, the child is encouraged to suggest alternative solutions and assist in implementing them.

Teachers use a variety of strategies that guide and support children such as:

- Persist when frustrated
- Play cooperatively with other children
- Use language to communicate needs
- Learn turn taking
- Gain control of physical impulses
- Express negative emotions in ways that do not harm others or themselves
- Use problem-solving techniques
- Learn about self and others.

In more difficult situations where children exhibit persistent, serious, and challenging behaviors, teachers, families, and other professionals will work as a team to develop and implement consistent strategies for school that may be used at home. Teachers will communicate with parents to share concerns and identify strategies/behavior program that are being considered. A teacher may also choose to access the Pre-Referral Process to brainstorm possible interventions and supports.

Termination of Program Policy for Students Paying Tuition

Termination is always a last resort action which is carried out only when the director and teachers feel that such action is in the best interest of the child or the other children enrolled. If the preschool is unable to meet the needs of the child and/or family, every effort will be made to refer the parent to a more appropriate program for their child. The circumstances under which a tuition paying student may be terminated are explained below.

A child may be terminated from the program under the following circumstances:

- the child's health and safety at the preschool cannot be assured
- the child's developmental needs are not being met at the preschool
- the family's failure to meet financial responsibilities

In the case of termination, the family would be provided with referral services and the staff would provide a transition period to assist the child.

Dangerous Objects

Children are not allowed to bring any weapons, knife, tools or other potentially dangerous objects to school. Items will be confiscated and parents will be contacted.

Enrolled Student Open House

An Open House will be held one evening in October at the school. This is an opportunity for families to visit and experience their child's classroom and programs of work.

Home-School Communication

Depending on the classroom needs, daily and/or weekly folders will be used from school to home and from home to school to send notes, reminders, classroom and program information, etc.

Where possible, all newsletters and information are sent via e-mail. Parents can choose the method of communication they prefer.

Hand Washing Policy

B.L.O.C.K.S. Preschool recognizes the importance of hand washing as the first line of defense against infectious disease. Unwashed hands are the primary carriers of infections. Staff and children will observe the following hand washing procedures:

- Children and adults' hands should be washed:
 - On arrival for the day
 - After diapering or using the toilet
 - Before meals and snacks
 - Before and after playing in water that is shared by two or more people, outdoor play, handling pets and other animals, and any materials such as play dough, sand, dirt and sensory table materials.
- Staff assist children with hand washing, as needed, to successfully complete the task.

Diapering and Toileting Policy for Children on an IEP

For children who have an IEP and are not toilet trained, the educators will change diapers every two hours or as needed. Diapers may be changed on a changing table with fresh paper. Soiled diapers are placed in a closed container that is lined with a leak proof disposable lining. Diaper pails will be cleaned when needed. The changing surface will be cleaned with an antibacterial solution between each change. Each child will be washed and dried with individual washing materials during each change. Teachers will wear gloves whenever changing a child.

After every change, the child and educator will wash their hands following EEC hand washing guidelines and disposable towels will be used to dry hands. The parent will supply diapers, ointment and wipes.

Children who are already toilet trained will go to the bathroom as needed. For those who are just learning, teachers will provide opportunities throughout the day for the child to become accustomed to the toilet. Children using the toilet will follow EEC guidelines for hand washing, and will use disposable towels to dry their hands. Teachers will discuss the procedures with parents to foster collaboration and consistency between school/home.

If a child should have a toileting accident and he/she soils his/her clothes, a classroom staff member will escort the child to the bathroom where he/she will be cleaned and provided with a clean change of clothes. The soiled clothes will be put into a plastic bag labeled with the child's name. The bag of soiled clothes will be given to the parent/sent home at dismissal. All parents are required to provide the teacher with a clean set of seasonally appropriate clothing for their child (pants, shirt, underpants, socks). Every teacher, as well as the nurse, has extra clothes should they be needed.

Health Policy

Framingham Public Schools has a School Health Services Department. Our school nurse collaborates with students, families, staff and community to promote and maintain a safe and healthy school environment. The school nurse will review all immunizations and medical information required by law for a child to begin school.

School nurses work with families and staff to develop an understanding of each child's needs. Families are strongly encouraged to communicate any health concerns or developments to the school nurse.

B.L.O.C.K.S. Preschool is committed to the health and safety of each child. We ask for your cooperation in maintaining good health practices. We recognize that having a child unable to attend school due to illness may be an inconvenience, however, please remember that we have obligations for the health and welfare of all children and staff. If a child becomes sick at school, he/she will stay with the nurse until a parent or parent authorized emergency contact comes to pick up the child at school. Please make sure all emergency contacts are readily available and can come to pick up your child.

Sickness Policy

Please keep your child at home if he/she seems listless, unusually irritable, complains of aches, is feverish, or seems to be unusually pale or flushed. It is better to be overcautious than to risk exposing the rest of the children and staff. The following is a guideline for you to follow in determining when to keep your child at home.

Children should be kept home for:

- earache
- fever 100° and above
- strep throat
- stomachache
- anything that is contagious, i.e. chickenpox, conjunctivitis, etc.
- the child is unable to keep up with the pace of the day
- diarrhea/vomiting
- rashes that are contagious

When a child is kept home due to illness, he or she must be symptom free, on prescription medication, or off nonprescription medication for at least 24 hours before returning to school.

Each child responds and reacts differently to sickness, so please be advised that the nurse may need to send children home if they are unable to participate and keep up with the pace of the day. If your child is at the program and becomes ill, you will be required to pick up your child immediately. Please be aware that these guidelines are set forth to help maintain the health and safety of your child and other children as well.

Please notify our nurse immediately if your child is exposed to a contagious disease. The nurse will notify you if and when it is necessary to keep your child at home.

Medication Policy and Procedures

When possible, a child's medication schedule should be maintained outside of school hours. If the doctor recommends that prescription medication is needed during school hours, the following procedure must be adhered to:

- An adult - not the child, must bring the medication to the school nurse.
- A doctor's order along with the prescription bottle should include:
 - name of child
 - name of medication, dosage and time to be given
 - name of doctor
 - prescription number

When non-prescription oral medication needs to be administered, every attempt will be made to verbally contact the parent prior to giving it to the child. All non-prescription oral medication must have written permission from a physician as well as parental consent (i.e. cough syrup, Tylenol, etc.). Consent is valid for one year.

Emergency Plan

The Framingham Public School District has a comprehensive Emergency Management Plan. It is expected that all students participate in the prescribed emergency drills in their schools as instructed by the school administration and staff. It is imperative that students understand the importance of engaging in these procedures in a serious manner so as to be fully prepared should an emergency arise during the school day.

Parent Involvement

B.L.O.C.K.S. Preschool has a Parent Teacher Organization (PTO) that includes and welcomes all families. The PTO welcomes parent's creativity, ideas

and leadership and provides support and enrichment for our students and families. Meetings are held at Juniper Hill from 7:30-9:00 p.m. throughout the school year. Please refer to the calendar in this Handbook for the schedule.

The B.L.O.C.K.S. PTO Officers for the 2018-2019 School Year are as follows:

Co-President – Amy Pogoriler

Vice President – Jackie De Braganca Goncalves

Treasurers –Herb Harrison

Secretary – Bridget Haranas

The PTO sponsors and has been instrumental in providing/supporting the following activities:

- Curriculum/Technology Support
- Family Literacy Nights
- Creative Arts Enrichment Performances
- Fundraising
- Field Trips
- Special Purchases
- Teacher/Staff Appreciation Lunches
- Representation in Townwide PTO

Parents are welcome to participate in any way that they can. All ideas are welcome!