

## **Mrs. Murray's Nursery School Policies and Procedures**

For complete description of all Mrs. Murray's Nursery School Policies and Procedures please consult our parent handbook.

**Arrival:** Arrival time is 8:45am .Outerwear may be hung in the appropriate class section in the hall upon arrival. The children should be brought directly to their classrooms and placed in the care of the attending teachers. No child should be left in the hall after the parent has gone from the building.

**Departure:** Children should be picked up promptly at the end of the session (12:30 pm). The doors to the classrooms will remain closed and locked until the teachers are ready to dismiss. The teacher will stand at the door and dismiss the children one by one. *Children will not be dismissed until the parent or care person is in evidence.*

**Release of children:** If the “regular” person is not picking up the child, the teacher needs to be informed of this when the child is dropped off. If the person is not on the registration consent form, then a note with permission and the person’s name needs to be given to the teacher upon arrival. Photo identification will be asked for if the person picking up is unknown to the teacher. Make sure the person designated to pick up your child is someone your child knows and trusts.

**Communication with Parents:** Every month you will be receiving a newsletter via our website in an effort to keep you informed of what is happening at school as well as weekly newsletters from your child’s teacher.

All classes will be receiving report cards twice a year.

Teachers are available for conferences by appointment or by phone. *Please refrain from having a “doorway” conference with your child’s teacher.* We respect our family’s privacy and do not wish to discuss any concerns we have in front of their child or another parent. We take parent conferences very seriously and you should feel comfortable about setting up an appointment with the teacher(s). Great communication between school and home ensures a child’s happiness, well-being and total, uninterrupted development. Parents are invited to stop in anytime.

**Discipline Policy:** Guidance and behavior management shall be consistent and based on an understanding of the individual needs and development of the child. We introduce the children to preschool and social interaction by explaining to them what is acceptable behavior is. We discipline the children about unacceptable behavior by speaking to them. Our goal is to have a friendly, “warm and fuzzy” environment for everyone, where children grow and develop within a safe atmosphere. Reading stories and having discussions at circle time that encourage appropriate behavior, balanced with consistency is what we strive for. Our goal is positive behavior through positive discipline. Children need to be able to verbalize their feelings, have reasonable limits with appropriate choices and whenever possible, a say on the rules, policies and procedures. Corporate punishment shall not be used, including spanking. No child shall be subject to cruel or severe punishment, humiliation or verbal abuse. No child shall be denied food as a form of punishment.

**School Closings:** Mrs. Murray's Nursery School will close when Newburyport Schools announces they will close due to inclement weather. If Newburyport schools calls a delayed opening, Mrs. Murray's will still open at 8:45 am unless we feel we should close do to safety reasons. We will then notify you via our website, email or message on the school's voice mail. Even though an inclement weather closing is a big inconvenience for everyone, the safety issue must be considered first and that is why we depend on the Newburyport School system to make this informed and carefully thought out decision. ***There are no refunds/deductions for snow days or circumstances beyond our control.***

**Illness:** We want the school to be a healthy environment for all. Please contact the school if your child will be absent due to illness. Any contagious disease (chicken pox, pink eye (conjunctivitis), lice, etc.) needs us to discreetly inform the other parents.

All children must be free of an elevated temperature, diarrhea and vomiting **24 hours** before he/she is to come to school. If your child is on an antibiotic, we ask that the child remain out of school for 24 hours after the medication has been started. ***Please keep your child at home when he/she displays diarrhea, vomiting, an unusual rash, eye inflammation, severe cough, congestion or runny nose.***

Children will be excluded from the program if running a temperature or showing other symptoms of illness, vomiting, infectious diarrhea, pain or severe discomfort, are too sick to participate, or have a contagious disease or infection. ***There is no refund/deduction due to illness.***

**If your child becomes ill at school:** In the event that your child should become ill while attending school, the following procedure will be used:

- 1) see that the child's immediate physical needs are cared for
- 2) take the child to a quiet area with an adult supervisor
- 3) Contact the parent, inform them of the illness, and follow their instructions until they arrive.

**Absent:** If your child will miss school, for any reason please call 978-462-2441

**Allergies:** If your child has allergies, please bring this to our attention during registration. We will give you a Food/Allergy Action Plan which must be signed by you and your child's physician. A bulletin is posted for children with allergies and conditions. This bulletin is checked before we have parties or do special activities that could pose a threat. All staff will be given a copy of the Action Plan to ensure your child's safety in our school.

**Medication:** It is hoped that you can administer any medication before and after school hours. If a child is sick enough to require medication during these 3-3/4 hours, then he might be better off at home for the day. If there are any exceptions to this situation, we will be glad to discuss the situation and work out a plan.

**Snacks:** Children bring their snacks in a lunch box or paper bag with their name on it. Good snack foods for school would be apple slices or whole apples if they eat the skin, bananas, vegetables, yogurt, crackers and cheese, or pretzels. All children need a napkin and a juice box, water bottle or thermos drink (please provide straw with thermos). At snack time we try and teach the children to be independent, to bring their lunch box to the table and set the snack up by themselves. Please provide snacks that they can get ready by themselves. We will help peel a banana, and open packages and straws for juices. **PLEASE DO NOT SEND IN PEANUTS OR ITEMS CONTAINING PEANUTS, PEANUT BUTTER or NUTS as we are a NUT FREE SCHOOL. Thank you!**

**Toileting:** Children are allowed to use the bathroom as needed. One of the two classroom teachers will accompany the child to the bathroom beside the office. If your child needs to be reminded to use the bathroom, please inform the director at enrollment and also make note of the fact in the registration questionnaire. You should also speak with your child's teacher. We will put your child on a reminder schedule for just that purpose. If your child is not quite potty trained yet, we will work with you on this skill development. Please make the first thing you do at drop-off time be going to the school bathroom. This will give us a little extra time before he or she needs to go again and it lets your child become more familiar with the system. If a child should have an accident and wet their clothing, a teacher will comfort the child, cleanse the child and put on clean dry clothing. We will use the child's change of clothing, if possible or the school will provide clothing. The teacher should wear plastic gloves to keep away from bodily liquids. The wet clothing is put in a plastic bag to be taken home at the end of the day. There is never any punishment for soiled/ wet clothes and we deal with the situation as discretely and compassionately as possible.

**Clothing:** All children in our three year old program should have a complete change of clothes (including socks and underwear) in a gallon size Ziploc bag, seasonally appropriate. Children in our four and five year old program, sending in additional clothing will be up to the discretion of the parent. Please put your child's name on the bag and on all clothing as well as their coats.

**Birthdays:** We celebrate school year birthdays and half birthdays for summer birthday children.

**School Insurance:** Each child will be covered while in school by a group insurance plan. This coverage is paid for with registration fee at registration time. This fee is non-refundable.

**Immunizations: The following Immunizations are required for children attending preschool in Massachusetts:**

4 doses of DTaP vaccine  
3 doses of Polio vaccine  
1 dose of MMR  
4 doses of Hib vaccine

3 doses of hepatitis B Vaccine  
1 dose of Varicella vaccine or a physician certified reliable history of chickenpox disease  
≥lead screening and screening results. Results in normal range or re-screened.

**Medical Forms, Consent Forms, and CORI FORMS:** Please make sure that your child's health form, consent forms and CORI request are turned in during the summer. Any time after June 15<sup>th</sup> and before August 1<sup>st</sup>. State law mandates that health forms must be current and not older than one year at the beginning of the school year. A completed CORI is **required** if you plan to volunteer or attend field trips. All forms must be current in order for your child to start school.

**Process for notifying parents of emergency situations:** Emergency contact lists, which contain all home and business contact information for each student as well as additional emergency contacts are kept with your child's teacher. If there is an emergency, we will notify parents as soon as possible.

**CPR and First Aid:** All teachers at Mrs. Murray's Nursery School are certified in CPR and Basic First aid.