

PRESCHOOL HANDBOOK

ST. STEPHEN'S ARMENIAN ELEMENTARY SCHOOL HANDBOOK

Revised 6/9/23

St. Stephen's Armenian Elementary School

Board of Directors

Principal

Dr. Garine Palandjian, Ph.D. (Effective July 10, 2023)

Preschool Director

Mrs. Maral Orchanian, M.Ed.

Administration

Arlet Ashjian (Adm. Assistant)

Maro Arakelian (Asst. Treasurer)

We are licensed by the Massachusetts Department of Early Education and Care (EEC)

The St. Stephen's Armenian Elementary School does not discriminate in providing services to children and their families on the basis of race, sexual orientation, religion, cultural heritage, political beliefs, physical disability or marital status.

Mission

The St. Stephen's Armenian Elementary School's mission is to deliver a quality education, within a bilingual and bicultural environment, which is accessible to all. SSAES works to instill students with a sense of intellectual curiosity and inspire them to become active members in both the Armenian and broader communities throughout the world.

Goals

<i>Our goals are to provide students with:</i>	<i>These goals are accomplished by:</i>
<i>An American-Armenian education committed to academic excellence.</i>	<ul style="list-style-type: none"><i>Stimulating students' interests and learning in ways that are challenging and thought-provoking.</i>
<i>Curriculum which nurtures the whole child, while also developing skills in the Armenian language.</i>	<ul style="list-style-type: none"><i>Providing a variety of instructional materials, as well as innovative and enriching programs to enhance learning in the classroom, while also following rigorous state standards.</i><i>Differentiating teaching and learning in order to meet all students where they are in their educational journey.</i>
<i>An appreciation of Armenian culture & traditions.</i>	<ul style="list-style-type: none"><i>Participating in a multitude of cultural and religious activities and events in and out of school.</i><i>Creating connections between Armenian and American cultures.</i>
<i>An opportunity to develop positive relationships.</i>	<ul style="list-style-type: none"><i>Building self-esteem in order to foster a sense of fairness, respect, responsibility.</i><i>Encouraging student leadership, developing a sense of responsibility, self-discipline, cooperation, and respect for others.</i>

REGULAR SCHOOL HOURS

Preschool: 8:30 AM – 2:30 PM

ARRIVAL POLICY

NURSERY students should be escorted by a parent to their classrooms. They should not be brought up by an older sibling or allowed to go up by themselves. The parent should assist their child in putting their belongings away. The classroom teacher will then provide the children with activities until the Preschool Program begins promptly at 8:30 AM.

NURSERY STUDENTS WHO ARE TARDY MISS OUT ON VALUABLE LEARNING AND PLAYING TIME.

DISMISSAL POLICY

Parents are required to pick up their children at the designated times. Children will not be released to older siblings unless a parent is present. Once parents pick up their children, they assume full responsibility and **should not** leave them unattended. This also applies to younger siblings. Parents are asked to enforce all **SCHOOL RULES** when on the school premises.

Because of our growing enrollment, dismissal time tends to be very chaotic and confusing for the teachers on duty. To prevent accidents, **we ask that you depart immediately after picking up your children and not loiter in the hallways and lobby for any length of time.** This will also alleviate some of the traffic congestion in front of the school building.

NURSERY STUDENTS NOT PICKED UP BY 2:40 PM ARE SENT TO EXTENDED DAY AND WILL BE CHARGED ACCORDINGLY.

If someone other than the parent is to pick up a child, their name must appear on the **CONSENT FORM**. If the name is not on the consent form and will only be for a particular day, the parent should notify the classroom teacher or the administration in writing of the date, name of the person picking up the child as well as their relation to the child. This may not be done over the phone except for **EMERGENCY CASES ONLY. Emails are acceptable in emergency cases.**

Excused Dismissal

If a child is to be picked up **EARLIER** than the regular dismissal time, the parent should send a written note to the classroom teacher indicating the date, time and reason for early dismissal on that school day.

Early Release Days

On scheduled early dismissal days, Preschool students are dismissed at 11:45 a.m., and there will be **NO EXTENDED-DAY**.

SCHOOL CANCELLATIONS AND DELAYS

In case of snow or inclement weather we will have our own announcement under St. Stephen's Armenian School on Channels 4, 5, 7 and Fox 25 (TV Stations) and WRKO AM/680 and WBZ AM/1030 (Radio Stations). Please check these stations in the morning (between 6:00 AM and 6:30 AM) before coming to school during inclement weather. Parents can register on line with 7

News and the TV Station will send a message on your cell phone as soon as we make the decision to close or delay school.

If a SCHOOL DELAY of one hour is announced, school will begin at 9:00 AM.

If a SCHOOL DELAY of two hours is announced, school will begin at 10:00 AM.

ONCE AGAIN, STUDENTS SHOULD NOT BE LEFT ALONE AT THE SCHOOL IF A TEACHER IS NOT PRESENT.

ON SCHOOL CANCELLATION AND DELAY DAYS, THE BUILDING IS NOT OPEN AND THERE IS NO SECRETARY OR TEACHERS AT THE SCHOOL UNTIL THE GIVEN ARRIVAL TIME. WE URGE ALL PARENTS TO PAY CLOSE ATTENTION TO SCHOOL CANCELLATIONS AND DELAYS.

According to Massachusetts State Law, children must attend school for a total of 180 days. The school schedules **FIVE SNOW DAYS** into the School Calendar. If more than **FIVE** snow days are taken, those days will be made up either during April vacation week or at the end of the school year in June depending on how many school days must be made up to meet the regulation.

TRANSPORTATION

Parents should sign a Transportation Plan and Authorization form stating how their child will arrive and depart from the Preschool.

1. Arrival and Dismissal: (see arrival and dismissal)
2. In case of an Emergency: If we are unable to contact the parents or the emergency numbers, we will call an ambulance to transport the child to Mt. Auburn Hospital.
3. On Field Trips: For field trips that are not at walking distance, we will use buses. Students will be accompanied by their teachers and their chaperones during all field trips.

TRANSPORTATION POLICY

To ensure the safety of the children in our care, “Parent Drop Off” and “Parent Pick Up” are the only means of transportation at St. Stephen’s Armenian Preschool.

Students should be escorted to or picked up from their classrooms by their parents or caregivers. The classroom teacher or assistant will record the time of arrival to the classroom and time of dismissal from the classroom of each child.

EXTENDED DAY (LATE STAY)

We provide extended school hours to assist working parents for an extra fee. The hours are as follows:

NURSERY

2:40 PM – 5:30 PM

KINDERGARTEN – GRADE 5

3:10 PM – 5:30 PM

Teachers are on rotating schedule for Extended-Day duty and will provide activities for the students in one of the preschool classrooms. During Extended-Day, Nursery and Kindergarten students will be able to play with toys and manipulative. Elementary students in grades 1-5 are encouraged to begin their **homework**.

PARENT PARKING

Parents should observe all traffic and parking codes. We kindly ask that parents **NOT** to park in the handicap space designated by yellow curbing in front of the ACEC building, or block the crosswalk in any way. Also, **DOUBLE PARKING** is not allowed in front of the ACEC building. **At the Preschool**, there is **no parking in front of the Preschool entrance** or in front of our neighbors' driveways. **Absolutely** no cars should be running unattended on the Preschool property. This is not safe and an inconvenience for many parents who are trying to exit their parking spaces. Please watch your children carefully during drop-off and pick-up times and be sure they follow all **SAFETY RULES**.

PARENTS MAY PARK IN THE FOLLOWING AREAS:

- Along the side of the building on Elton Ave.
- Along Nichols Ave. in front of the ACEC building and across the street in metered spaces.
- In the preschool parking lot (No More Than Five Minutes).
- In the parking lot across the street on Nichols Ave.

PARENT TEACHER ORGANIZATION (PTO)

All parents are encouraged to attend periodic meetings held by the PTO Committee. They are required to assist in fund-raising events and activities held by the school and are expected to complete at least 10 hours of volunteer time. Their contribution will help in maintaining the tuition at an affordable level and accommodating parents who want an Armenian education for their children.

When a child is absent due to an illness or other excusable reason, parents should notify the school by 8:30 AM.

On the day the child returns to school, he/she should bring a **written note** stating the reason for the absence.

If a child is absent **for five consecutive days** due to an illness, we request a **written note** from the child's **doctor** stating the illness and the date the child is able to return to school.

SCHOOL DRESS CODE

NURSERY STUDENTS:

BOYS: Should wear the designated **Blue-plaid Vest**
White shirt (White Polo style shirts are acceptable).
Navy blue pants or shorts
White socks
Black rubber sole shoes
Navy blue sweater (optional)

GIRLS: Should wear the designated **Blue-Plaid Smock**
White blouse or shirt
White socks/tights
White or **Navy blue** pants or leggings
Black rubber sole shoes
Navy blue sweater (optional)

ALL NURSERY STUDENTS SHOULD HAVE AN EXTRA SET OF CLOTHING IN THEIR CUBBIES TO BE USED IN CASE OF AN ACCIDENT.

This should include underwear, socks, pants, shirts etc. All items should be in a bag and should be labeled with their name. Parents are required to check their child's clothing regularly to make sure they have enough clothing and that it is suitable for the season.

STUDENTS SHOULD NOT WEAR STAINED, TORN OR PATCHED CLOTHING TO SCHOOL. ALSO, NO JEWELRY IS TO BE WORN.

PRESCHOOL UNIFORMS:

The St. Stephen's Preschool uniforms can be ordered online @ www.modellauniforms.com
Orders can also be placed by phone by calling **818.249.2989**.
Samples are available at the preschool office to determine sizes.

OUTERWEAR CLOTHING

ALL CLASSES GO OUTSIDE AT LEAST ONCE A DAY. PLEASE BE SURE YOUR CHILD DRESSES PROPERLY FOR THE DAILY WEATHER.

In winter months, your child should wear **boots, hat, mittens or gloves** and wear a **heavy jacket or coat** to school.

Please note that boots are not to be worn in the classrooms. Your child should bring a pair of shoes to change into while in their classrooms.

Parent Teacher Organization (PTO)

The Parent Teacher Organization (PTO) is an integral part of our school community. Parents are encouraged to attend monthly meetings and bring their energy and expertise to the PTO's enrichment and fundraising activities.

Updated news and information as well as contact information for the PTO executive is available on the school's website.

SSAES Volunteer Hour Program

SSAES will offer parents an alternative way to contribute to the wellbeing of our school community in addition to our traditional volunteer service hours. Families *may* offer a \$100/hour substitute, tax-deductible, donation to SSAES to fulfill any amount of volunteer hours up to the 10-hour requirement.

Our goal is to have 100% compliance, where all parents have completed their family program obligation through hours volunteered and/or donated.

Program Overview

- Each family is required to give 10 hours of volunteer time to the school.
- Families may assign a designee to cover a volunteer hours (e.g. a child's grandparent)
- If hours are not or cannot be fulfilled, families must buy out their commitment
- Volunteer hours and buyout requirement will be enforced
- Invoice updated once a month
- At the beginning of the school year, each family's school invoice will show a \$1,000 line item for volunteer hours. As hours are completed the account will be credited accordingly once a month.
- Volunteer opportunities and signups can be found on Signup Genius
- We have created new opportunities for volunteering, such as time spent at committee meetings, work completed at home or at an event, preparations, cleanup, shopping for supplies, etc.
- If someone donates goods that do not count as volunteer hours, instead the parent can receive a donation receipt from Nora when requested.
- The high-level process for the entire program is outlined below

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School Committees

- Each committee will have Officers - a chair and at least 1 vice-chair
- These positions are elected by Committee members through a formal election process
- Officer terms begin and end after the elections in September (subject to change later this year)
- Officers are limited to a maximum of two one-year terms (if in the 3rd year there are no candidates for officers the existing officers can serve for an additional year.)
- Every committee will have at least 1 meeting with the Board during the school year
- Every Committee has a board Liaison. The Committee Chair will be the main point of contact to board Liaison.

Qualified Hours:

1. Non-Meeting Committee Work

- Example: Time spent editing new communications as part of marketing committee
- Example: Time spent coordinating a break fix or researching new software as part of Technology committee

2. PTO Event Support

- Example: Hours signed-up for and worked at PTO Christmas party
- Example: Time spent contacting potential sponsor for wine tasting event

3. Room Parent

- Worth 10 hours for service during the academic year
- Room parent details:
 - One room parent per classroom needed to work with teacher(s) to relay information to parents
 - Promote school events and fundraisers through email communication to parents
 - Facilitate ticket sales for school events and fundraisers

- Coordinate teachers' gifts at Christmas and end of year
- Coordinate with parents during Teacher Appreciation Week
- Organize parent meet ups

How to Submit Volunteer Hours

1. Access RenWeb through ssaes.org: St. Stephen's Armenian Elementary School - RenWeb & Stay Informed (ssaes.org) • If you are a new SSAES family, please follow instructions to login to your account: <http://ssaes.org/images/Parents/ParentsWebLoginInstructions.pdf>
 2. Once logged in, under Family, click Family Home
 3. In the Service Hours section, click Add and fill in the form. Enter the date of Service, the number of hours you volunteered, along with a description of the volunteer activity.
 4. Click Save when finished. Thank you for submitting your volunteer hours
- You are responsible for logging in your own volunteer hours on Renweb every month.*

Financial Aid

The school offers a need-based financial aid program for (N-5) families that meet generally accepted requirements that have been broadly applied by similar schools nationally. The amount of financial aid available is limited. The school uses an outside agency, “School and Student Service for Financial Aid” (SSS), who determines eligibility for the need-based award program. The National Association of Independent Schools administers the SSS program. This program is **confidential** and is designed to provide an objective measure for a family’s means to pay tuition.

If you would like to apply for financial aid, you can either see the school treasurer by mid-May to receive the Financial Aid Package or apply on-line at SSS.nais.org/parents. **Our school code is #3676**. These applications must be completed and sent to the “School and the Student Service for Financial Aid” by May 25th. SSS will analyze the data and report back to us with their recommendation.

Why Round 1 or Round 2?	
Round 1	Round 2
Current families only	Current and New families
Higher Aid Budget	Lower Aid Budget

How do I apply?

SSS Online Portal: <https://sssbynais.force.com/familyportal/>

Step 1: Create a **login ID** to access SSS online family portal.

Step 2: Submit a **Parents Financial Statement (PFS)** directly to SSS through their online parent portal located (login required)

Step 3: Upload **supporting documentation** (e.g. U.S. tax return)



Note: All Applicants must be in **good financial standing with SSAES** to be eligible for financial aid. If you are currently late on a payment, contact Nora Hackett immediately at 617-926-6979.

CODE OF CONDUCT

FIVE GOLDEN RULES:

1. Students will respect all teachers and comply with school rules and regulations.
2. Students will respect school and personal property.
3. Students will respect and be kind to all classmates.
4. Students will use no foul language.
5. Students will use no physical violence or fighting.

Parental support is needed and appreciated to encourage children to observe school rules and procedures. St. Stephen's is glad to work closely with parents to teach and maintain responsible student behavior. Through communication with your child's teacher, you will remain well informed and actively involved in your child's education.

BEHAVIOR MANAGEMENT POLICY

- Educators are expected to display Patience and Love to all children at all times.
- They must understand children's needs and feelings to discipline effectively.
- What they can expect from the children may be affected by how they feel at a given time.
- They must remember that children can get tired, hungry, sick, excited, frustrated.
- Their expectations must change as children's needs and feelings change. Children are individuals but they have some characteristics in common: They are active, curious, social, self-centered, they want to succeed and they have short attention spans.

The goal of our discipline:

To provide children with the rules, guidance and understanding they need to develop their own inner controls. Controls, which enable them to:

1. Take responsibility
2. Think independently
3. Follow through on decisions
4. Act in ways that show consideration and respect for their own needs and for the needs of others.

Good discipline involves:

1. **Setting Limits:** It is important to set reasonable limits and to be sure that:
 - a. They are clearly understood
 - b. Reasons are given
 - c. The limits are appropriate for the age and maturity of the children

Limits should focus on:

- a. The protection of children's feelings, thoughts, rights, property and safety.
 - b. Developing children's ability to think independently and take responsibility.
2. **Allowing children to make their own choices** as long as the rights, feelings and other's property are respected.
 3. **Speaking in a firm, controlled tone of voice:** If an adult acts overly upset or excited, the child will have a harder time calming down and controlling his/her behavior.
 4. **Avoiding insults or threats.** This just leads to more anger, resentment, frustration, and challenging or feeling of put down.
 5. **Being consistent.** Enforcing the limits you have set and sticking by what you have said as much as possible.
 6. **Being flexible when necessary.** Depending on the condition (well being) of the child, there will be certain flexibility.

When a child misbehaves, educators will follow these steps:

- a. Stop the child's behavior in a firm, controlled manner.
- b. Explain why the behavior is not allowed in words that are clear and to the point. (We avoid long words, explanations)
- c. Encourage the child to express what he/she is feeling.
- d. Validate the child's feelings and recognize what the child is experiencing; (I know you're mad at them for not letting you play, but you can't disrupt their game.)
- e. Help the child regain control and redirect his/her energies into something suitable.
- f. Let the angry child calm down before trying to discuss the problem.

- g. Direct their comments at what the child has done and not at the child's personality. ("Calling Johnny these names really hurts his feelings" and not "You're a mean child.")
- It is important for children to understand that they can be angry but they are not allowed to become physical.

We avoid getting into a battle of wills.

A situation where both the adult and the child feel they have to "win", the child ends up feeling resentful and losing pride.

- No matter how often or severely teachers have to deal with misbehavior, children must know that they care and respect them. From the teacher's actions, children need to learn the difference between "I'm mad at you when you do certain things," and "I don't like you as a person anymore."

If the child does not follow the rules:

- a. Teacher states to child that his/her behavior is not acceptable.
- b. Explain why it is not acceptable. Make sure behavior has stopped. Give as many reasons as necessary to help child understand.

IF BEHAVIOR CONTINUES:

- a. Repeat step a from above. Then remove child from activity, and direct him/her to another activity to re-channel child's energies.
- b. Repeat step a from above. Then have child sit in chair watching class and activities for 3-5 minutes.

We do not allow the following:

- a. Physical intervention is strictly prohibited in any circumstances when a child is exhibiting negative behavior or resisting. This can result in injury to a child and is not constructive in guiding children toward positive behavior.
- b. Verbal abuse such as yelling or name-calling.
- c. Physical punishment such as squeezing, hitting or spanking.
- d. Denial of food as punishment.
- e. Humiliation

Teachers are also expected to have children follow the basic rules of:

- No yelling
- No kicking
- No hitting
- No running inside
- No unkind behavior

Soiling

If a child soils their pants during school hours, we do not punish the child physically or verbally. We change their clothes and we talk to them. We try to find out the reason for the action, and we do let the parent know of the occurrence.

TERMINATION POLICY

We make every effort to avoid the suspension or termination of a child from the program due to challenging behavior. However, St. Stephen's Armenian Elementary School reserves the right to terminate any child's enrollment. A child may be asked to leave the school for the following reasons:

1. Failure to pay child's tuition when due according to payment schedule set by the school.
2. Constant disobedience by a child not being able to conform to the classroom rules set by the school.
3. Extremely violent or aggressive behavior by the child, causing injury to other children or staff members, and damage to school property.

In the event that any of the above situations occurs, the following steps will be taken:

1. First, the parent will be notified verbally of the situation, and a meeting will be held with the principal, parents and involved persons. A solution will be discussed and parents will be encouraged to resolve the situation. Also, the school will inform parents of the availability of information and referral for other services and will provide the information upon the request of the parents.
2. In the event that the situation still exists after 30 days and no improvement is seen, a written warning is sent to parents. Another meeting will be held with the principal, parents and involved persons. Once again, solutions will be suggested and a final warning will be given.
3. If the situation occurs again after final warning, the child will be terminated. The child will be asked to leave the school and no tuition refund will be given.
4. When a child is terminated from the program, whether initiated by the school or the parents, the school will prepare the child for termination from the program in a manner consistent with the child's ability to understand.

REFERRAL SERVICES

The school is responsible for the implementation of the written plan for referring parents to services. Procedures for referring parents to appropriate social, mental health and medical services are as follows:

1. If a staff member has a concern about a child in his/her care, their concern should be documented and brought to the attention of the Director.
2. The Director will then assess the concern and meet with the child's parents along with the child's teacher as soon as possible to discuss the situation.

3. The Director will then refer the child and parents to the appropriate agency. A record of this referral will be kept in the child's file.
4. The Director will document all concerns and the actions taken.
5. A follow-up meeting will be held with the Director, the child's teacher and the parents within fourteen days.

Some agencies utilized are:

- *Watertown Public School Student Services Dept.*
 - *Elisabeth Schaefer 617-926-7766*
- *Waltham Public School Special Education and Needs Dept.*
 - *Paula Alexander 781-314-5530*
- *Department of Social Services – Tri City Area Arlington*
 - *1-800-769-4615 and 1-800-432-1824*
- *Cambridge Child Care Resource Center 617-547-1063*
- *Enable Inc. [\(781\) 828-4770](tel:7818284770)*
- *Children's Hospital Boston 617-355-6000*
- *United Way Parent's Line 617-624-8020*
- *Family Ties for Children with Special Needs 1-800-905-TIES*
- *Counseling Collaborative 781-861-1818*
- *Allied Rehabilitation Associates 781-891-0452*
- *Mass Eye and Ear*
 - *Eye Dept. 617-573-3048*
 - *Ear Dept. 617-573-3954*
- *Dr. Vatche Seraderian 617-489-3640*

HEALTH CARE POLICY

EMERGENCY TELEPHONE NUMBERS

7.05 (1) (a) OF 7.06 (10) (b)

The following emergency telephone numbers are posted in the secretary's office:

- **POLICE DEPARTMENT-----617-923-1212**
- **FIRE DEPARTMENT – Headquarters -----6179726512**
- **FIRE DEPARTMENT – East End -----617-972-6522**
- **Poison Control Center-----617-232-2120**
- **Poison Help -----1-800-222-1222**
- **Ambulance-----617-972-6567**
- **Emergency Health Care Facility – Mt. Auburn Hospital-----617-492-3500**
- **Health Care Consultant
Vana Melkonian, MD 781-789-4942**

Procedures for Emergency

SSAES staff members are trained in First Aid and CPR. In the event of an emergency, a certified staff member will administer first aid if needed.

Every effort will be made to contact parents immediately in the event of an emergency. However, if a parent cannot be contacted, SSAES will transport the child to the nearest hospital and will secure necessary treatment.

Notification of Injury

The school will notify parents if first aid is administered to their child.

Prescription Medications

Dispensing of any prescription medicine requires a signed medication authorization form (which can be obtained from the school office) by the parent. The form must specify both the dosage and the time to be administered. A new form is needed each time a medication is prescribed. The medication must have a current prescription label and be in the original bottle. Prescription label must include the child's name, dosage and date as well as the name and telephone number of the pharmacy.

Non-Prescription Medications

Non - Prescription medication also requires a medical authorization form, which can be obtained from the school office. This form must be signed by the parent. A medical authorization form

must be renewed every three months. Non-prescription ointments and topical lotions also require a medical authorization form signed by the parent, specifying the time and dosage.

Allergen Protocol

Given the rise of life-threatening allergies, SSAES will implement the following protocol regarding the care of students with such allergies. These procedures and guidelines require cooperation among the parents, teachers and students as all play a significant role in the safety of students with allergies. Although SSAES cannot provide an allergen-free environment, it is the goal of SSAES to minimize, to the extent possible, the risk of exposure to allergens that pose a threat to students. In addition, these protocols address the procedure to treat allergic reactions.

Family's Responsibility

- Notify the school of the child's allergies.
- Complete an "Individual Health Care Plan" (IHCP) and a "Food Allergy Action Plan" (FAAP), and provide a photo of the child and emergency contact information. Review IHCP and FAAP with the child's Teacher. (See Appendix A.)
- Provide written medical documentation, instructions and medications as directed by a physician.
- Provide signed "Authorization for Medication Consent Form" and physician's prescription for two EpiPens® annually.
- Provide properly labeled medications and replace medications after use or upon expiration. Parents should provide two epinephrine auto-injectors (EpiPens®) and ensure that expiration dates have not passed.
- Educate the child in the self-management of their food allergy including:
 - 1.Safe and unsafe foods
 - 2.Strategies for avoiding exposure to unsafe foods
 - 3.Symptoms of allergic reactions
 - 4.How and when to tell an adult they may be having an allergy-related problem
 - 5.How to read food labels (age appropriate)
- After a reaction has occurred, review policies and procedures with the school staff, the child's physician and the child (if age appropriate).

School's Responsibility

- Advise parents that the SSAES is a Food Allergy Aware School and that it is a nut/peanut restricted environment. Any food items that contain peanuts, tree nuts or sesame seeds are not allowed in the facility. Products brought to school in children's lunch boxes that contain dairy and eggs should be limited and/or packed in containers with lids to prevent spilling or dispersing.

- “Classroom Allergen Awareness” letters will be sent to all parents in classrooms in which there are students with allergies, and the bottom portion of the letter will be signed by the parents and returned to the School to ensure that the procedures are understood and followed.
- Clearly mark files of students who have life threatening allergies with adhesive tabs. Ensure that the file contains an annually updated physician’s prescription for an epinephrine auto injector, “Authorization for Medication Consent Form”, Individualized Healthcare Plan (IHCP) and Food Allergy Action Plan (FAAP).
- Inform all Teaching and Administrative Staff, Substitutes and Extracurricular Instructors of IHCPs and FAAPs to the extent necessary to minimize students’ risk of exposure to life-threatening allergens. The Homeroom Teacher will be responsible for informing Specialists (i.e., Reading Specialist, Computer Teacher, Armenian Teacher, Gym Teacher and Late Stay Teacher) of IHCPs and FAAPs with respect to a student.
- Provide appropriate training annually to all Teaching Staff to handle emergency allergic reactions.
- Ensure that all classrooms in which there is a student with life-threatening allergies are equipped with an EpiPen® box. Store EpiPen® box in a designated area along with FAAP. FAAPs shall be placed in a conspicuous location near the EpiPen® box with a cover sheet marked “ALLERGIES” for privacy.
- Classroom teachers of students with allergies must keep an extra EpiPen® and a copy of the FAAP (Food Allergy Action Plan) with them while accompanying the student to recess, field trips and other activities that take place outside of the classroom.
- Display “Allergen Aware Classroom” signage at entrance of all classrooms.
- Prohibit parents from bringing food to class to be shared among students for class celebrations. Any food items brought to school without the teacher's consent will be returned to the parent.
- Provide snacks in Preschool that are free from tree nuts, peanuts, sesame seeds, dairy and eggs.
- Provide allergen-safe options during school-sponsored activities where food is provided for general consumption by the student body. Ensure that the Classroom Teacher monitors the child so that he or she is eating only the food prepared for them. Encourage the parent of the child with allergies to attend the event. Set up a separate table where children with allergies may sit, if they so desire.
- Classroom Teachers will closely monitor children with allergies during food consumption to avoid cross contamination.
- Sharing food will not be allowed in the classrooms.
- Instruct students to wash their hands after eating and to brush their teeth before coming to school, especially if they have eaten peanuts or tree nuts.

Student’s Responsibility

- Take as much responsibility as possible for avoiding allergens.
- Do not trade or share foods.
- Wash hands before and after eating.
- Learn to recognize symptoms of an allergic reaction.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Take more responsibility for your allergies as you get older (refer to parent responsibilities outline).
- Develop a relationship with a trusted adult in the school to assist in identifying issues related to the management of the allergy in school.

Asthma

Most children with asthma will be allowed to exercise as scheduled. Parents must inform the school if their asthmatic child should engage in limited exercise. Asthmatic attacks that occur at school will be controlled by inhalant use as prescribed. The classroom teacher will keep the inhaler unless the child is at least 7 years old AND knows how and when to use it. If the attack does not subside and a parent cannot be immediately contacted the child will be transported to a hospital emergency room.

All medication will be stored out of the reach of children and under proper conditions for sanitation, preservation, security and safety.

Plan for Management of Infectious Diseases (Updated on May 2023)

It is our effort to protect all children from contagious illnesses. If your child has any of the following symptoms, we will contact you to pick him/her up from school (within 1-1.5 hours) both to prevent infection of the other children and to provide comfort to your child.

Your child must be kept home for 24 hours (without symptoms) before returning to school. In case of contagious illness (or suspected contagious illness), a doctor's note will be required before your child can return to school. St. Stephen's Elementary School understands that it is difficult for a parent to leave or miss work, therefore it is suggested that alternative arrangements be made.

- Fever of 100.0 or higher.
- Diarrhea or loose stools inconsistent with usual bowel movements, accompanied by other symptoms.
- Any suspicious rash.
- Vomiting.
- Any illness accompanied by open, oozing bacterial infections.
- **Any contagious illness, such as COVID19, Influenza, Strep throat, Chicken pox, Whooping cough, Measles, Conjunctivitis, Scarlet fever, etc. as noted below under "Contagious Diseases" excluding ringworm (tinea).**

When returning your child to school after an illness, please remember:

- A child must be free from fever, vomiting & diarrhea without fever reducing medication, for 24 hours before returning to school.
 - Any child prescribed an antibiotic must take it for 24 hours before returning to school.
 - Any contagious illness requires a doctor’s statement that the child is not contagious prior to returning to school.
 - A child MUST be able to participate in all activities (including outdoor recess) upon returning to school.
- *The school will send a note to the parents every time there is a case of a contagious illness, such as COVID19, Influenza, Strep throat, Chicken pox, Whooping cough, Measles, Conjunctivitis, Scarlet Fever, etc. as noted below under “Contagious Diseases” excluding ringworm (tinea).**

Contagious Diseases:

Parents are asked to voluntarily report if their child has a contagious disease including:

Vaccine-Preventable Diseases: Chickenpox, Diphtheria, Haemophilus influenzae type b (Hib), Hepatitis A, Measles, Mumps, Pertussis (Whooping Cough), Pneumococcal disease, Polio, Rubella and Tetanus.

Diseases Spread through the Intestinal Tract: Salmonella, Shigella, Campylobacter, E.coli, Giardia, Norovirus, Pinworms, Hepatitis A, Hand-Foot-and-Mouth syndrome (Coxsackie virus).

Diseases Spread Through the Respiratory tract: Influenza, COVID19, Group A Streptococcal infections (strep throat, scarlet fever), Fifth disease, Meningitis, Severe acute respiratory syndromes (SARS), Mononucleosis, Cytomegalovirus infection, Tuberculosis (TB).

Diseases Spread through Direct Contact: Impetigo, Ringworm (Tinea), conjunctivitis (pink eye), scabies, pediculosis (head lice).

If you have specific questions, please discuss them with your child's pediatrician prior to school attendance. The students’ information will be kept confidential.

Reference:

- Massachusetts Department of Public Health, School Health
- Manual <https://massclearinghouse.ehs.state.ma.us/SCH/S3001R.html>

COVID19 Policy

As taken from the Centers for Disease Control (CDC) guidelines last updated August 2022.

<https://www.mass.gov/info-details/covid-19-isolation-and-exposure-guidance-for-children-and-staff-in-child-care-k-12-out-of-school-time-ost-and-recreational-campprogram-settings>

Overview:

- A [rapid antigen test](#), such as a self-test, is preferred to a PCR test in most situations.

- To count days for isolation, Day 0 is the first day of symptoms OR the day the day positive test was taken, whichever is earlier.
- Contact tracing is no longer recommended or required in these settings, but schools or programs must continue to work with their Local Board of Health in the case of outbreaks.
- The Commonwealth is not recommending universal mask requirements, surveillance testing of asymptomatic individuals, contact tracing, or test-to-stay testing in schools. While masks are not required or recommended in these settings except for in school health offices, any individual who wishes to continue to mask, including those who face higher risk from COVID-19, should be supported in that choice. For those who need or choose to mask, masking is never required in these settings while the individual is eating, drinking, sleeping or outside.
- All individuals are encouraged to stay up-to-date with vaccination as vaccines remain the best way to help protect yourself and others.

Isolation and exposure guidance and protocols

Guidance for Children and Staff:

- Quarantine is no longer required nor recommended for children or staff in these settings, regardless of vaccination status or where the exposure occurred. All exposed individuals may continue to attend programming as long as they remain asymptomatic. Those who can mask should do so until Day 10, and it is recommended that they test on Day 6 of exposure. If symptoms develop, follow the guidance for symptomatic individuals, below.
- Children and staff who test positive must isolate for at least 5 days. If they are asymptomatic or symptoms are resolving and they have been fever free without the use of fever-reducing medicine for 24 hours, they may return to programming after Day 5 and should wear a high-quality mask through Day 10:
 - If the individual is able to mask, they must do so through Day 10.
 - If the individual has a negative test on Day 5 or later, they do not need to mask.
 - If the individual is unable to mask, they may return to programming with a negative test on Day 5 or later.
- Symptomatic individuals can remain in their school or program if they have mild symptoms, are tested immediately onsite, and that test is negative. Best practice would also include wearing a mask, if possible, until symptoms are fully resolved. For symptomatic individuals, DPH recommends a second test within 48 hours if the initial test is negative.
 - If the symptomatic individual cannot be tested immediately, they should be sent home and allowed to return to their program or school if symptoms remain mild and they test negative, or they have been fever-free for 24 hours without the use of fever-reducing medication and their symptoms are resolving, or if a medical professional makes an alternative diagnosis. A negative test is strongly recommended for return.

Note: At this time, the US Food and Drug Administration (FDA) has not approved or authorized any at-home rapid antigen test for use in children under 2 years of age. However, at-home rapid

antigen tests may be used off-label in children under 2 years of age for purposes of post-exposure, isolation, and symptomatic testing. It is recommended that parents or guardians deciding to test children under 2 years of age administer the at-home rapid antigen test themselves.

COVID-19 symptoms

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscle aches or body aches
- Cough (not due to other known cause, such as chronic cough)
- Sore throat, *when in combination with other symptoms*
- Nausea, vomiting, *when in combination with other symptoms*
- Headache, *when in combination with other symptoms*
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes, such as allergies), *when in combination with other symptoms*

Lice Policy

Based on Centers for Disease Control (CDC) guidelines, the American Academy of Pediatrics (AAP) guidelines, Up-to-date (a medical resource) and our own guidelines:

If a teacher suspects a case of lice, the Head of School/the Preschool Director will ask the parents and/or the health committee members to check the children's classmates' hair and scalp for lice.

Examinations that are done by the health committee are done on a voluntary basis; these examinations will be done in the classroom, in full view of the teachers and other students.

Children in other classrooms may also be checked for lice if they have had close contact with other children that may have had contact with lice.

When a child is found to have lice, the school will contact the parents to have them pick the child up right away so as to start treatment as soon as possible.

The child may return to class once treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

The parents should follow the manufacturer's instructions for whatever lice treatment medication they are using.

It is recommended that the parent comb out any nits, dead or live lice using a fine-toothed nit comb several times –usually 8-12 hours after treatment and then again every 2-3 days for the next 2-3 weeks.

If re-treatment is required by the lice treatment medication, the parents need to re-treat the child 7-10 days after the first treatment (the timing of the second treatment is determined by the medication used). The parents must read the instructions carefully and/or ask their pediatrician.

All household members and other close contacts should be checked; those persons with evidence of an active infestation should be treated.

All infested persons (household members and close contacts) and their bedmates should be treated at the same time.

If a parent refuses to have their child checked for lice, or does not agree with the teachers'/health committee's suspicion of lice, then they must take their child to their own pediatrician and/or professional nitpicker and return with documentation from the doctor and /or nitpicker stating that they were checked, and whether or not they have lice, before returning to school.

If there is still an issue with a parent not agreeing with our diagnosis, then there is the option of the preschool director or Head of School providing the parent with a list of professional lice nitpickers that the parents can consult, if they wish to do so, on their own.

Reporting Abuse and Neglect

SSAES staff is mandated reporters, which means they are required by law to report suspected abuse and neglect to the Department of Social Services.

Please note the following definitions:

- **Abuse:** The non-accidental commission of any act by a caretaker which causes or creates a substantial risk of harm or threat of harm to a child's well-being.
- **Neglect:** Failure by a caretaker, either deliberately or through negligence to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision or other essential care.
- **Reasonable Cause:** A basis for judgment that rests on specific facts either directly observed or obtained from reliable sources, and that supports a belief that a particular event probably took place or a particular condition probably exists
- **Reportable Condition:** A serious physical or emotional injury resulting from abuse or neglect, or the commission of any act by a caretaker with a child, which constitutes a sexual offense under the criminal laws of the Commonwealth, or the physical dependence of a child upon an addictive drug at birth.

BUILDING SECURITY

- All exit doors locked and equipped with cameras visible to building administration.

- Main entrance doors locked during primary school hours to ensure controlled access to the buildings.
 1. Preschool building open for drop off between 7:50 am – 8:35 am and pick up between 2:20pm – 3:00 pm regularly and 11:30 am – 12:15 pm on early release days; otherwise the doors will be locked.
 2. ACEC building will be locked between 8:30am –2:30pm during school hours only and 8:30am – 11:45am on early release days; otherwise the main doors are unlocked.
- Main building doors are equipped with intercoms, cameras and a buzzer to allow building administration to confirm entry.

EMERGENCY PROCEDURES

St. Stephen’s Armenian Elementary School implements 3 primary safety drills throughout each year. These drills and procedures are in accordance to the guidelines identified by the Watertown Police and Fire Departments as well as those established by the Boston area schools to ensure safety to our students and faculty.

1. Evacuation
2. Shelter-in-place
3. Lockdown

1. Building **evacuations**, often known as fire drills, are conducted when the interior of the school building can be harmful to its inhabitants, such as gas leaks, loss of heat, smoke. Fire drills are conducted regularly to practice and evaluate the promptness of the inhabitants evacuating the building. Depending on the situation an evacuation can result in a shelter-in-place at an alternative location. In case of a natural disaster, the director will call the local emergency management authorities to determine whether to evacuate or shelter in place.

These drills are conducted quarterly by the Watertown Fire Department.

The preschool director conducts Evacuation or Fire drills monthly and maintains documentation of the date, time and effectiveness of each drill.

In the event of loss of heat/power/water that is not restored within a reasonable short period of time, the school will be closed or evacuated. The evacuation protocols to a second or a third shelter as described below will be followed.

2. A **shelter-in-place** is conducted when the exterior of the building presents a threat, such as severe weather, rabid animal. All individuals are brought into the safety of the building until the incident has dissipated. Depending on the situation a shelter-in-place can result in an evacuation to an alternative location or escalate into a lockdown.

If for any reason the surrounding area of the building presents a threat or emergency personnel need access to the building, the students and faculty will proceed to a secondary

shelter at St. Stephen's Armenian Apostolic Church or a tertiary shelter at the First Armenian Memorial Church. Parents will be notified via text, phone or email (based on their preset ParentAlert notifications) of the situation, location of the students and next steps. The school requests parents not contact the school and tie up phone lines in these situations.

3. A **lockdown** occurs when an intruder has compromised the school. All individuals are protected behind locked doors, until an evacuation is possible. The goal is to keep children and staff safe until the police or other emergency responders can respond and eliminate the threat. Communications between the school and parents cannot be conducted at this time. All focus will be on responding quickly and efficiently to the situation.

PLAN FOR MISSING CHILDREN

Children are constantly supervised and every effort is made to ensure that all children are accounted for at all times when they are in our care. However, in the unlikely event that it is noticed that a child is missing; (at school or on field trips) the following procedures will be followed:

1. The teacher in charge will inform the director and carry out a thorough search of all the rooms in the building, outside perimeter and playground, while a high level of care is maintained to the other children.
2. The director or person in charge will inform all staff members to establish what happened.
3. Roll will be called in all classrooms or in all groups to make sure that no other children from other groups are missing.
4. All teachers and children will be sensitively asked whether they have seen the child who is missing, so that it can be established who was last to see the missing child, when and where.
5. Doors, emergency exits and gates will be checked to see if there has been a breach of security whereby a child could wander out.
6. If the child is not found, the parent or the guardian will be contacted and the missing child will be reported to the police.

On Field Trips,

- As soon as it is noticed that a child is missing, staff will ask the children to stay with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff will search the immediate vicinity.
- The director or the person in charge will be informed. If she is not on the outing she will make her way to the venue to help the search as well as support staff and be the point of contact for the police using a mobile phone.
- Staff will take the remaining children to the preschool.
- The director or the person in charge will contact the child's parent or guardian and the missing child will be reported to the police.

- If the field trip is in an indoor venue, the staff will contact the venue's security who will handle the search and contact police if the child is not found.

When The Child Is Found

- If the child is aware of what happened, two staff members will care, talk to the child and comfort him/her.
- Other adults will take the opportunity to speak to the remaining children to make sure that they understand that children should not leave the premises, and explain the reasons and consequences.
- The incident should be documented in detail. (Date, time, staff present, groups present, when the child was last seen in the group, and for how long was the child not accounted for.)

PLAN FOR THE CARE OF MILDLY ILL CHILDREN AT CENTER

Mildly ill children are not kept at the center. The secretary or the director will call the parents or the emergency contact to take the child home. Meanwhile, the individual needs for food, drink, rest and comfort (of these mildly ill children) will be met in a quiet area by a qualified teacher.

ADMINISTRATION OF MEDICATION

- **Prescription Medications**

- Always require a form signed by the parent and written order of physician (for prescription medication, this may include the label of the medication).
- The form must specify both the dosage and the time to be administered.
- A new form is needed each time a medication is prescribed.
- The medication must have a CURRENT pharmacist's label, in the original bottle.
- Label must include child's name, dosage, date, physician name & phone #.

- **Oral Non-Prescription Medications**

- Always require a form signed by both the parent and the pediatrician, including dosage.
- The written parental consent must be renewed weekly with dosage, time, days and purpose of medication.
- Medication must be in original container with original label containing the name of the child affixed.

- **Topical Non-Prescription (When applied to open wounds or broken skin)**

- Written Parental Consent and Health Care Practitioner Authorization required.
- Medication must be in original container with original label containing the name of the child affixed.
- Written parental consent should be renewed annually.

- **Non-prescription ointments and topical lotions**

- These ointments require only a note signed by the parent, specifying time and dosage, and it should be renewed annually.
- These medication forms will be part of the child's file.

- All medication will be stored out of the reach of the children under proper condition for sanitation, preservation, security and safety.
- All unused medication will be disposed of or returned to the parent when no longer needed, and it will be documented in the child's record.

Plan For Brushing Teeth

Children who are in our care are encouraged to brush their teeth after consuming their meal. Parents who would like their children to participate in our tooth brushing program should send a tooth brush to the classroom teacher. Our educators will assist the children in brushing their teeth after they have their lunch. Parents can replace their children's toothbrushes with new ones as often as they want especially after a child recovers from a cold or sickness. We do not use tooth paste, because children may swallow fluoride containing toothpaste. Tooth brushes are labeled and stored in a special hygienic wall mounting toothbrush holders with screen covers to allow the brushes to air dry. Our goal is to promote proper dental hygiene, but the thorough cleaning is left to the parents at home and to their routine visits to the dentist. Parents have the right to opt out with a written request.

PLAN FOR TRANSITIONS

Teachers make every effort to make transitions easy and smooth for the students. Sometimes children find it difficult to cope with transitions and this can lead to challenging behavior. Teachers evaluate the schedule and modify transitions in order to better support those children. If an individual child continues to have ongoing challenging behavior, then teachers develop an individualized plan for that child.

Some of the strategies used are but not limited to;

- giving a five-minute notice to prepare them for the next activity,
- using some cues such as turning the lights on and off as a signal,
- using an alarm clock or singing a transition song for clean up or moving to another activity in the classroom,
- making up songs by giving instructions,
- implementing music and movement activities or exercise moves while waiting for all children to join the group,
- singing songs and reciting poems while waiting for the children to line up.

Transitioning from Preschool to Kindergarten is also done in collaboration by the teachers of both grade levels in the school. At the end of each school year teachers meet to decide student placement for the following year taking into consideration the children's best interest. Students are also given the opportunity to visit their classroom for the following year. To familiarize the children with their classroom and teachers for the following year, the school sets up two move-

up days; one for the parents to meet the teachers and learn about the curriculum and another for the students to visit the classroom and meet the teachers.

REPORTING ABUSE AND NEGLECT

If a staff member has a concern that a child in his/her care is suffering either neglect or abuse from any cause it is his / her responsibility to bring any concerns to the attention of the Principal.

The Principal will discuss the concern with all staff that have contact with the child and then call the School Board of Directors. The Principal will immediately report such condition to the Department of Social Services by oral communication and by making a written report within forty-eight hours after such oral communication. If the Principal has any questions, she may contact our volunteer Social Worker Consultant. Consultation with the Board and oral report to D.S.S. will occur on the same school day as the original concern.

All staff members are mandated reporters and must make the report themselves if there is a disagreement between the staff and management on any abuse or neglect issue.

The Principal will notify the Department of Early Education and Care immediately after filing a *51A report* 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 licensee shall cooperate in all investigations of abuse and neglect including identifying parents of children currently or previously enrolled in the program; providing consent for disclosure to the EEC of information from, and allowing the EEC to disclose information to, any person and / or agency the EEC may specify as necessary to the prompt investigation of allegations and protection of children.

If there is an allegation of abuse by a teacher, he / she will be removed from working with children until the Department of Social Services investigation is completed and for such further time as the office requires.

Definitions

- ***Abuse:*** means the non-accidental commission of any act by a caretaker which causes or creates a substantial risk of harm or threat of harm to the child's well-being.
- ***Neglect:*** means failure by a caretaker either deliberately or through negligence to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision or other essential care.
- ***Reasonable Cause:*** means a basis for judgment that rest on specific facts either directly observed or obtained from reliable sources, and that supports a belief that a particular event probably took place or a particular condition probably exists.

- **Reportable Condition:** means a serious physical or emotional injury resulting from abuse or neglect, or the commission of any act by a caretaker with a child, which constitutes a sexual offense under the criminal laws of the Commonwealth, or the physical dependence of the child upon an addictive drug at birth.

MOLESTATION PREVENTION PROCEDURE

- 1. Teacher Selection**
- 2. Teacher Supervision**
- 3. Reporting Abuse**
- 4. Response to Allegations**

1. Teacher Selection and Screening Procedure

This procedure consists of the following components:

- An employment application form
- A personal interview
- Verification of employment history
- Documentation of reference checks
- CORI Evaluation (Criminal Offender Record Information)

2. Teacher Supervision & Training

- At annual orientation, all staff members are trained to understand the nature of child sexual abuse.
- At annual orientation, all staff members are informed of appropriate steps to report an incident of child abuse and of details of the state laws regarding child abuse.

Measures to Prevent Child Abuse

- “Open Door Policy”. Parents or other staff members are welcome to look into the classrooms periodically.
- Children are expected to care for themselves in the bathroom. Bathroom door is kept partially open if children need help with zippers or buttons.
- “Two Adult Rule” is encouraged, whenever possible. No child will be left alone with an adult in a secluded area.

3. Reporting Obligations

- Our staff understands state law concerning child abuse reporting obligations.
- We have clearly defined reporting procedure (see attached procedure).

4. Response to Allegations

- If there is an allegation of abuse by a teacher, he / she will be removed from working with children until the Department of Social Services investigation is completed and for such further time as the office requires.
- We have insurance coverage if the claim should occur.

INJURY PREVENTION PLAN

The Director monitors each classroom and play environment daily to insure safety. Any hazards are removed immediately. Broken items are taken out of the classroom. The item is repaired and returned to the classroom; if not repairable, it is discarded. If there are hazards concerning the building, the Director notifies the School Board of Directors and appropriate action is taken to correct or repair the hazard.

To maintain and monitor injuries, a central injury log is kept with the First Aid Equipment. Each time a child is injured the teacher is required to record the injury on the log. The following data is required: Child's name; description of injury, time, date, location where the injury occurred, cause of injury, equipment / product involved. The Principal monitors the injury log weekly.

If any reoccurring injury in the same location or on the same equipment is noted, appropriate action is taken to repair or remove the cause of the injuries.

Parents are informed immediately by telephone of any injury requiring emergency care, and a written report is given to the parents within 24 hours of injury.

Parents are informed daily if any incident requiring First Aid treatment occurs. An injury report is given to the parent and a copy is documented in the child's file. The injury report includes: Child's name, date, time, location of injury, description of injury, how it occurred, name of witnesses, person administering First Aid or Medical Care.

INFECTION CONTROL

Our Health Care Consultant will train the staff once a year for infection control.

1. Toileting Procedure
 - a. All children shall be supervised at all times by a teacher while in the bathroom area.
 - b. Individual paper towels shall be provided for each child's and teacher's use.
 - c. Children will be assisted by a teacher as needed.
 - d. Parents will provide sufficient extra clothing for their children.
 - e. Any soiled clothing should be put in a sealed plastic bag and labeled with the child's name.

2. Hand washing
 - a. Before eating and handling food
 - b. After toileting
 - c. After coming into contact with body fluids and discharges
 - d. After handling animals or their equipment
 - e. After cleaning

Sanitizing and Disinfecting Policy

All equipment, furniture and toy items or surfaces (including floors and walls) will be washed by soap and water and disinfected by a self-made bleach solution using the EEC guidelines for sanitizing and disinfecting in Group Child Care Settings. Commercially prepared disinfectant wipes that has been registered as a sanitizing solution by the environmental Protection Agency (EPA) might also be used. Disposable gloves will be used for the clean up of blood spills and bodily fluids. The affected area will be disinfected. Used gloves will be thrown away. Tables will be washed and disinfected before and after snacks and meals.

The following items are monitored for cleanliness, washed and disinfected at least daily by the custodian:

- a. Toilets and toilet seats
- b. Sinks and sink faucets
- c. Drinking fountains
- d. Water table and water play equipment
- e. Play tables
- f. Smooth surfaced non-porous floors
- g. Mops used for cleaning
- h. Cloth washcloths and towels

The following are washed and disinfected by the teachers at least monthly or more frequently as needed to maintain cleanliness, when wet or soiled or before use by another child:

- a. Cots, mats or other approved sleeping equipment
- b. Machine washable fabric toys
- c. Sheets, blankets and other coverings are sent home and washed by the parents.

DISINFECTANT SOLUTION

The disinfectant solution shall be either a self-made bleach solution or a commercially prepared disinfectant that has been registered by the Environmental Protection Agency (EPA) as a sanitizing solution. (Registration can be identified by reading the product label and using the disinfectant precisely as directed on the label). The household self-made bleach solution shall be labeled and stored in either a spray bottle that is sealed with a cap and the solution shall be prepared daily or tested daily in accordance with the Department of Public Health guidelines. All such disinfectants shall be stored in a secure place and out of the reach of children.

*The bleach / water solution or the commercially prepared disinfecting wipes are used to disinfect tables before and after snack and lunch. The food contact surfaces will be rinsed with potable water after using the disinfecting wipes as directed on the package label.

*The commercial product “Lysol spray” is occasionally used to disinfect surfaces after dismissal.

SNACKS AND LUNCHES

Nursery children are given a morning and afternoon snack of fruit juice or milk and low fat and low salt crackers, cereals, fruits and vegetables provided by the school.

Kindergarten and Elementary children must bring their own snack to school. We encourage fruits and low fat, low salt and low sugar foods.

No gum or candy is allowed.

LUNCH SUGGESTIONS

All children are encouraged to bring a nutritionally balanced lunch to school daily. Your child's lunch should include foods from the **Basic Food Groups (Fruits, Vegetables, Breads/Grains, Milk, and Meat/Beans)**. Parents should always be sure to prepare goods according to your child's likes and dislikes. Also, please cut up or peel foods so that your child may eat them more easily.

All lunches should be kept in a lunch box or a bag. Children should be given napkins and utensils with their lunches, because the school does not provide these items. Please do not give foods to your child that may spoil because refrigeration or heating of food is not allowed. Drinks, especially milk should be kept in a thermos. No glass bottles or containers are allowed due to possible breakage. Also, no soda is allowed in school.

TOYS

The school provides many educational and fun toys for all classes. Children should not be bringing in toys, unless they have been assigned a particular day for Show & Tell, and this is the only day that toys may be brought to school. Destructive toys such as guns, war toys, etc. are prohibited in the school.

PARENT INFORMATION, RIGHTS AND RESPONSIBILITIES

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including nursery schools).

The licensee (day care center owner) is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the center. Section 7/04 of 102 CMR 7.00 the regulations, which govern day care centers, contains more information.

PARENTS RIGHTS

Parent Visit

You have the right to make unannounced visits to your child's room while your child is present. We have an open classroom policy.

Parent Input

If a parent has a suggestion, comment or concern in the development of the school's policies and curriculum, he / she may either make a request through a written letter to the Principal or may schedule an appointment with the Principal. The school allows you to make suggestions, but it is up to the administration to decide whether or not they will be implemented.

Conferences

Regular parent / teacher conferences are scheduled at least twice during the school year when written progress reports are given. Additional conferences will be arranged by the classroom teacher if needed. **Parents** are required to schedule appointments before or after school hours to discuss any matter at length with teachers.

Meeting prior to admittance

The Principal will meet with you prior to admitting your child to the school. At the meeting, in addition to the information contained in this fact sheet, the Principal will provide you with: types of services provided; referral policy; behavior management policy; termination and suspension policy; a list of suggested nutritious foods you may send for snacks and meals (if it is your responsibility); the policy for identifying and reporting child abuse and neglect; the transportation plan; a copy of the health care policy (if you request it); procedure for administration of medication; procedures for providing emergency health care and the illness exclusion policy; and a copy of the fee schedule. All of this information is contained in the "Parent Handbook" or handed to parents separately before registration takes place.

You will also be given the opportunity to visit the center's classrooms either at the time of the meeting or prior to the enrollment of your child.

Progress Reports

Nursery students receive progress reports twice a year, usually in January and June. All progress reports must be signed by a parent and returned to the school. This report must become part of your child's center record. If your child is a child with disabilities, you should receive a written progress report every three (3) months. The school staff will bring any special problems or significant developmental delays to your attention as soon as they arise.

YOUR CHILD'S RECORDS:

Information contained in your child's record is privileged and confidential. The school staff may not distribute or release information in your child's record to anyone not directly related in implementing the program plan for your child without your written consent. You must be notified if your child's record is subpoenaed.

Access to the Records

You should be able to have access to your child's records. The school will provide access within two business days, unless they have your permission to take longer. You will be allowed to view

your child's entire record, even if it is located in more than one location. Parents should present a written note to the Principal before any procedures regarding access, duplication and dissemination of children's records. They must maintain a written log which identifies anyone who has had access or has received any information out of the record. This log is available only to you and the people responsible for maintaining the school records.

Amending the Record

You have the right to add information, comments, data or any other relevant materials to your child's record. Such requests shall be made in accordance with the procedures described below:

- a. If you are of the opinion that adding information is not sufficient to explain clarify or correct objectionable material in your child's record, you have the right to have a conference with the Principal to make your objections known.
- b. The Principal shall, within one week after the conference, give you a decision in writing stating the reason or reasons for the decision. If her decision is in your favor, she shall immediately take the steps necessary to put the decision into effect.

Charges for Copies

The school shall not charge an unreasonable fee for copies of any information contained in your child's records.

Transfer of the Record

Upon your written request, when your child is no longer in care, the licensee can give you your child's record or transfer them to any other person that you identify. The school should ask you to sign a form verifying that you have received the record.

RESPONSIBILITIES OF THE PROGRAM

Providing Information to the Department of Early Education and Care

The licensee must make available to the (EEC) any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of the Office are not to remove identifying case materials from the school premises and are entitled to maintain the confidentiality of individual records.

Reporting Abuse or Neglect

All school staff is mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator.

Notification of Injury

The licensee will notify you immediately of any injury which requires emergency care. They will also notify you in writing, within 24 hours, if any first aid is administered to your child.

Availability of Regulations

The school has a copy of 606 CMR 7.00, Standards for the Licensor or Approval of Group Day Care and School Age Child Care Programs, on the premises, available to any person upon request. If you have questions about any of the regulations, ask your school to show them to you. Our program is licensed by the Department of Early Education and Care. Parents may contact EEC for information regarding the program's regulatory compliance history at;

Commonwealth of MA
Department of Early Education and Care
360 Merrimack St. Bldg. 9, 3rd. floor
Lawrence, MA 01843
978-681-9684

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ST. STEPHEN'S ARMENIAN ELEMENTARY SCHOOL
47 Nichols Ave. Watertown, MA 02472
Tel (617) 926-6979 Elementary School
(617) 923-0501 Preschool
E-mail: school@ssaes.org
<http://www.ssaes.org>

Acknowledgement of Receiving Parent Handbook

Child's Name _____

Parent/Guardian _____

I have read all of the information included in the St. Stephen's Armenian Elementary School's Parent Handbook and agree to comply with all of the rules and regulations.

Signature of Parent/Guardian _____

Date _____