



PARENT HANDBOOK

136 Main Street | Sandwich, MA

(508) 833-8607

WWW.FIRSTCHURCHSANDWICH.ORG

Terri Lippman, Director/Lead Teacher **cell:** (508) 320-3285
Annemarie McGrath, Lead Teacher

PHILOSOPHY

Each child is a unique individual with their own rate and style of learning. Our goal is to create a loving atmosphere for each child to develop sensitivity to others, curiosity, responsibility, creativity, self-discipline and genuine interest in love and learning.

Directed play is used in a way to promote intellectual and emotional development. Activities, materials and field trips are selected to maximize each child's potential physical, cognitive, language and creative abilities.

We will recognize the presence of God in our lives by sharing some of our knowledge of God's love with your child through seasonal stories and songs, and daily graces at snack time; as well as modeling, caring and kindness towards others. We hope these experiences will be naturally integrated into your child's life.

GOALS

1. Promote social and emotional competence in a caring environment
2. Encourage individual creativity and imagination in art, dramatic play and music.
3. Provide learning centers based on the Massachusetts Curriculum Guidelines.
4. Develop language and literacy skills with opportunities to listen and use language.
5. Assist children in developing independence through self-help skills.
6. Encourage a desire and love of learning.

ENROLLMENT INFORMATION

State regulations through the Department of Early Education and Care require that you be aware and comply with the following items:

1. A health form (filled out, signed, and dated by the physician.) All immunizations must be recorded on this form, as well as, verification of yearly lead paint screening.
2. A completed enrollment form (two face sheets), authorization for emergency care form, and authorization for release form.
3. Each child needs to have a change of clothes in a zip lock bag clearly labeled with the child's name. (We suggest parents update their child's bag in the spring.) **NON-DISCRIMINATION**

The Joyful Noise Preschool will not discriminate in providing services to children and their families based on race, religion, cultural heritage, national origin, language, political beliefs, marital status, disability, or sexual orientation. **Toilet training status is not an eligibility requirement for enrollment.**

SCHOOL HOURS

Morning classes run from 9:00 A.M. to 12:00 P.M. Both classes can extend one hour by participating in Lunch Bunch (12:00 P.M. –1:00 P.M.). Ten (10) students per day, on a pre-signed basis, parent provides bag lunch, \$10.00 additional daily charge.

AGES SERVED

Children in the two-day program must be two years-nine months by September 1st. Children in the three-day program must be four years of age by September 1st. Our staff will assess the best program for your child's developmental needs. We will serve children through the age of six.

NUMBER OF CHILDREN SERVED

Our preschool program is licensed to serve eighteen (18) children. Our classes will generally have sixteen (16) children with two teachers.

CALENDAR

Our school will generally follow the Sandwich School Calendar. We will hold orientation the Friday following Labor Day, and classes will begin the following Monday.

Holidays, vacations, and snow days will generally be the same as those announced for the Sandwich K-8 Schools; however, we will not observe Sandwich Teacher Conference days or Parent Conference days.

SHOW & TELL

Show & Tell is a great language development tool. A good deal of the time we will have Show & Tell by categories (i.e. soft, with your name on it, fits in your hand); this will help Show & Tell be a positive learning situation, rather than "show & brag."

While we encourage you to allow your child to bring SPECIAL items from home for both Show & Tell and Circle Time, WE DO NOT WANT THE CHILDREN TO BRING TOYS FROM HOME ON A DAILY BASIS.

VIOLENCE AND GUN PLAY

No weapons; real, imaginary, or toy will be used as play materials at school. Weapon play is neither creative nor loving and encourages a type of relationship between children that we will not permit at school. Superhero and all types of "figures" may be shared at Show & Tell but will not be played with at school.

SNOW DAYS

School will be closed when the Sandwich Public Schools are closed. We will announce our closing on radio stations: WCIB101.9FM (Cool 102), WKPE (Rock)104.7FM and WQRC 99.9FM.

TUITION AND FEES

Fee:	2-day (Tue./Th.)	\$220.00	10 payments
	3-day (M./W./F.)	\$280.00	10 payments
	5-day (M-F)	\$430.00	-10 payments
	Lunch Bunch 12:00-1:00	\$10.00	per day
Non-refundable registration fee		\$75.00	

Our fee should be regarded as a yearly tuition divided into monthly payments; therefore, there is no reduction in payments for sickness, vacation months, or for days' school is canceled due to inclement weather. Lunch bunch is billed separately at the end of each month. Occasionally, a fee is charged to defray the cost of field trips. Fees charged by the bank for unpaid checks will be charged back to the parent.

Any financial difficulties resulting in nonpayment should be discussed with the Director, so that all efforts may be made for your child's continued enrollment. However, the Preschool Advisory Committee has established that following three (3) months of nonpayment your child will be in danger of being terminated from the program.

Checks should be made payable to the Joyful Noise Preschool. Payments will be due by the 15th of the month.

LATE FEE

A late fee of \$5.00 will be charged the parent if a child is picked up fifteen minutes late and \$1.00 for every five-minute interval thereafter.

SNACKS AND LUNCH

Snacks are contributed by parents on a rotating basis once every sixteen (16) school days for the entire class.

We ask that you stay away from foods containing excessive sugars, salt, any artificial colors or additives. Therefore, our snacks will consist of pure fruit, pure fruit juice, milk, vegetables, crackers or baked goods from home, hard or cream cheeses. Please bring the snack in a ready to eat form. There may be a few times during the year that we will request a specific snack to fit in with our program theme.

We welcome Birthday Celebrations and invite parents to provide homemade cupcakes with a light glaze. Due to an increase in food allergies, we would appreciate a list of ingredients in all homemade foods. Depending on the severity of an allergy, we reserve the right to eliminate foods such as peanuts, tree nuts, peanut butter, milk or egg from the school/program.

ENTRANCE AND DISMISSAL

Children arriving for class should be walked from their cars, up the back stairway and into the main classroom entrance. Please be sure your child/carpool children have been greeted by a teacher before leaving.

All children must be picked up in the classroom by the parent/designated person. No child should leave the upstairs area without an adult.

On those days when we are on the playground each parent is asked to go up to the classroom and collect the artwork from their child's cubby. Children will be dismissed directly from the playground.

We should be informed if a child is to be picked up by anyone other than the usually authorized person. Please put all names on the authorization form.

FAMILY COMMUNICATION

Teachers will report any significant happenings in the class to the parents daily. Always feel free to ask us any questions you have. In turn, please inform us of any problems, experiences and events at home, which may affect your child's behavior at school.

Meetings with the teachers may be arranged during non-teaching time. Also, feel free to call Terri Lippman, at school, or by cell phone (508-320-3285) with any concerns.

Parent(s) of children in the two-day classes will receive a written observation on their child's adjustment to the preschool setting Oct./Nov., and a full evaluation and conference in March/April.

Parent(s) of children in the three-day classes will receive a written evaluation and conference in Jan./Feb.

OBSERVATION

Parents are free to visit unannounced at any time while their child is present. We wish to preserve the pace of the children and teachers; once you have become familiar with whatever activities are taking place please feel free to join in, if you wish.

CLOTHING TO WEAR

Children learn best through five senses. We will encourage the children to feel, smell, sometimes taste, as well as, see and hear an object to learn about it. Smocks will be available, but sometimes there are accidents. Please allow your child to wear clothes in which they can move freely and be messy without fear of scolding from home.

We will engage in outside activities; please send appropriate clothing LABELED!!

REPORTING SUSPECTED CHILD ABUSE

Any staff member having a concern over a child being abused or neglected should bring their concern to the director.

If the teacher and director decide there is reasonable cause a report will be filed. Our local Department of Children and Families office will be contacted: Southeast Regional and Cape and Islands Area Offices (508)760-0200. A report should be made within twenty-four (24) hours of the suspected abuse with a written report to follow within forty-eight (48) hours.

It will be the Directors decision and responsibility to inform the parent(s) if a report is to be filed.

The director will notify the Department of Early Education and Care immediately after filing a 51A report.

DEPARTMENT OF EARLY EDUCATION AND CARE

The Department of Early Education and Care is the state licensing agency for Joyful Noise Preschool. Parents may contact EEC for information regarding our program's regulatory compliance history at 1 Washington Street, Suite 20, Taunton, MA 02780. (508-882-5025)

HEALTH AND SAFETY

If a child is mildly ill, he/she will be isolated in a quiet spot (within the preschool setting) until parent(s) or designated emergency friend can pick up the child. This includes children, who develop gastro-intestinal and respiratory problems, (or) if a skin or direct contact infection is noted by the staff after a child has been dropped off, for the day.

Except for influenza, children with viral illness (mild infection of the nose and throat which are very common in young children) will not be excluded if they feel well enough to attend.

Children will be excluded from Joyful Noise with: (1) fever, (2) vomiting, (3) diarrhea, (4) a streptococcal infection diagnosed by a doctor until the child has been medicated for 24 hours, (5) chicken pox (and/or shingles)- children will be required to stay at home for one week or until the rash is crusted over and dry, (6) conjunctivitis ("pink eye") and impetigo until the child has been medicated for 24 hours, (7) ringworm and scabies until treatment has been started, (8) head lice - if discovered, the child will be separated from the other children until said child can be picked up by the parent and the child will not return to Joyful Noise until he/she has been treated.

Parents will be notified, orally by the lead teacher (and/or director), and by a written communication when a communicable disease has been introduced into the center. (Likewise, the school should be notified if your child has been exposed to any communicable diseases.) No medication will be dispensed in the classroom; except for those medications required to be kept on hand because of a possible life-threatening condition

(i.e. bee sting kit or asthma medication). These medications will require both written physician and parental permission. The authorization statement from the physician will include medication, dosage, criteria for administration, and will be signed and dated by the physician for an open span of time (valid for one year).

In the event of illness or emergency children will be transported to the hospital by Sandwich Rescue Squad. The child will be taken to the hospital that their doctor is affiliated with, as listed on the Emergency Procedure Card and parents will be notified by the Director or Lead Teacher. If the parents cannot be reached the closest relative listed on the Emergency Procedure Card or Authorization and Consent Form would be notified. If no relatives are listed on said forms, friends would be contacted in the order of their listing. (Parents should take note of this, so that they may consider carefully the order of their listing when completing said forms.)

During a field trip if a child takes ill the parents will be contacted to pick up the child. If the parent cannot be reached the child will be made as comfortable as possible, and a teacher will begin calling relatives and friends listed on the Emergency Procedure Card and Authorization and Consent Form. During a field trip if there is an emergency, once again, the Sandwich Rescue Squad would be contacted/ if out of town, that community's E.M.T. service would be called.

WITHDRAWAL AND SUSPENSION/TERMINATION

A month notice is required for official withdrawal. Refunds cannot be considered. This is necessary because as a function of the First Church of Christ, a non-profit organization, our budget is based on income equaling expenses.

The Joyful Noise Preschool shall use the following procedures for Suspension/Termination of a child from the center:

A child may be suspended/terminated from the preschool under the following circumstances - (1) The health and safety of the child, or other children, at the preschool cannot be assured. (2) The child is repeatedly physically abusive to teacher(s). (3) The child's developmental needs are not being met at Joyful Noise. (4) Parent's behavior such as 3 months behind on monthly tuition payments, failure to comply with center policies, or the health and safety of other children and staff cannot be assured.

Parents will be notified in writing and a face-to-face meeting will be scheduled to jointly, staff and parent(s), agree upon a Behavior Management Plan and or to discuss reasons for suspension/termination. A copy of the written notification and agreed upon Behavior Management Plan will be given to the parent and kept in the child's record.

The director will inform parents of the availability of information and referral for other services through Child Care Network of Cape Cod.

When any child is terminated from the center whether initiated by the Joyful Noise Preschool or the parent(s), the lead teacher will prepare the child for termination from the preschool in a manner consistent with the child's ability to understand.

PLAN TO AVOID SUSPENSION AND TERMINATION

When working with a child with challenging behavior, the staff will determine a behavior plan toward a positive acceptable behavior. Teachers will meet with parents to develop and behavioral intervention at the home and school setting. The plan may include a behavior chart, positive child guidance, peer modeling, and communication between home and school. Referral information will be offered to parents for evaluation, diagnostic or therapeutic services. The staff will pursue additional outside training and supportive services.

CHILD GUIDANCE POLICY

The approach to child guidance is always handled in a positive, non-threatening manner consistent with the needs and the developmental stage of each child. Children are given positive reinforcement for acceptable behavior.

Each child is helped to feel and know his inappropriate behavior is not acceptable, but that he/she is good and lovable.

Teachers will always try to supply an alternative to the unacceptable behavior. Methods for encouraging positive behavior include:

- *Encourage self-control by recognizing and reinforcing appropriate behaviors, setting clear and consistent limits
- *Redirect the child into another activity; i.e. help the child to redirect aggressive energies by pounding clay or hammering nails.
- *Explain why the behavior is not allowed for safety, health, and happiness of peers; always remembering to care for the child's self-esteem when talking to him.
- *Allow children to participate in the establishment of class rules.
- *Help the child to clarify feelings by describing and interpreting them for him/her as needed.
- *Provide opportunities for the child to express themselves in creative dramatic play.

The following practices are strictly prohibited: spanking or corporal punishment of any kind, humiliation, verbal or physical abuse, physical restraint, isolation (completely alone), threats or derogatory remarks, denial or force feeding of food or drink, or depriving outdoor time. A child will never be punished for wetting, soiling, or refusing to take part in any activity.

STAFF

Organizational Chart - (Line of Authority)

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF EARLY EDUCATION AND CARE

(Taunton Regional Office (508) 828-5025)

PRESCHOOL ADVISORY COMMITTEE

DIRECTOR

LEAD TEACHER

TEACHER -

Responsible to Lead Teacher for their session.

ASSISTANT TEACHER –

2019– 2020 School Year

Terri B. Lippman M.Ed. enters her fourteenth year at Joyful Noise. Terri is the Program Director as well as Lead Teacher for the 3-day program and co-teacher of the 2-day program. Terri has a B.A. in Education from UMass, Amherst and her Massachusetts Teaching Certificate (PreK-6) as well as a M.A. from Lesley College in Curriculum and Instruction with a Specialization in Special Needs (N-9). Terri has twenty-seven (27) years of relevant experience; and is a part time adjunct professor for Bridgewater State University, a supervisor and mentor during student's practicum in Early Childhood Education. She is the mother of two grown children and resides in Mashpee with her husband and dog.

Annemarie McGrath enters her seventh year at Joyful Noise as the co-teacher of the 3-day program. Annemarie has twenty-six (26) years of early childhood experience; (14) years as Lead Teacher at Sandwich Schoolhouse Preschool. Annemarie received her BS in Early Childhood Education at Bridgewater State College and is Lead Teacher qualified by the MA Department of Early Education & Care. Annemarie's strengths include intuitiveness, warmth, organization and many years of curriculum planning and experience in the preschool setting. She is a mother of two grown children and resides in Sandwich with her husband.

Patricia Gill joins Joyful Noise in her first year as Lead Teacher for the 2-day program. Patti has a Bachelor of Science in Psychology and Associates degree in Early Childhood Education with twenty-two (22) years of early childhood experience. For the past (11) years, Patti has served as a Playgroup Facilitator, preparing and implementing activities for children and families. We look forward to Patti enhancing our program with her enthusiasm, creativity, warmth and commitment to young children. She has volunteered as a board member and substitute teacher for Joyful Noise and is a member of First Church Sandwich. Patti is a mother of three children and resides in Sandwich with her husband and dog.

TRANSPORTATION POLICY

FIELD TRIPS:

By vote of the Preschool Advisory Committee field trips will be either: walking field trips, by bus transportation, or children will be dropped off and picked up by parent(s) (or carpooling arrangement made by the parent) at the location of the field trip. No field trips will be arranged by Joyful Noise Preschool where parent(s) are being asked to volunteer to provide transportation for said field trip.

EMERGENCY:

In an emergency a "911" call will be made, and the child would be transported in a Town of Sandwich Rescue Vehicle, if it is deemed to be necessary. Parents will be contacted immediately. In the event of a missing child, local authorities will be contacted immediately by one teacher while the other teacher continues to locate the child. A picture of each child will be kept in their file for identification, as well as identifying marks given on the Child Information form. The parent will then be called.

CARPOOLS:

Child restraints will need to be provided by parent(s) of each child. In order to meet U.S. Department of Transportation Federal Motor Vehicle Safety Standard guidelines all children must ride in a federally approved car seat until they are five (5) years old and weigh forty (40) pounds. (Children over forty (40) pounds, but under five (5) years old must ride in a booster seat.) Please be sure that all children in your carpool are securely protected by a federally approved car seat/booster seat meeting the U.S. Department of Transportation Federal Motor Vehicle Safety Standard guidelines.

If carpooling parents will need to sign the Authorization and Consent Form indicating ALL persons allowed to pick up your child.

PRESCHOOL ADVISORY COMMITTEE

The Preschool Advisory Committee will serve as the governing board of the Joyful Noise Preschool. They will act as a liaison between the membership of the First Church of Christ and the school. The PAC will also be involved in policy making, hiring, setting tuition rates, budget development, scholarship policies, registration priorities, and curriculum policy.

Members of PAC will include one member from each of the following standing committees of the church: Trustees and Christian Education; also, the Director of Christian Education, the Joyful Noise Director, two interested church members, and three parents of attending children.

Preschool Advisory Committee 2019-2020

Director	Terri Lippman
Christian Education Representative	Regan Wilda
Interested Church Member(s)	Patti Gill Jenny Spurling Betsy Pottey
Parent Representatives	Jennifer Linkewicz

REFERRAL PLAN

REFERRAL PROCESS

The JOYFUL NOISE PRESCHOOL shall use the following procedures for referring parents to appropriate social, mental health, educational and medical services including but not limited to dental check-up, vision or hearing screening for their child should the center staff feel that an assessment for such additional services would benefit the child.

Whenever ANY staff member is concerned about a child's development or behavior, and feel that further evaluation should be done, they should report it to the child's Lead Teacher, who will review concerns with the Director.

If the Director agrees, the Lead Teacher is requested to complete an observation report and review the child's record prior to making a referral.

REFERRAL MEETING WITH PARENTS

The Director schedules a meeting with parents to notify them of the center's concern and prepares a current list of possible referral resources.

At the meeting, the Director and Lead Teacher will provide to the parent(s) a written statement including the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts Joyful Noise may have made to accommodate the child's needs.

The Director will aid the child's parents in making the referral. Parents will be encouraged to call or request in writing an evaluation. If parents need extra support, the Director of Joyful Noise, with written parental consent, will contact the referral agency for them.

FOLLOW-UP TO THE REFERRAL

The Director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the Joyful Noise Preschool. If it is determined that the child is not in need of service from this agency, or is ineligible to receive services, the staff of Joyful Noise shall review the child's progress at the center every three months to determine if another referral is necessary.

RECORD OF REFERRALS

The Director/Lead Teacher will maintain a written record of any referrals, including the parent conference and results. A referral checklist will be kept in the child's record.