



PARENT HANDBOOK

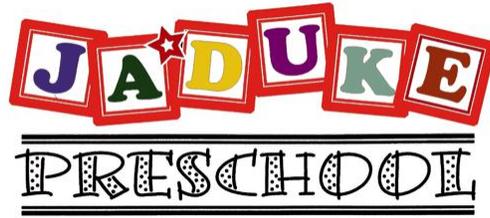
110 Industrial Blvd

Turners Falls, MA 01376

www.jadukepreschool.com

413-863-8333

Ja'Duke Preschool admits families of every race, color, cultural heritage and national origin, regardless of marital status, sexual orientation, disability, religious belief or any other status protected by state or federal law.



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Dear Parent,

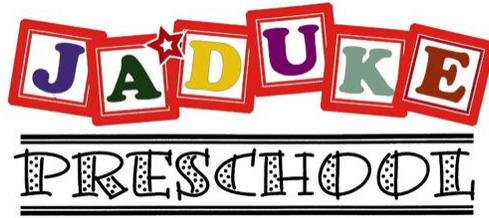
Welcome to Ja'Duke Preschool! We are pleased that you have selected our school for the care and education of your child. Our goal is to provide the highest quality care and best early childhood education to the children and families we serve.

Our caring and highly skilled teachers are here to welcome and nurture your child while guiding his or her education and development. Ja'Duke Preschool is a place you and your child can call home. We share your appreciation and love of your child's unique abilities and strengths. At Ja'Duke, teachers and parents strive toward mutual goals for children by promoting health, growth, and development.

Inside this Parent Handbook, you will find answers to many of your questions about our philosophy, policies and procedures. We trust that your careful consideration of the policies outlined herein will nurture a basis of mutual understanding for everyone. Please contact us with any additional questions, comments or suggestions. We welcome and appreciate your input.

Sincerely,

Kim Williams & Nick Waynelovich, Owners



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Goals

Our goal is to provide a safe stimulating environment in which children can grow and develop with the nurturing support and guidance of teachers, staff and parents. We are committed to providing the best early education and highest quality care to the children and families we serve.

Our Philosophy

We believe that each child is a unique and special individual. Our various programs are well balanced to meet each child's individual needs. We have a great responsibility to the children who attend Ja'Duke Preschool and our staff members provide your child with a safe, secure, stimulating and educational environment. Our program is designed to create a lifelong love of learning in your child! Ja'Duke Preschool does not discriminate on the basis of race, religion, disability, gender, cultural heritage, national origin, or sexual orientation.

Programs

We enroll children in the school on a space-available basis. Upon enrollment, children are assigned to a classroom based on age and developmental level. We assess children's developmental levels based on a Developmental History that you complete during the enrollment process; observations teachers make of the children and conversations with you at conferences. With the exception of infants who cannot enroll younger than eight weeks of age, children may transition into a classroom up to two months earlier or later than the ages listed below depending upon our assessment of their ability to manage the challenges of the classroom. Our age guidelines are as follows:

Infant Classrooms: 8 weeks to 15 months

Toddler Classrooms: 15 months to 2 years 9 months

Preschool Classroom: 2 years 9 months to 4 years

Pre-K Classroom: 4 years to 5+ years



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School Contact Information

Director: Dani Alexander

Owner: Kim Williams

Office Phone: 413-863-8333

Email: jadukepreschool@gmail.com

Website: www.jadukepreschool.com

Tax Identification Number: 203142115

Hours of Operation

The school is open Monday through Friday 7:00 am to 5:00 pm. The school closes promptly at 5:00 pm.

We are a school-based program. Our teachers are strictly prohibited from supervising your children outside of school hours. We encourage you to assess your needs carefully as you consider enrollment.

Calendar

Ja'Duke Preschool is closed on the following days:

New Year's Day

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Independence Day

Labor Day

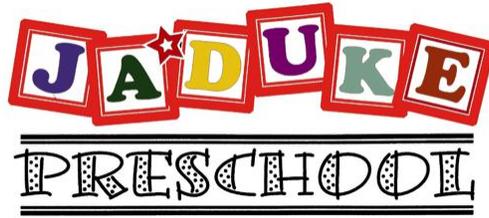
Columbus Day

Veterans Day

Thanksgiving Day

Day After Thanksgiving Day

Christmas Day



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Qualifications of Our Teachers

Ja'Duke Preschool maintains a highly qualified and dedicated staff of professionals in the field of early childhood education. We choose our teachers carefully based on their education, professional experience, and their demonstrated ability to work with children. Prior to hiring any teacher, we conduct CORI and fingerprint background checks, as required by state law, and observe the teacher during a working interview in one of our classrooms.

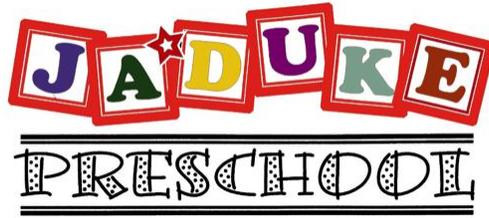
We want Ja'Duke Preschool to remain an environment where teachers are appreciated and rewarded for their knowledge and skills, and where we offer meaningful opportunities for personal and professional development. We support the continuing education of our teachers through a tuition reimbursement program and through in-service trainings throughout the year.

Policy Statement on Non-Discrimination and Harassment

We are committed to maintaining an environment that is free from unlawful discrimination and harassment. Ja'Duke Preschool strictly prohibits and will not tolerate harassment by anyone, including any parent, family member, teacher, administrator, or service provider. We expect each and every member of the Ja'Duke Preschool community to take responsibility for creating and maintaining a comfortable and constructive environment in which all children, teachers, family members and service providers are treated with respect and dignity. We will investigate all allegations of discrimination or harassment in a fair and expeditious manner and will take action up to and including termination against anyone in violation of our policies.

Harassment is defined as any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of her/his race, color, ancestry, religion, gender, national or ethnic origin, sex, sexual orientation, marital status, age, disability, veteran status, or any other category protected by law that has the purpose or effect of creating an intimidating, hostile or offensive environment in which to work. Determination of whether particular conduct can be defined as harassment for the purpose of disciplinary action is made on an individual basis, in light of all the known facts and circumstances.

We encourage anyone who believes that he or she has been subjected to any form of discrimination or harassment to speak with the director and/or owners.



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Licensing and Accreditation

We are licensed by EEC our Regional Office is: Western MA

95 Liberty Street, Suite 1124

Springfield, MA 01103

Phone: (413) 788-8401

Fax: (413) 784-1227

You may contact EEC for any information regarding our compliance.

Application and Enrollment Procedures

Application Process

We encourage all families who are interested in our school to take a tour of the classrooms, meet the teachers, and meet with the director for basic information about our programs. If you wish to apply for a space at the school, you may submit a pre-enrollment application. Upon receipt of the application, we enter your information into our database of families interested in enrollment and start a file for your child.

Enrollment Procedures

Whenever a space becomes available, we call families on the waiting list in the order in which we received the application. When a family secures the space, we send the parents an enrollment package that consists of a Developmental History form, a Drop-Off and Pick-Up Authorization/Transportation Plan, a First Aid and Emergency Medical Consent Form, a Permissions Form, a Medical Health Record form to be completed by a licensed pediatrician. Upon completion of forms, we will set up a start date and sign and finalize a financial agreement.

Tuition Payments

Tuition is due on the Monday following each week of preschool attended. Tuition should be paid online through the parent portal. If unable to pay online, tuition may be handed to the director or placed in the locked mailbox outside the director's office. Tuition payments are never to be given directly to classroom teachers or left in your child's mailbox or backpack.



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Snow Days

Snow days on which the school is closed will be charged at the normal rate. Days on which the school opens late or closes early will also be charged at the normal rate.

Vacation Days

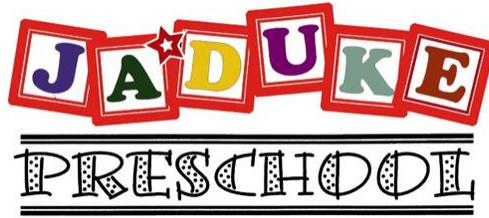
Parents should notify teachers when children will be absent due to vacations. If a child is missing for more than two weeks, Ja'Duke Preschool reserves the right to fill their spot. If your child is going to be absent for more than two weeks due to vacation, arrangements will need to be made with Ja'Duke Preschool. If the staff is notified a month in advance about a vacation the parent will not be charged for a one-week vacation.

Illness Days

Scheduled days missed due to illness will be charged at the regular base rate. In extended situations, please see the director so that some type of arrangement may be worked out.

Withdrawals

Withdrawals from the school must be notified in writing two weeks prior to the last day of attendance.



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Required Documentation

We are required by law to keep on file the following documents for all children enrolled in the school: Application Form, Developmental History, First Aid/Emergency Medical Care Consent Form, Massachusetts School Health Record/Physician's Examination (valid within 1 year of the exam), Immunization History, Lead Screening, Drop-Off and Pick-Up Authorization Form, Transportation Plan, a Permissions Form for sunscreen, field trips, photographs, a Signed Parent Handbook Acknowledgement and Agreement (last page of handbook).

Forms that must be updated annually include the Application (for parent contact information), Developmental History form, Emergency Contacts form, the medical exam, the immunization report, the lead test, any allergy information, any Individual Health Care plans that have been submitted, and the permissions form.

We ask for your cooperation in keeping your child's file up to date by submitting any new information whenever you receive it and by responding promptly to requests for updates. We cannot allow a child without required documentation to attend the school. Enrollment will be suspended until required forms are returned to us.

Transitioning Newly Enrolled Children into a Classroom

Any transition can cause heightened emotions including excitement, anxiety, joy or grief. It is important to provide time for everyone involved in the transition, including the parents, the child, the teachers and the other children in the classroom, to adjust emotionally to the new situation and welcome the change.

We ask that you use the transition period to speak with the teachers about your child, inform them of any medical needs, health issues or allergies your child may have, review your child's developmental history with them, ask any questions you have about the classroom or the school, and establish a routine for communicating with the teachers. These initial conversations set the tone for your relationship with the teachers and are an important part of the enrollment process.



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What to Bring to the School

We ask that you provide all of the following items for your child. Please make sure to keep all items in ample supply. We cannot allow children to use each other's personal items in the school. Please be sure to label everything with your child's name.

For infants, prepared formula and/or breast milk in bottles, a container of formula powder, food for lunch and snacks, diapers and wipes, any topical creams or lotions, sunscreen, a pacifier (if needed), two complete sets of extra clothing, and seasonal outdoor clothing.

For toddlers, diapers and wipes, two complete sets of extra clothing including socks and underwear, seasonal outdoor clothing, nap items (blanket, stuffed animal), any topical creams or lotions, sunscreen, non-fluoride toothpaste, and two sippy cups (for younger toddlers only).

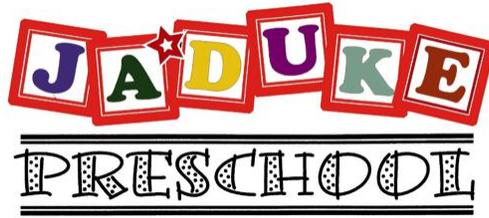
For preschoolers and pre-kindergarteners, two complete sets of extra clothing including socks and underwear, seasonal outdoor clothing, nap items, one tube of fluoride toothpaste, any topical creams or lotions, and sunscreen.

Seasonal outdoor clothing for summer includes a swimsuit, towel, sun hat, and water shoes; for winter, a warm coat, hat, gloves, and boots; for fall and spring, a sweater or light jacket. Please consult your child's teachers for recommendations of appropriate clothing that will enable your child to participate comfortably in all activities.

Daily Operations Drop-Off and Pick-Up Policies and Procedures

In order to ensure the safety of the children, please park in the designated parking lot. You are responsible for your child's safety in the parking lot and are expected to hold your child's hand when walking between the car and the school.

Upon arrival to school you must drop your child off at the exterior door to their classroom. The teachers are not responsible for your child until you drop them off to a classroom teacher. As you arrive to pick up your child, you must pick your child up from the classroom in the same way. Teachers will sign in/out your child electronically, as well as on a paper log.



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We use the sign-in/sign-out data also to monitor attendance and for fire drill and evacuation purposes, so it must remain accurate.

Before you drop your child off into the classroom and after you pick them up , you are responsible for your child's safety and must provide adequate supervision.

Authorized Pick Up Lists

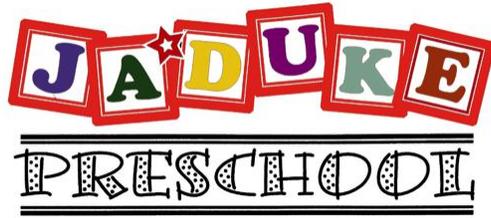
The drop-off/pick-up authorization form is to enable you to provide us with names, contact information and photographs for anyone you want to be able to drop-off or pick-up your child from the school. Anyone on the authorized list must be at least 18 years old and be able to supply documentation of identity. Under no circumstances will a child be released to anyone not on the list, to anyone showing obvious signs of being under the influence of drugs or alcohol, or to anyone with a known history of child abuse or neglect. Ja'Duke Preschool reserves the right to contact the child's emergency contacts in cases in which an unauthorized or ineligible person arrives for pick-up.

Prohibition Against Late Pick Ups

The school closes promptly at 5:00 pm. We ask therefore that you arrive at the school to pick up your child before 5:00 pm so you may help your child transition appropriately back into your care. Pick-up time ought to be a pleasant experience for both you and your child, when you reconnect emotionally and share information about what you did when you were apart.

Picking up your child any time after 5:00 pm is strictly prohibited. Teachers make a note of any and all late pick-ups in their classroom log. Parents with a regular pattern of arriving after 5:00 pm, or of preventing the teacher from closing the classroom on time at 5:00 pm will be put on probation. Once a probationary letter has been sent, any additional lateness is due cause for terminating the child's enrollment.

We ask that if you are stuck in traffic or are otherwise at risk of being late, please message the school on the Sandbox Parent Portal, or by calling the school at (413)863-8333.



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Transportation Policy

We are not authorized to transport children to or from their homes, and we cannot allow teachers or administrative staff to walk or transport children to or from their homes under the employment of or at the request of a parent. If you have a transportation emergency while dropping off or picking up your child, you may use the school phone to make alternative arrangements.

Car Safety Seats

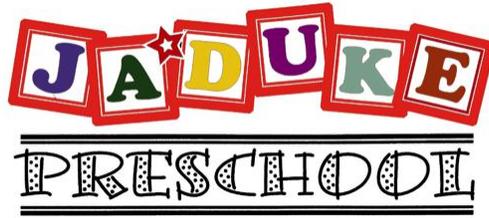
Use of a car safety seat while transporting a child in a motor vehicle is required by law. If you arrive to pick up your child without a car seat, we reserve the right to contact another person on your authorized pick-up list for assistance. If a teacher or administrator witnesses a child leave the school without a car safety seat, we are required by law to call the police, the office of Child and Family Services to report abuse/neglect, and the Department of Early Education and Care.

Cubbies

Please hang up your child's coat on his or her hook and place any other belongings in his or her cubby. We provide each child with a nap bag for storing his or her own naptime items. We ask that you take home any other blankets, pillows or stuffed animals you bring in to wash regularly at home.

Daily Communications

Please check in with your child's teacher every day when dropping off and picking up your child. We ask that all drop-off and pick-up conversations remain brief, however, as the teachers' primary focus in the classroom must remain on the children they are supervising. If you need to discuss an issue or communicate any information of a confidential nature, please e-mail the classroom teachers or speak with the director in the office. We will also communicate daily updates through e-mail.



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Daily Schedules

Ja'Duke Preschool has the following schedule:

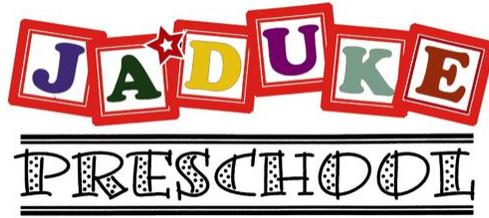
7:30a.m. Preschool Opens for Early Care
8:30-9:00a.m. Student Drop-Off/Free Play
9:00-9:30a.m. Circle Time (music, calendar, weather, Spanish, etc.)
9:30-10:00am Special Activities (art, science, math, writing, etc.)
10:00a.m. Snack (supplied by the school or snack helper of the day)
10:30-11:30am Gross Motor (playground, dance, phys ed.)
12 Noon. 1/2 Day Preschool Ends
12:15p.m. 1/2 day begins
12:30pm Lunch
1:30pm Story
1:45-2:45pm Rest Time
2:45pm Afternoon Snack
2:45-3:30pm Special Activities (art, science, math, writing, outside time etc.)
3:30pm Regular Day Student Pick Up
3:30-5:00pm Late Care

Structured Curriculum Time

Each month, all teaching teams prepare a formal curriculum calendar of activities organized around a common theme. Teachers plan the activities carefully to respond to children's interests and learning goals and to provide teacher-directed engagement with our six curriculum areas: Language and Early Literacy, Early Mathematics, Science and Sensory Exploration, History and Social Science, Visual and Performing Arts, and Health and Physical Education. Children engage in structured curriculum time twice a day (in the morning and in the afternoon).

Activity Choice Time

The daily schedule also includes time for children to play together in an informal manner in the many activity areas in the classroom. "Activity choice time" is usually scheduled at the beginning and end of the day, when staggered drop-off and pick-up times necessitate flexibility and open-endedness. These times are very important to enable children to practice teamwork, leadership, creativity, sharing and small-group dynamics.



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Outdoor Time

Outdoor time helps children develop their physical abilities, stay healthy, explore the natural world, practice important social skills and have fun. Our morning and afternoon outdoor times are an integral part of the children's day. Children in all of our classrooms play outside every day, unless weather conditions are too hazardous to allow it. In general, we consider air temperatures above 95 degrees or below 20 degrees Fahrenheit too hazardous for park excursions or long walks. Classes do take short walks in all weather. We will not exclude a child from outdoor play unless we have medical documentation on file that indicates that the child is being treated for a specific condition that requires him or her to remain indoors.

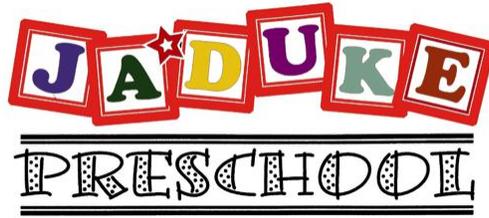
We recommend that you dress your child appropriately for outside weather every day. Layered clothing and comfortable walking shoes are generally recommended. In the spring and fall, a light outdoor jacket or sweater is recommended. In the winter, a warm coat, hat, mittens or gloves, and water-proof boots are recommended. In the summer, we ask that you provide your child with a swimsuit, water shoes, a sun hat, and a towel for water play.

Insect Repellent

The children do not generally go anywhere that would require insect repellent. Should public health authorities recommend insect repellent at any time, we will ask that you bring in a repellent containing DEET, labeled with your child's name. Teachers will apply insect repellent no more than once a day and only with written parental permission.

Sunscreen

From May to October, all children older than six months wear sunscreen during outdoor time, with written parental permission. We ask that you bring in your preferred sunscreen, labeled with your child's name. Please bring your child to school with a layer of sunscreen already applied for the morning outing. The teachers apply a second layer after nap for the afternoon outing.



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Infant Food, Formula and Breast Milk

If you have an infant enrolled at the school, we ask that you provide your own food, formula and/or bottled breast milk for all daily meals and snacks in clearly labeled bottles and containers. We do not allow glass containers under any circumstances due to the potential hazard they may pose to all children in the classroom if they break.

Teachers store all infant foods in the infant room refrigerator in separate plastic containers, labeled with each child's name. Under no circumstances are infants given food, formula, or milk intended for another child. Teachers dispose of all unfinished food, formula, and milk after each meal. Bottled formula and breast milk are disposed of within two hours of being first offered to the child. Teachers never offer the same milk or formula to children throughout the day.

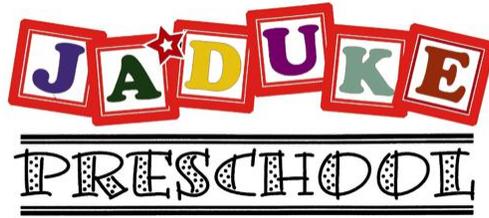
If you are concerned about conserving breast milk, we recommend that you bring in bottles with 2 to 4 ounces of milk in each so that if your child cannot finish an 8-ounce bottle in a single sitting, there is less waste. If your child is hungry after the first 2- or 4-ounce bottle, we can prepare another one.

Mothers who wish to breastfeed their child are encouraged to coordinate schedules with the teachers. The infant room rocking chair is available at any time for feedings. Breast milk may be stored either in the infant room refrigerator (for no longer than 24 hours) or in the kitchen freezer (for up to 2 months). All frozen breast milk must be stored in ready-to-feed containers, clearly labeled with the child's name, the date it was placed in the freezer, and the date of expiration. All milk left in the freezer past the date of expiration will be disposed.

State law prohibits us from using bottle warmers to warm up formula, breast milk or food. We steep bottles and food containers in warm tap water to counteract the chill of refrigeration.

Teachers do not offer solid foods or fruit juices to infants younger than six months of age, unless recommended by the child's pediatrician and approved by the parents. We also do not serve cow's milk to infants younger than 12 months of age.

Infants follow their own schedules and are fed whenever they seem hungry. During bottle feedings, infants unable to sit are held to be fed. Infants are never given bottles while in a crib



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and never eat from propped bottles. Teachers document all feedings on the infant daily sheets.

Bottles and Sippy Cups

In you have an infant or toddler enrolled at the school, please provide any bottles or sippy cups your child may need. All bottles and cups must be labeled with your child's name. Children never share bottles or cups. Children never carry bottles or cups with them while crawling or walking. Teachers transition children to an open cup as soon as they are developmentally ready.

Nap Time, Quiet Time and SIDS Policy

Children in all classrooms are required to nap and/or rest quietly as part of their daily schedule. Infants are provided with individual cribs. Toddlers, preschoolers, and pre-k children are provided with their own labeled cots. The cots are wiped with a bleach solution. Teachers supervise the children throughout naptime.

To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants are put to sleep in their cribs on their backs, as recommended by the American Academy of Pediatrics and the National Association for the Education of Young Children. Blankets, swaddling cloths, pillows, quilts, comforters, stuffed toys, positional wedges and other soft items are not allowed in the cribs. You may provide a sleep sack for your child if needed.



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Diapering Policies and Procedures

The infant and toddler rooms all have changing tables for diapering children adjacent to sinks with running water for hand washing. The diaper changing areas are separate from areas used for food preparation, food service, and any other activity. Changing tables are never used for any other purpose. Changing table paper of adequate size to prevent children from coming in contact with the table surface is used and disposed of after each child has been diapered, when the changing surface is also washed and disinfected with bleach and water solution.

We check and change children's diapers every two hours throughout the day and also whenever they are wet or soiled. During each diaper change, children are washed and dried with their own wipes. After each diaper change, teachers wash their hands with liquid soap and running water, using friction, and dry their hands with paper towels, and the child's hands are washed with liquid soap and running water and dried with paper towels. Soiled diapers are placed in a closed container that is lined with a leak-proof disposable lining. The diapers are removed from the school at regular intervals throughout the day. Any wet or soiled clothing is placed in a sealed plastic bag, labeled with the child's name and returned to you at the end of the day. Please take all wet or soiled clothing home with you promptly at the end of each day.

You are responsible for maintaining a supply of diapers, wipes, and any creams or lotions at the school adequate for your child's needs.

Toileting Policies and Toilet Training Procedures

Children begin toilet training when both teachers and parents agree that the child is ready both physically and emotionally. Please coordinate with your child's teachers on a start-date after which your child becomes diaper-free (no pull-ups either) at school or at home. At that time, you are expected to bring in extra clothes, especially underwear and pants, to school every day. Consistency is very important throughout the toilet training process. Once a child goes diaper-free, we expect everyone to continue with the plan, with the same set of expectations at home as at school. Teachers will not toilet train a child without equivalent consistency at home.

At school, whenever there is a transition between activities, teachers remind the child to use the toilet and praise the child for trying. The teachers also work with the child to express his or her



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needs with words so that if there is a need to use the toilet during an activity, the child will be able to let the teachers know. Children may use the toilet as needed. They are encouraged to use the toilet before meals, snacks and going outside. No child is disciplined for soiling, wetting or not using the toilet.

The toddler, preschool, and pre-k classrooms all have toilet facilities that provide adequate privacy, handicap accessibility, and child-accessible facilities. Running water for hand washing is located in each bathroom area and in every classroom. After using the toilet, children wash their hands with liquid soap and running water, using friction, and dry their hands with paper towels. After assisting each child in the bathroom, teachers wash their hands with liquid soap and running water, using friction, and dry their hands with paper towels.

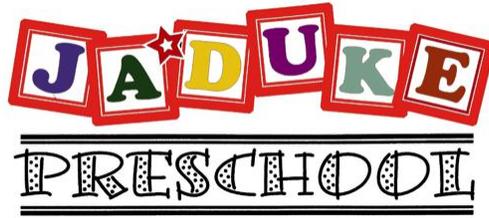
Any wet or soiled clothing is placed in a sealed plastic bag, labeled with the child's name and returned to you at the end of the day. Please take any wet or soiled clothing home promptly at the end of each day.

Rights of Children and Families Children's Involvement in Classroom Routines

Whenever possible, we encourage children to participate in establishing rules and routines for the classroom and in helping maintain classroom organization. Children as young as toddlers help with putting toys and materials in their proper place, setting out snacks and lunch, getting coats or other materials for outside time and setting up mats. Interaction with peers and the society of the classroom around these cooperative tasks plays a constructive role in encouraging appropriate behavior. The structure of the day also helps children anticipate transitions from one activity to the next and provides a sense of control and self-mastery.

Behavior Management Policy

Ja'Duke believes that we can prevent unnecessary behavior issues by providing a rich, creative, well-organized, child friendly environment. Children can maneuver freely and comfortably, choose activities with a variety of materials for all different interests throughout the preschool. However, children are still gaining negotiation skills and learning how to understand their role in



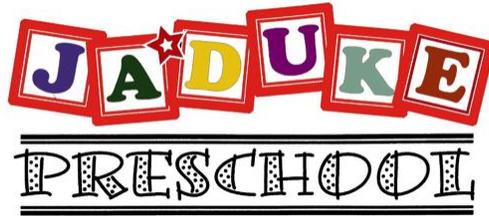
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the group setting. Sometimes children go about expressing themselves in the wrong way. A teacher will step in to mediate if needed with conflicts between children. The teacher will work with the child to help them learn more appropriate ways of expressing their needs. If the child refuses or is harming anyone or anything, he/she will be removed from the situation/activity to calm down in another area. The teacher will talk with the child to help them understand why they are being removed from that space. They will also discuss with the child what he/she could have done differently that would have been a good choice or a good way to fix the problem. The goal is to teach, conflicts are an experience that children can learn from.

If a child's behavior becomes worse or is extreme, such as harming another child, the teacher will discuss the problem with the parent, so that a solution can be mutually agreed upon.

SUSPENSION/TERMINATION POLICY:

Ja'Duke Preschool reserves the right to request the withdrawal of any child if it is in the best interest of the child or the other children at the center. Whenever possible the staff will work with families to serve each child's needs, but there may be circumstances where those needs may not match our program. A child may be suspended for the one day if: The health and safety of children cannot be maintained (hitting, biting, kicking), if the child is having a hard time respecting the school and anyone in it, or if tuition has not been paid for more than two weeks. A child will be terminated if they have been suspended three times in a year. If the child has been suspended for a day and comes back and the same actions continue, then the school will ask the parents to pick up that child again and that child will be asked to not return the following day and they will have one more chance. Parents will be informed in writing and in a meeting with the director about any reasons for termination. Behavior that will result in termination (if done three times in a year): Hitting/kicking, biting, swearing, spitting, not respecting staff and others, not respecting the facility, etc. A copy of the termination information will be placed in the child's file as well as being sent to the parent. Another reason we may ask a family to move on is if we feel that the child's developmental needs cannot be met at Ja'Duke. The staff and parents will set up a plan for the transition of leaving, so that it will be more comfortable for the child and others at the center.



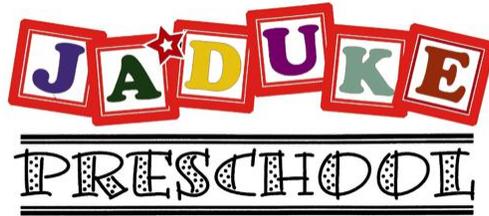
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If a child's behavior proves to not be a good fit for the school, the director and child's lead teacher will meet with the parent/guardian(s) to discuss all of the options. They will discuss setting up an action plan and staff will provide referrals for different services and schools that may help with the child's situation and help them to succeed in a school setting. This may include developing a behavioral intervention plan at home and in the program with the referral agency the parents chose, as well as training and consultation for the staff working with the child, or this may just be a meeting about finding a new school through the referral agency. The parents and teachers will then discuss if the child who is suspended may return the following school year if the action plan has worked for this child, but only on a two-week trial basis. If after the two weeks the child proves to have not grown, then they will be asked to not attend Ja'Duke preschool again.

Interventions, Referral Services, Individual Service Providers

Should the Ja'Duke preschool staff feel that additional services might benefit a child the following guidelines shall be followed:

1. Teachers will observe the child and document any concerns
2. Director will then observe the child and meet with the teaching team
3. The child's record will be reviewed along with the observations to develop an individual plan for the child
4. A meeting will be held with the parents to share any concerns and the plan for the child, documentation will be given to the parent and placed in the child's folder.
5. After the plan is in place with the parent's written permission, the staff may make a referral to a local intervention program (no information will be shared with out the parents' consent)
6. Written Summary of this referral shall be completed by the director: one copy to be filed in the child's records at Ja'Duke and one copy to the parents it will include any observations made on the child as well
7. The director shall follow-up the referral to assist in the meeting of the child's needs at the center



PARENT HANDBOOK

The following are examples that the director may refer to (A full list is available at the center):

REACH Program.....1-413-774-3785

Child & Family Services.....1-413-774-6252

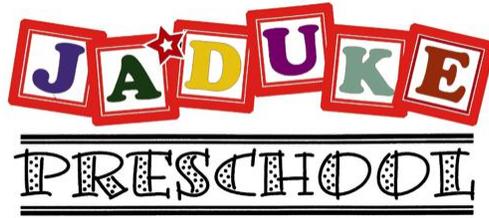
Office of child services.....1-413-788-8401

Identifying and Reporting Suspected Child Abuse or Neglect

Ja'Duke will protect the children from abuse and neglect while in the program's care.

All staff members at the center are mandated reporters by law to inform DSS of any reasonable suspicion of abuse or neglect. If a staff member has any suspicion of this, they will inform the director. If it is decided to file a 51A report with DSS, this will be the responsibility of the director. If the director doesn't see cause for a report and a staff member disagrees, then the staff member will file the report. The program's administrator/director will inform EEC immediately after the filing of the 51A with DSS or learning that a 51A report has been filed alleging the abuse or neglect of a child while in the care of the program or during a program related activity. Ja'Duke will cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled at Ja'Duke; providing consent for disclosure to EEC for information allowing EEC to disclose information to anyone or any agency that EEC may specify as necessary to the prompt investigation of allegations and protection of children. All reports will be kept in a confidential file. All efforts will be made to inform the parents involved but if it is felt that anyone will be in danger, we may not inform the parents of the report.

Abuse is defined as the non-accidental commission of any act upon a child, which causes or creates a substantial risk of serious physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth of Massachusetts. Neglect is the failure, either deliberately or through negligence and inability, to adequately care for, protect or supervise children.



PARENT HANDBOOK

Child Custody Documentation

Under the laws of the Commonwealth of Massachusetts, both parents have the right to pick up their child unless a court document restricts that right. If an enrolling parent chooses not to include the child's other parent on the authorized pick-up list, an official court document must be on file (e.g., current restraining order, sole custody decree, divorce decree stating sole custody).

Parent Responsibilities and Parent Involvement

Effective communication among teachers, parents and program administrators is an essential part of early childhood education. Children learn best when all of the adults involved in their care and education work together to address their needs and support their learning.

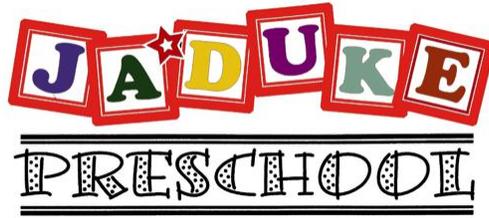
Parent Communication with the Teachers and Director

We encourage and expect you to communicate information to the teachers and director that can be helpful in caring for your child and supporting his or her learning throughout the day. If your child has been ill, if you are traveling, if there has been a change at home in the child's eating or sleeping behaviors, or if there is an event that is causing anxiety or stress at home, please let us know so that we may understand any change in the child's behavior that we observe and address it appropriately. Information may be communicated to us in a confidential manner via email to jadukepreschool@gmail.com. Teachers will be made aware of any information on a need-to-know basis.

Parent Participation

1. Teacher Conference - Conferences between teachers and parents will be held twice a year, along with progress reports done every six months or every three months for children with disabilities by the teacher. Conferences may also be held anytime it is requested by the parent or the teacher as the need occurs.

2. School Presentations - The staff and children of Ja'Duke Preschool will present special programs for parents and friends throughout the year. This special event will be posted, and you will be notified in advance.



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4. Special Materials - During the year, there will be times when you will be asked to bring in special materials for the school or your child's class. These will be such items as food, juice, books, magazines, paper towels rolls, baby food jars, etc.

5. Volunteers - We will be giving you many opportunities to volunteer at Ja'Duke Preschool throughout the year.

6. Open Houses - Once a year Ja'Duke sets aside a day for parents to come in and observe and participate in their child's class. This day will be announced by your child's teacher approximately two weeks before the day.

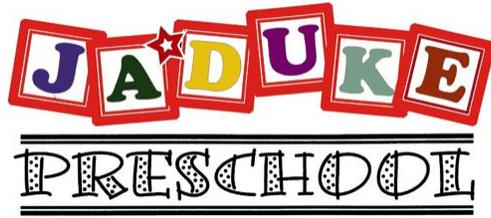
7. Parent Input- We always value suggestions and parent input if you have any, you may go to the director or place a suggestion note in the payment slot (it is only emptied by the director).

CHILDREN'S RECORDS: Information contained in a child's records is privileged and confidential. Program staff will not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without a parent's written consent. Parents are entitled to have access to their child's records if they request it to the director. If you would like to transfer any records to the child's new school or any other person, Ja'Duke will as long as we have the parent's written consent.

Parent-Requested Conferences

We welcome and encourage you to request a conference with the teachers and/or director whenever you have a concern to discuss. We ask that you not use drop-off or pick-up times to discuss your concerns unless they can be resolved with a brief conversation. During drop-off

and pick-up times, the teachers must maintain their focus on the children they are supervising. By scheduling a conference, you may speak with the teachers and/or the director in the office, undistracted by the children and with full confidentiality.



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Birthdays

We enjoy celebrating children's birthdays at the school. After arranging a date and time with the teachers, parents may bring in an approved snack for the class to share. All food must be approved in advance by the director. No food brought into the school may contain any ingredient to which a child in the classroom is allergic.

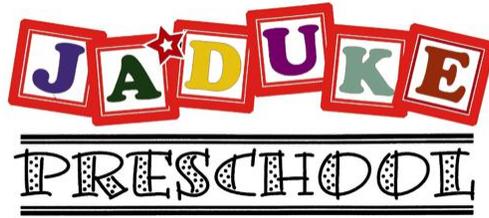
Balloons are not permitted in the school at any time because of the dangers of choking and latex allergies. Birthday candles or any other source of fire or flame are also prohibited. Parents may decorate the classroom with streamers or bring party hats or noisemakers. Goody bags are permitted as long as contents are age appropriate and not candy. Please speak with the director for guidance.

Language Appropriate to Children

We ask all parents to help us maintain a school environment respectful of children. Use of profanity or other forms of derogatory language is prohibited in the classrooms or at any time children are present and can be grounds for suspension or termination from the school.

Respect for Children's Space and Work

The classroom is the children's space where they learn together with the direction and support of their teachers. As you enter the space, we ask that you respect the work that the children and their teachers are doing by entering quietly and supporting whatever activity is underway before transitioning your child into or out of the classroom. When you walk through a space the children are using or interrupt an activity such as a story the teacher is reading to the children, you disrupt the entire class and show disregard for the children's learning. When you receive work your child has done, please take it with you. If you do not want to keep it, please dispose of it where the children cannot see you doing it. We appreciate your support in honoring the children's work and the effort they put into their learning.



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Supervision of Siblings

We ask that when you pick up your child, if you have siblings you have brought with you, please keep them from disrupting the activities of the class and supervise them throughout whatever time you remain at the school. At no time should you ever leave any of your children unattended in a car, the vestibule, or any place where you cannot see them. You also may not take out alternative activities or materials to entertain siblings. The classroom is not a drop-in play space, as we cannot be responsible for children who are not enrolled in the school. In general, picking up your child quickly and with minimal disruption to the class is easier for everyone. It becomes confusing for the children, and especially your own child, when pick-up times extend indefinitely, and you must remind them continually that it is time to leave.

Suspension, Termination or Withdrawal of Families

On occasion, a family may be asked to leave the school. The circumstances may include but are not limited to:

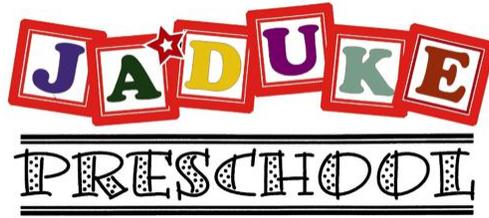
- Jeopardizing the safety of children, families or staff

- Non-payment of tuition

- Theft or damage of personal or school property

- Violation of school policies or other reasons to be determined by the director

Prior to suspension or termination, the director will provide written notification to the family giving reason along with information about referral services. When possible, families and children will be given time to say good-bye to teachers and classmates. Tuition and security deposits will not be refunded. When a family is suspended for non-payment of tuition, it is possible to return to the school when the account is brought current, if space is available. Families wishing to withdraw from the school are required to provide us with a 30-day written notice. The child will be prepared for the change in a manner consistent with his or her ability to understand.



PARENT HANDBOOK

Health and Hygiene

Hand Washing Policy

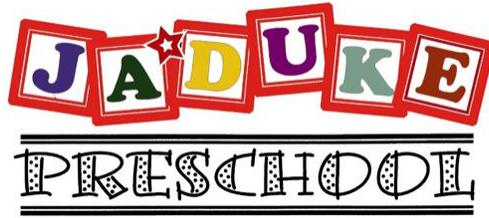
Hand washing is the most effective means available to prevent the spread of illness. We wash our hands with liquid soap and running water upon arrival for the day, after diapering or toileting, after handling bodily fluids, before and after handling any food, before and after administering medication, before and after using the water table, after handling garbage, dirt, animals or other potentially contaminated materials, and when moving from one group of children to another.

We help children learn proper hand washing technique and we help children wash their hands until they can do it properly themselves. Children are required to wash their hands with liquid soap and running water upon arrival for the day, after diapering or toileting, before and after meals and snacks, before and after using the water table, and after handling any potentially contaminated materials. We welcome your assistance in reminding your child to wash his or her hands regularly and in teaching proper hand washing techniques.

Infection Control

The teachers are trained in infection control procedures and regularly wash and decontaminate the play surfaces and materials throughout the day. Materials and equipment that are disinfected after each use include cutting boards and other surfaces used for food preparation, tables used to serve food to children, toys that have been in children's mouths, thermometers, changing tables, and any mop or cloth used to clean up bodily fluids. Materials and equipment that are disinfected daily including toilet seats, trash cans that hold soiled diapers, sinks and faucets, drinking fountains, water tables and water play equipment, play tables, smooth surfaced floors, mops and any washcloths or towels.

Precautions are taken to ensure that communal water play does not spread infectious disease. No child drinks the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh potable water is used, and the water is changed before each new group of children participates in water play. Water tables are completely drained, dried and disinfected with bleach solution at the end of each day.



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Accident Prevention and Reporting Procedures

All teachers and administrative staff check the school daily for any safety hazards, including but not limited to obstructed exits, outlets without safety plugs, sharp objects or cleaning materials not secured in a locked cabinet. Any hazards are removed or repaired immediately. We do not allow any toxic substances, poisonous plants, sharp objects, matches or other hazardous objects in the school. Medications are kept in a secure place, out of the reach of children.

Emergency Procedures for Injuries

All teachers maintain up-to-date training and recertification in Pediatric First Aid as well as Infant/Child CPR. We sponsor Infant/Child First Aid/CPR Trainings every six months.

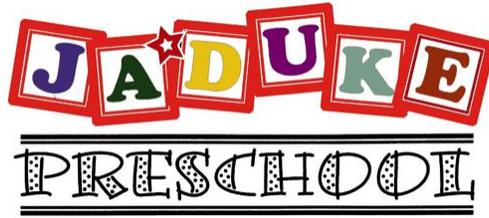
Teachers treat all minor injuries (cuts, abrasions, bumps) by cleaning any wounds with soap and water and applying an ice pack if there is swelling. Teachers then notify you at pick-up time unless the injury is to the head or face when we will call you in advance to report the injury.

In the event of a serious accident or injury, one teacher calls 911, then the school director, then the child's parents, while another teacher stays with the child to provide immediate and appropriate first aid. If parents cannot be reached, teachers call the emergency contacts in the order listed on the emergency contact form. If necessary, the child is transported to Children's Hospital or the hospital of your choice via ambulance with a teacher and/or the child's parents, guardians, or emergency contacts.

Health and Illness Policies

It is one of Ja'Duke preschool's highest priorities to have a happy, safe and healthy environment for your child. Because of this, we must be strict with our rules about health and illness. Please work with us to keep all of our children in the best of health. A child will not be admitted to school if:

1. He/she is under the care of a licensed physician who advises against the child attending school.
- 2 He/she is in pain or discomfort.
3. He/she has had diarrhea or has vomited within the past 24 hours.



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4. He/she has had a fever of 100.0 degrees or higher within the past 24 hours.

5. He/she has a severe cold with fever, sneezing, coughing and nose discharge, conjunctivitis (Commonly known as pink eye needs 24 hours of treatment before returning), a severe cough or bronchitis, skin infections or rashes that are contagious such as impetigo.

6. If child or staff has any type of contagious disease such as: Covid-19, Chicken Pox, Tuberculosis,

German Measles, Whooping Cough, Hemophilus Influenzae, Hepatitis A, Measles, Salmonella, Meningococcus, Shigella, Strep Throat, Giardia Lambie, Lice, or Scabies they will not be allowed to return to the center without a doctor's permission. Parents will be notified of any outbreaks of communicable diseases.

7. He/she has been to a doctor and the doctor diagnosed some type of illness which requires your child to be place on antibiotics (must be on antibiotics for at least 24 hours before returning)

8. He/she seems ill without obvious symptoms. In this case, a child may look and act different than usual. There may be unusual paleness, irritability, unusual tiredness, or lack of interest. Please be considerate of your child and if he/she is not feeling well enough to be actively involved in the events of the day, please keep him/her home

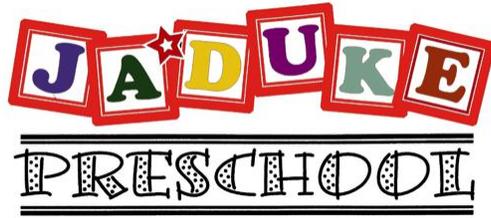
Care of Mildly Ill Children

If your child shows symptoms of any mild illness, such as fatigue or a stomachache, we will remove your child from group activities and allow him or her to rest quietly on a mat. We will determine the nature of the child's illness to the best of our ability and call you with our concerns. If your child develops a fever, we will call you to pick-up your child. A child sent home with a fever is not allowed to return to the school for a minimum of 24 hours.

Management of Infectious Diseases

We ask that you notify us immediately of any infectious disease (e.g., strep, chicken pox, coxsackievirus) to which your child may have been exposed. Whenever any infectious disease has been introduced into any classroom, we notify all families in the classroom in writing about the potential exposure. Notification includes signs and symptoms of the disease, mode of transmission,

period of communicability, control measures being implemented at the school, if necessary, and suggestions that you can and should implement at home. Any child diagnosed or



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suspected of an infectious disease is allowed to return to the school only after being evaluated by a physician and considered to pose no health risk to himself/herself or the other children. The physician's note must specify that the child is not contagious in order for the child to be allowed back into the school.

Immunizations

Each child must be examined by a licensed pediatrician prior to enrollment as required by the Massachusetts Department of Early Education and Care. Parents who are pediatricians may not examine their own child.

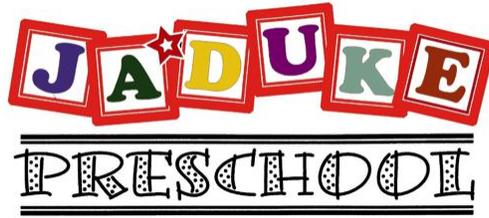
Parents must submit documentation of the physical exam and all immunizations. Immunizations must be up to date for protection against the following illnesses: diphtheria, pertussis, tetanus (DPT), polio myelitis, measles, mumps, and rubella (MMR), Haemophilus influenza type B (Hib), and Hepatitis B. All children who are 19 months or older must have one dose of varicella vaccine or a physician-certified history of chicken pox. Under rare circumstances, and only after consultation with the director and a written letter on file attesting that the family has a religious objection to immunization, can a child enroll in Ja'Duke Preschool without immunization, and in such cases, the allergy list will contain information about the child's special status.

All children enrolled in the school must have a medical exam every year and a new medical form with updated immunizations must be on file. For all children over nine months of age, the medical exam must also include a lead test.

Failure to comply with our medical exam and immunization requirements could result in suspension or termination of the child's enrollment.

Allergies/Dietary Restrictions

Please inform us immediately of any allergies that you suspect your child may have. The director circulates an allergy list to all classrooms to inform teachers of all of the children's allergies, dietary restrictions and emergency procedures for treatment. If your child has been prescribed an epi-pen for allergic reactions, you must give the director two pens, with the prescription label on them, along with an Individual Health Care Plan specifying procedure for treatment. Both epi-



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pens go in a secure bag zippered into the classroom backpack. Epi-pens must be replaced annually.

Individual Health Care Plans

If your child has a chronic medical condition (e.g., asthma, allergy, seizures, diabetes, plagiocephaly), you must complete an Individual Health Care Plan form and maintain it on file with us. The plan includes a diagnosis, symptoms, medical treatment plan, potential side-effects and potential consequences to the person's health if the treatment is not administered. The plan includes provisions for a teacher or staff member to be trained in appropriate medical interventions and to provide emergency treatment for the condition.

Administration of Medication

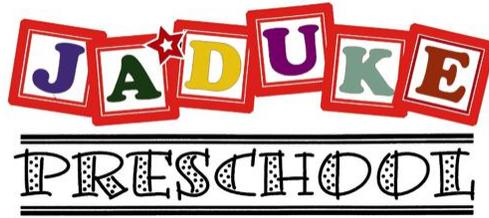
If you bring medication into the school for your child, you must hand it directly to the director or classroom teachers. Please never leave medication in your child's mailbox, backpack, nap bag, or anywhere children may have access to it. Under no circumstances will we allow a child to self-administer any medication.

Teachers and staff can administer prescription or over the counter (non-prescription) medication to a child only in the following circumstances:

Parents have completed a Medication Consent form that includes the name of the child, the name of the medication, the specific dosage, and procedures for administration.

The child's record includes instructions from the licensed health provider who prescribed or recommended the medication for the child.

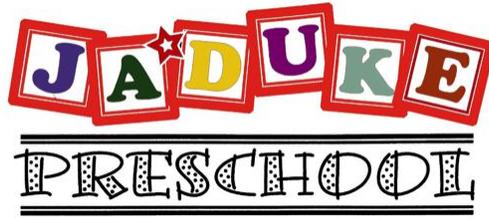
The medication is in its original container, labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.



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We will never administer the first dose of any medication. Parents or the child's health care provider must administer the first dose. After the first dose of any medication has been given to a child, the child must remain home for 24 hours before returning to school.

No medication will ever be administered contrary to the directions on the label unless authorized in writing by the child's physician. Teachers maintain a written record of the administration of all medications. The record includes the child's name, the date and time of each dosage, the amount given and the name of the staff member administering the medication. The record is maintained in the child's file. Any staff member who administers medication has (a) specific training and (b) a written performance evaluation updated annually by a health professional on the practice of the five right practices of medication administration verifying that: (1) the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. The person giving the medication signs documentation of items (1) through (5) above. All medication is stored in a closed cabinet or refrigerator out of the reach of children and under proper conditions for sanitation, preservation, security and safety. All unused medication is disposed of or returned to the parents when no longer needed. Topical Medications and Creams On your permissions forms, you can provide us with written authorization for non-prescription topical medications to be administered to your child, such as petroleum jelly, diaper rash ointments, or anti-bacterial ointments for wounds, rashes or broken skin. The authorization is valid for one year from the date it is signed and includes the child's name, medication, and procedures for administration. All topical medications must be stored in their original containers, labeled with the child's name. Teachers and staff can administer only the medications that parents provide and will not under any circumstances apply one child's medication or cream on another child.



PARENT HANDBOOK

Safety and Security

Ja'Duke Preschool Evacuation/Emergency Contingency Plan

These Emergency Evacuation plans will be posted at all exits.

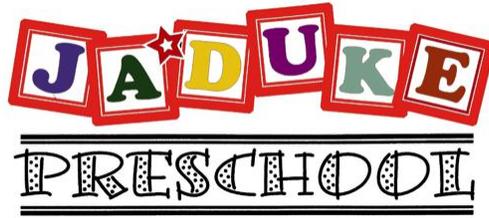
During an emergency evacuation the teacher in charge will be responsible for getting the attendance information (which parents and staff fill out each day), first aid kit, emergency cards (students and staff) and children out of the building. Assistant teachers and other staff will assist in the evacuation and check for stragglers (and carry any toddlers or special needs children out). The program director will bring out a cordless and cell phone and will make a visual inspection of each classroom before exiting the building then take a total attendance once all outside (and document the date, time, exit routes used, and number of children evacuated from each room). All classrooms, once evacuated, will meet on the lawn of Mayhew Steel or across Ja'Duke parking lot (which ever appears safer) and wait for the go ahead by a program director. If needed to be indoors the whole group will walk to the Franklin County Technical School. The director will then notify the appropriate authorities (and all parents if and when possible).

In case of a fire, natural disaster, or situation in which we must evacuate the building: Children will be taken across the street or parking lot and parents will be notified on local radio stations (WRSI & WHAI) or by phone if possible.

In case of loss of water: If the center is opened at the time, there will be water for the toilets in the bathroom, drinking water in the refrigerator, and sanitizer or wipes will be used for handwashing. Then parents will be notified.

In case of heat loss or power outage: The center will close, and parents will be notified by phone or on the local radio station. The center will maintain a daily attendance. Parents and staff are responsible for signing children in and out. It will be kept close by and easily accessible in case of an emergency.

Emergency evacuation drills are conducted once a month at different times of day determined by teacher in charge. Children and staff will practice using different routes so that everyone will be familiar with them all. The teacher in charge will maintain documentation of the date, time, and effectiveness of each drill in the Fire Drill Log, which will be maintained for five years. All children will be on the first floor (evacuation



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routes posted in each classroom) and will exit out the safer of the two exits from that classroom.

In any Emergency situation the director will notify the local police dept. so in case of loss of school phones parents can call the station @ 863-2499 for information on the school's safety zone that was chosen (with the help of local authorities either Tech, Mayhew Steel, or Ja'Duke parking lot).

Classroom Pets, Pet Visits and Other Animal-Related Issues

Family pets are not allowed in the school at any time unless specifically approved in advance by the director for curriculum purposes. Seeing eyes dogs and any other assistance animals are welcome. We inform parents in writing a minimum of seven days in advance when animals are introduced into the classroom for curriculum purposes (butterflies, tadpoles, hermit crabs, etc.). When you receive such notice, we ask that you contact us with any concerns.

Prohibition Against Smoking on Premises

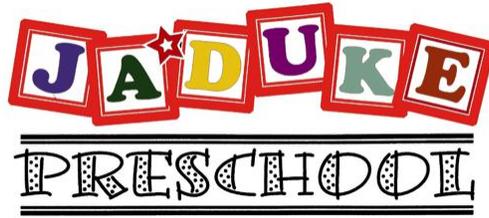
Smoking is prohibited in the school as well as within 100 feet of any school entrance.

Prohibition Against Firearms in the School

All teachers, staff, families and visitors are prohibited from bringing firearms, ammunition or flammable materials onto school property. Police or security personnel who enroll their children into the school must not wear their firearm to the school when dropping off and picking up their child. Only active on-duty police responding to an emergency call are exempt from this policy.

Data Security and Data Privacy

Ja'Duke respects and appreciates the absolute need for proper security and safeguarding of personal information contained in both paper and electronic records.



PARENT HANDBOOK

Acknowledgment and Agreement

I have received the Ja'Duke Parent Handbook and I have read it and understand all policies, procedures and requirements.

I agree to adhere to the policies, procedures and requirements as stated in the

handbook. Parent/Guardian Signature (1) _____ Date _____

Print Name (1) _____ Parent/Guardian

Signature (2) _____ Date _____

Print Name (2) _____

