

# First Parish Preschool



## Parent Handbook

First Parish Preschool  
24 River Street  
Norwell, MA 02061  
781-659-1333

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[www.firstparishpreschool.org](http://www.firstparishpreschool.org)

Dear Parents,

Welcome to First Parish Preschool. We look forward to the opportunity to work with you and your children.

Many children will be beginning their first preschool experience. Some children will adjust quickly, and for others, the first few days will be a bit overwhelming. We hope our visiting days in September will help ease your child's adjustment to school.

If you have any questions about your child or First Parish Preschool, please feel free to stop by the school office or call me any time. My door is always open.

The school phone number is (781) 659-1333. We have voice mail on this number. If you want to call the school before or after hours, please use this number and leave your message. This number can also be used for calling when children are sick and will not be in school. The school can also be reached via our e-mail address: [info@firstparishpreschool.org](mailto:info@firstparishpreschool.org), or you are also welcome to visit our website at [www.firstparishpreschool.org](http://www.firstparishpreschool.org).

To help you become more familiar with First Parish Preschool, we have prepared this handbook of our policies and procedures. Please read through the book and sign the parent acknowledgement on the last page.

I'm looking forward to a great year at First Parish Preschool.

Sincerely,  
Martha Dooley  
Director, First Parish Preschool

First Parish Preschool is accredited by National Association of Young Children (NAEYC)  
<http://www.naeyc.org/accreditation/research>

First Parish Preschool is licensed by Massachusetts Department of Early Education and Care, One Washington Street, Suite 20, Taunton, MA 02780. Phone number (508)828-5025. Parents may contact EEC for information regarding First Parish Preschool's regulatory compliance history.



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## **Mission of First Parish Preschool**

To facilitate and foster the growth and development of young children physically, emotionally, socially and intellectually in a safe and nurturing environment that encourages the child's self-discovery and cooperation, in respect to themselves, others, and their surroundings, through developmentally appropriate activities.

To provide support and education to our community of parents and staff while inspiring fulfillment for all the lives we touch.

## **History of First Parish Preschool**

The First Parish Preschool was established as a kindergarten in 1949 by the Women's Alliance of the First Parish Church. The school was established as a cooperative one with parents working in the classroom daily.

With the advent of public kindergarten in Norwell in 1973, it became a Prekindergarten school known as First Parish Nursery School. The prekindergarten classes still have a cooperative program. In 1982, the nursery school added the present-day playgroup, preschool, and discovery programs. In September of 1990, we moved into our present facilities with rooms for the prekindergarten, preschool, playgroup, and discovery classes. We also added our indoor recess room for inclement days when the children cannot use our playground.

In 2004, the school changed its name from First Parish Nursery School to First Parish Preschool to reflect the changing trend in the field of early childhood education.

## **Educational Philosophy of First Parish Preschool**

First Parish Preschool provides an early childhood program that is welcoming and supportive of children, parents and caregivers. Our preschool creates an active, hands-on learning atmosphere in which children help to drive the curriculum to form a sense of excitement about learning and discovery. Curriculum is based on a child's individual interest, style of learning, and stage of development in alliance with Massachusetts Early Preschool Standards, Creative Curriculum, and National Association for the Education of Young Children Accreditation Standards.

First Parish Preschool is concerned with the total child in supporting their development of physical, cognitive, social, and emotional needs while working together with parents and caregivers.

The staff of First Parish Preschool believes in their own continuing education in the field of early childhood in order to offer the most developmentally appropriate program for children and to advocate on behalf of children and their families.



## **Purpose of First Parish Preschool**

The First Parish Preschool offers your child the chance to mature in a positive and developmentally appropriate environment. With the help and guidance of skilled and experienced teachers, children will learn to direct their energies into constructive activities and stimulate intellectual curiosity. Children will gain confidence in meeting and dealing with new experiences inside and outside the home.

## **Registration**

Registration takes place in January for the following September. We register in-house students and siblings first, and then we accept registrations from families of alumni. After we have accepted registrations from the above two groups, we open registration to the public at large on a first come, first served basis. After classes are full, we keep a wait list and will fill openings as they become available. No child shall be admitted unless his or her parent or guardian has met with the administration and had a tour of the school.

Please note that it is school policy that only one person per family can submit a registration for school or summer camp.

## **Cultural Diversity**

At First Parish Preschool we strive to build a sense of community by welcoming each child's cultural heritage into our school. It is important to us that every child feels accepted. To accommodate families, we will also strive to interpret our policies and procedures in a language they can understand.

We provide books and images and invite members of our community to our school to reflect the diverse cultures of our community.

## **Administrative Organization**

The First Parish Preschool is run by an Executive Board of Directors, who meet regularly to discuss preschool business. To be appointed, a parent can express his or her interest to the school director. Meetings are open to any parents wishing to attend. Generally, meetings are held three times a year in fall, winter, and spring. Parents are welcome to bring concerns or suggestions about the school to these meetings.

The preschool also has a director who oversees the operations of the school, the staff and all programs. The Director attends the executive committee meetings as a nonvoting member.



## PROGRAMS AT FIRST PARISH PRESCHOOL

**Playgroup Class:** One day a week Monday, Tuesday or Wednesday morning with the option of a second day on Thursday or Friday morning.

Times Available: Monday, Tuesday, Wednesday, Thursday, and Friday 9:00 to 11:30 AM  
Child must be 2 years by September 1st of the year child is in the Playgroup Class to register.

**Preschool Class:** Two day a week preschool program with the option of a third day on Friday morning.

Monday and Wednesday	9:00-11:30 AM
Tuesday and Thursday	9:00-11:30 AM
Tuesday and Thursday	12:30-3:00 PM
Optional third day Friday	9:00-11:30 AM

Child must be 3 years by September 1st of the year child is in the Preschool Class to register.

**Prekindergarten Class:** Three day a week prekindergarten program with the option of a fourth day on Friday morning. This is a cooperative program where parents are expected to volunteer in the classroom about five (5) times during the school year.

Tuesday, Wednesday, and Thursday	9:00-11:30 AM
Tuesday, Wednesday, and Thursday	12:30-3:00 PM
Optional fourth day Friday	9:00-11:30 AM

Child must be 4 years by September 1st of the year the child is in the Prekindergarten Class to register.

**AM Discovery Program:** Families can make their own program schedule by choosing one, two, three or a fourth morning in the AM Discovery Class. Please note that this program may also be combined with a PM program to give a child an AM and PM session (full day).

Tuesday, Wednesday, Thursday, or Friday 9:00-11:30 AM

Child must be 2.9 by September 1<sup>st</sup> of the year the child is in the Discovery Class to register.

### **PM PreKindergarten Discovery Program:**

Tuesday, Wednesday and Thursday 12:30-3:00 PM with optional fourth day on Friday afternoon.  
Our PM Discovery Program is a Prekindergarten Focused Curriculum.

**Early Drop Off:** Available Monday, Tuesday, Wednesday, Thursday, and Friday from 8:30 to 9:00 AM. Any child enrolled in First Parish Preschool is eligible for this program. See payment schedule for fee.

**Late Pick Up:** Available Tuesday, Wednesday, Thursday, and Friday from 3:00 to 3:30 PM. Any child enrolled at First Parish Preschool is eligible for this program. See payment schedule for fee.

**Lunch Bunch:** Tuesday, Wednesday, Thursday, and Friday from 11:30 AM to 12:15 PM. Child must be 3.0 years of age by September 1<sup>st</sup>. See payment schedule for fee.

## Lunch Bunch

Lunch Bunch meets Tuesday, Wednesday, Thursday, and Friday from 11:30 AM to 12:15 PM. Advanced reservations are required. Child must be 3.0 years of age by September 1<sup>st</sup> to participate in Lunch Bunch.

If your child has a permanent reservation in lunch bunch and you need to cancel, please call in the morning before 8:15 AM to cancel so you will not be charged for the day.

## First Parish Lunch Box Suggestions

Ideas for a child's lunch box for the Lunch Bunch Program include:

Tuna fish sandwich, bagel/cream cheese, milk or juice box, cut-up celery, pudding in a sealed container, carrot sticks, slices of cheese

As you pack your child's lunch, please be aware foods such as meat, eggs, tuna fish, milk, cheese, yogurt, and peeled or cut fruits need to stay cool in the lunch box. This can be accomplished by using an insulated lunch bag with a frozen gel or frozen juice box.

Please do not send candy or soda for lunch. At lunch, we encourage but do not force children to eat. Out of respect for the number of children attending First Parish Preschool with allergies to nuts, peanuts, and peanut oil, we are asking parents to refrain from sending these products to school with their children. Also, please check labels on products as some foods are processed on the same equipment with nuts. Thus, they could contain traces of nut products. This includes foods from fast food restaurants.

Label your child's lunch box with his or her name. Please be aware the staff of First Parish Preschool will not allow the sharing of food at Lunch Bunch between children.

## Allergies

If your child is on a special diet or has allergies to certain foods, please notify your child's teacher. This information will be posted and strictly adhered to. This will be in effect for one school year. Please notify your child's teacher if your child has any other allergies.

Weekly snacks will be posted in each classroom for parents to review for food allergies.

## **We Have Children Staying for Lunch with Nut Allergies**

Our staff is able to double-check the labels on the packaged food (such as cookies, crackers, pretzels) but we are unable to know the source of foods that have been repackaged into containers or baggies. If you are going to repackage food or send in home baked goods, please double-check the label as to nut ingredients and attach a note (i.e. Post-it) to the repackaged food. If we do not see a note indicating the food has been checked, we will send the food home with your child. Also, check the labels for food that is processed on the same equipment as nuts as it may contain traces of nut products.

## **Hand Washing Policy**

For the health and safety of all children at First Parish Preschool, each child, classroom volunteer, and teacher is required to wash his or her hands before starting the day, after using the bathroom, after using tissues (blowing nose), before snack, and before lunch.

## **Child's Mailbox Policy**

Each child has his or her own mailbox to receive notices from school and store his or her art work. Please check your child's mailbox each school day. These boxes are for school use only. Please do not put invitations to private parties or other materials into these boxes.

## **Emails**

Communication with our parents is very important to us at First Parish Preschool. Email is our main form of communication. Please check your emails regularly and let us know if you are not receiving information from First Parish Preschool. We respect your privacy and will not share your email address.

## **Arrival and Departure**

To facilitate family-staff communication, it is the policy of First Parish Preschool that all children are brought to and picked up from their assigned classroom teachers. This enables the parent-staff member to share information in regard to the child's health, day, and activities.

If a child or parent has a specific disability regarding arrival and departure time, please check with the school director to work out a solution.

Please be aware that we will dismiss your child only to a person for whom you have given written consent.

Please be aware that First Parish Preschool is not responsible for transporting children to and from school.

## **Preschool Parking Lot Safety**

Parents need to teach their children parking lot safety. Parents must be in control of their children at all times.

Parents should lead by example. The first priority of parents should be the safety of the children in our very busy parking lot.

When walking to/from their cars in the upper lot, parents and children should use the sidewalks and grass areas to walk around the parked cars. With so many cars coming and going at drop-off and pick-up times, it is extremely dangerous to have children walking across the parking lot.

Parents should never leave an unattended car running or children unattended in a car.

Drivers must reduce their speeds drastically in the parking lot. Too many parents rush in to drop-off/pick-up their children and can be extremely reckless.

In the lower lot, drivers must follow the basic rules of the road and stay to the right (of “Slowly”) then drive as far as possible around the circle to park. Vehicles should be parked in the marked spaces only.

In the upper lot, no one should park around the tree in the center of the lot. Cars parked there make it very difficult and dangerous for others to maneuver safely in the lot. Also, the children in these cars are either entering or exiting their cars right into the middle of the parking lot.

## **Transportation**

First Parish Preschool does not provide transportation to and from school for children. Individual classes do occasionally take field trips. Parents will be notified and requested to sign permission slips for these trips.

## **Assessment Plan**

First Parish Preschool uses the *Teaching Strategies GOLD Assessment System*. This system helps our teachers track and pinpoint your child’s progress through each developmental level of social-emotional, physical, cognitive, and language development throughout the school year. Results will be used to monitor your child’s developmental learning so we can guide our curriculum planning and decision-making in alliance with Massachusetts Early Program Standards, Creative Curriculum, and NAEYC Accreditation Standards to help identify children who might benefit from special services, activities, or curriculum. We also use these results to report and communicate with our families.

Our assessments occur informally throughout the school day to include teacher observation and collection of samples of your child’s learning through the school year. We seek parent feedback as to how your child is learning outside the school environment in the form of questionnaires sent home in the registration package and twice during the school year.

Children’s information is kept confidential and only released to their parents/guardians or other authorized parties by written consent from a child’s parent/guardian.

## **Developmental Screening**

First Parish Preschool uses the *Brigance Developmental Screening Instrument*. All children new to First Parish Preschool will receive a developmental screening within three months of entry to a school program. Screening will include a child's health status along with their sensory, language, cognitive, gross-motor, fine motor, and social-emotional development. Results of these screenings will be in the child's school file and shared only with the child's parents or guardians.

## **Conferences**

Formal parent/teacher conferences are scheduled twice a year, one in the fall and one in the spring. Parents should also feel free to make an appointment for a conference at any time the need arises.

Written progress reports will be sent home twice during the school year. Our written reports are based on the goals and objectives used in our assessment system (*Teaching Strategies GOLD*) and individual goals set by parents/guardians and teachers.

## **Snow Days**

Please check your emails and/or the school message tape.

First Parish Preschool generally follows the Norwell Public Schools: if they are closed, we are closed. If Norwell Schools should open and then close during the day, we will be closed as soon as the public schools close. School closing will be recorded on the phone message tape the day of closing. If Norwell Schools have a delayed opening, we will open at 12:30 PM. Due to the fact we have half day pick up and drop offs and storm schedules, we may be closed when the Norwell Public Schools are open.

## **Visiting**

You are welcome to visit the school anytime. This is your school with your children. We also value any ideas or suggestions you may have to contribute toward our programs. All our rooms have two-way mirrors so you can observe our classes without interrupting the programs.

## **School Survey**

At the end of each school year we will send home a parent/guardian survey via email and/or hard copy asking for your feedback as to our programs, procedures, physical environment, and assessment plan. A summary of this survey will be available in the school office or sent to you by request.

## **School Pictures**

A photographer comes to the school in the fall to take class and individual pictures. You are under no obligation to purchase the pictures.

## Tuition

Tuition is based on a yearly fee. We have three methods of payment: single payment due in August, two semi-annual payments with one due in August and one due in January, or ten monthly payments starting in September and ending in May. The semi-annual and monthly payments include installment fees.

There will be a \$7.00 late fee for all payments made after the 15th of each month. If a payment is 30 days past due, a \$14.00 late fee will be added. If a payment is 60 days past due, a \$21.00 late fee will be added. If a payment is 90 days past due, a \$28.00 late fee will be added.

First Parish Preschool has a \$20.00 fee for checks returned to us for insufficient funds.

Please see payment schedule for your child's class. Payment may be mailed to our bookkeeper or placed in our tuition basket in the preschool office. Please return your payment stubs with your child's name so we know how to apply your payment.

## Termination of Student

A child may be terminated if his/her repeated behavior threatens the safety of other children and/or staff members at First Parish Preschool. A child may also be terminated if we can not assure the health and safety of the child.

A student will be terminated from First Parish Preschool for failure to keep payments current. After missing the first payment, a notice will be sent home reminding the parents of the obligation. If two payments are missed, a letter will be mailed home asking for payment by a specific date. If payment is three payments behind, a child may be terminated from school. For a child to participate in end of the year activities, all accounts are to be paid in full or arrangements for payments made with school office.

If a child is to be terminated, the school and teachers will work with the parents to help make the transition smooth by trying to locate other schools for the child or arranging to have the child meet with other children to socialize. The school will help the parents/guardians with appropriate ideas to share with their child as to the reason why he/she will not be coming back to school.

## Traditions

Birthdays are celebrated in the classrooms. Due to numerous children with food allergies, we ask that only popsicles in a commercially prepared factory-sealed package be brought in for the celebration.

**Special Celebrations:** During and at the end of the school year we have special classroom celebrations involving socialization and food. Food brought in from our families for these celebrations must be either **washed whole fruits, or commercially prepared packaged foods in factory-sealed containers that include** a list of ingredients on the package.

## Cell Phones and PDA's

Cell phones and PDA's (Blackberries, etc.) have become an integral part of our lives. Out of respect for our program, we ask that parents/guardians volunteering in their child's classroom do not use these devices or conduct their business during their time in their child's classroom.

## **Picture Policy**

Parents/guardians are not permitted to take pictures or video tape children at First Parish Preschool unless the school director gives prior written consent.

## **School Bags**

Please send a bag marked with your child's name to school each day. We will send home school notices and projects in these bags. Check these bags and your child's individual mailbox each day to avoid missing an important notice.

## **Clothing**

Children should wear clothing appropriate for the weather and suited for active play, both indoors and out.

Because children will be working with clay, water, paints, etc., clothes that will not be damaged by such materials are recommended.

Clothing should also be relatively easy for the children to put on and take off themselves. Rubber-soled shoes are strongly recommended at all times. For your child's safety in climbing and running, we do not allow sandals, crocs, flip-flops or any open-toe or heel shoes at school.

We do go outside in the winter and sled on our hill. Please provide boots, hats, and mittens in the winter.

Many of your children take themselves to the bathroom. Please send them in clothes that are easy to manage. Many accidents can be prevented if a child can unbutton or unbuckle pants and belts without a struggle.

Please mark all jackets, sweaters, coats, hats, mittens and boots with your child's name.

## **Parent Reference Library**

First Parish Preschool has a parent reference library. This library is located in the school office and is open to any parent/guardian who has a child enrolled in First Parish Preschool. You are welcome to stop in anytime and browse or check out a book to take home. The books cover many areas of parenting including toilet training, arrival of a new baby, divorce, death, child abuse, and school readiness. We also have videos on school readiness and child safety.

## **Smoking**

First Parish Preschool is a smoke-free facility. Smoking is not permitted indoors or on the playground.

## Sick Child Policy

For the health, safety, and protection of all the children and teachers at First Parish Preschool, we do not allow sick or contagious children to attend classes. If your child will be out sick, please notify the school, especially if the child has been contagious. If your child has been exposed to a contagious disease, we will notify you via email.

Do not send your child to school if he/she has been contagious or sick during the previous 24 to 48 hours. This is to ensure your child has fully recovered from his/her illness. A few common conditions that would justify keeping your child home is: colds, strep, chicken pox, impetigo, conjunctivitis, bacterial meningitis, diarrhea, lice, ringworm, pinworm, undiagnosed rash, profuse nasal discharge, and fever over 99 degrees. Regarding head lice, First Parish Preschool has a no-nits policy for children returning to school.

Please remember to check with your doctor if a child is being treated with antibiotics as to how long the child must be on the medication before being non-contagious to others. Most antibiotics must be taken for 24 to 48 hours before the child's illness is no longer communicable. Remember that even though visual symptoms may disappear, a child may still be contagious to other children.

If a child becomes ill while at school, we will immediately notify the parent/guardian to pick up their child. Your child will be made comfortable and supervised by a familiar staff member until the arrival of the parent/guardian.

## Accident or Emergency

**Minor Injury:** For a minor injury requiring minor medical treatment (ice cube or band aid), the staff will administer first aid. Each staff member is trained in first aid and CPR. Parents shall be informed in writing of any first aid administered to their child within 24 hours of the incident.

If a child develops a fever or upset stomach at school, we will bring the child to the director's office. Here we will contact a parent/guardian to come and take the child home.

**Extreme Injury:** If a child has an accident or emergency situation, we will make every effort to contact the parents or guardian. Norwell EMT's will be contacted immediately and your child will be taken to South Shore Hospital. If we cannot contact you at home, we will telephone parent's place of business. If we still cannot contact you, we will call the emergency number(s) you have listed on the Emergency Card.

## Administration of Medicine

We will give children medication that is prescribed by a licensed physician. If your child needs to receive medication during school hours, we must have:

- The bottle the medicine comes in
- A written request for the administration of the medicine signed by the parent/guardian and physician. A physician must sign the authorization, filling in instructions, unless instructions are specified on the prescription bottle.

Medication will be administered for one day at a time. Medication that is administered to a child will be recorded including child's name, date that medicine is given, and who administered. This information will be kept on file in the office.

## Release of Your Child

The white emergency card requires you to list names and telephone numbers of people who are authorized to pick up your child from school. Children will be dismissed to parents/guardians or to these listed people only.

No child will be dismissed to anyone not on the list, unless we have your permission.

If arrangements have been made for a car pool, please list this car pool and give a copy to the child's teacher.

If arrangements have been made for your child to visit a friend after school, we must have permission to dismiss your child to another parent/guardian if he/she is not on the authorized list.

If you plan to have your child dismissed earlier than the usual time, please let us know. We will plan activities accordingly so your child will not miss a special project.

Please bring any special instructions concerning persons who are NOT to have custody of your child to the attention of the Director in writing.

Parents are responsible for bringing children into the classroom and helping them remove their coats and washing their hands. No child is to be dropped off in the parking lot and asked to walk himself/herself into school.

Please be on time in dropping your child off and picking your child up. We thank you for your cooperation.

## Non-Discrimination Policy

First Parish Preschool does not discriminate in providing services to children and their families on the basis of race, religion, cultural, heritage, political beliefs, parent's marital status, disability, national origin, or sexual orientation.

Toilet training is not a requirement for enrollment.

Please inform us if you need or know of any families that need written information or translations in languages understood by enrolled children's family members.

The Commonwealth of Massachusetts Department of Early Education and Care is the licensor of First Parish Preschool.

First Parish Preschool is an equal opportunity employer.



## **Sunscreen/Insect Repellent**

First Parish Preschool staff members do not apply sunscreen to children while in our care. It is recommended on sunny days that parents/guardians apply sunscreen or sun block with UVB and UVA protection of SPF 15 or higher to a child's exposed skin.

First Parish Preschool staff members do not apply insect repellent to children while in our care. When public health authorities recommend use of insect repellents due to high risk of insect-borne disease, we recommend you apply repellent before your child attends school and dress your child in long sleeves and long pants. At this point, officials are recommending insect repellent that contains DEET.

## **Policy for Reporting Abuse and Neglect**

As a professional staff in contact with children and their families, we are mandated by law with the responsibility to report to the Department of Social Services any children who may be abused or neglected.

Abuse includes: The non accidental commission of any act by a caretaker which causes or creates a substantial risk of harm or threat of harm to a child's well being. The commission of sex offense against a child as defined by the criminal laws of the Commonwealth.

Neglect includes: Failure by caretaker, either deliberately or through negligence, to take actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, other essential care, or physical dependence of a child upon an addictive drug at birth.

## **Behavior Management Plan**

At First Parish Preschool we believe that a teacher's attitude and behavior determines to a large extent the atmosphere and environment, which in turn develops attitudes and behavior in children.

If a child is not in control of himself, we will talk to the child in a firm, but loving voice. We let the child know that we care for him/her, but are not pleased with his/her actions. We will be consistent, friendly, fair, patient, and understanding. It is our belief that children thrive on love and fairness.

- Discipline shall be consistent and based on an understanding of the individual needs and development of a child.
- Discipline shall be directed to the goal of maximizing the growth and development of the children and for protecting the group and individuals within.
- Corporal punishment shall not be used, including spanking.
- No child shall be left unsupervised for any length of time.
- No child shall be subjected to cruel or severe punishment, humiliation, or verbal abuse.
- No child shall be denied food as a form of punishment.
- No child shall be punished for soiling or wetting pants or not using the toilet.

If appropriate and feasible, children will participate in establishment of rules, policies, and procedures applicable to their development.

## Parents Rights

The Department of Early Education and Care has asked First Parish Preschool to inform parents/guardians of their rights. They are as follows:

**Parent Visits:** First Parish Preschool shall permit and encourage parents to visit the center and child's room while their child is present.

**Parent Input:** The licensee shall have a procedure for allowing parental input in the development of center policy and programs. The licensee shall provide an explanation to the parents when a parent makes suggestions as to the program or policy of a center and the suggestions are not adopted by the licensee. If the parent requests a written response, the licensee shall respond in writing to the parent.

**Reports to Parents:** First Parish Preschool shall periodically but at least every six months prepare a written progress report of the participation of each child in the center's records. The licensee shall provide a copy of each report to the parents or meet with them at least every six months to discuss their child's activities and participation in the center.

For infants under fifteen months of age, the licensee shall complete a written progress report of the child's developments every three months, and provide it to the parents.

The licensee shall bring special problems or significant developments, particularly as they regard infants, to the parent's attention as soon as they arise.

**Parent Conferences:** The licensee shall make the staff available for individual conferences with parents at parental request.

**Confidentiality and Distribution of Records:** Information contained in a child's records, including their screening and assessment results, shall be privileged and confidential.

First Parish Preschool does not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent/guardian(s). The staff members of First Parish Preschool are the designated program planners for the children enrolled at First Parish Preschool.

First Parish Preschool will use the results from our assessment and screening programs to document the developmental progress of enrolled children and to make referral to appropriate professionals when needed.

First Parish Preschool shall notify the parent/guardian(s) if a child's record is subpoenaed. The child's parent/guardian(s) shall, upon request, have access to their child's records at reasonable times. In no event shall such access be delayed more than two (2) business days after the initial request. Each time information is released or distributed from a child's record, the following information shall be recorded: the name, signature, and position of the person releasing or distributing the information; the date; the portions of the record which were distributed or released; the purpose and the signature of the person to whom the information is released.

**Amending the Child's Record:** A child's parent/guardian(s) shall have the right to add information, comments, data or any other relevant materials to the child's record. A child's parent/guardian(s) shall have the right to request deletions or amendment of any information contained in the child's record. Such request shall be made in accordance with the procedures described below:

If such parent/guardian believes that adding information is not sufficient to explain, clarify or correct objectionable material in the child's record, he shall have the right to have a conference with the

licensee to make his/her objections known. The licensee shall within one week after the conference render to the parent/guardian a decision in writing stating the reasons for the decision. If the decision is in favor of the parent/guardian, steps shall be taken immediately to put the decision into effect.

**Research and Experimentation:** No licensee shall conduct research experimentation or allow unusual treatment involving children without written, informed consent of the child's parent or guardian.

**Transfer of Records:** When a child is no longer in care, upon written request of the parent, First Parish Preschool will transfer the child's record to the parent or any other person the parent identifies.

**Charge of Copies:** First Parish Preschool shall not charge an unreasonable fee for copies of any information.

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# Policy and Procedure Acknowledgement

First Parish Preschool  
24 River Street  
Norwell, MA 02061

My child \_\_\_\_\_ is enrolled at First Parish Preschool, Norwell, MA. I have received and read the Parent Handbook, which details policies and procedures for the school. I understand the obligation to confidentiality of our children that exists for anyone volunteering in our classrooms.

Parent/Guardian (1) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (2) \_\_\_\_\_ Date \_\_\_\_\_

**Please cut this page from the handbook and return signed to the school office.**

