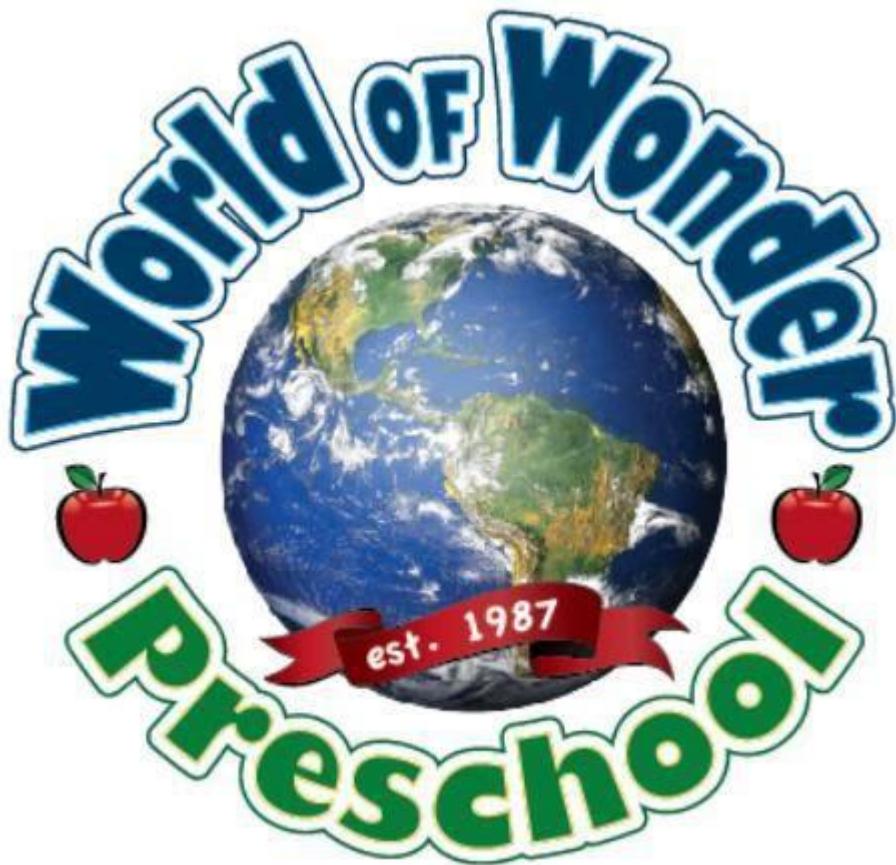


Parent Handbook



Nursery, Pre-Kindergarten, Transition

**905 Main Street
Woburn, MA 01801
(781) 933-2393
(781)933-2366 (fax)
admin@worldofwonder.org**

www.worldofwonder.org

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Welcome Letter

Dear Parents,

We at World of Wonder Preschool would like to welcome you to our pre-school family. Our school's name is symbolic since wonder fosters curiosity and being inquisitive is the initial stage of learning. We are happy that you chose our school as your child's first early childhood experience. Our entire staff will strive to make our program a well balanced and enjoyable introduction to learning.

Our school is your child's small world where everyone will be given the opportunity to investigate, observe, make choices and ask questions which will enable him/her to become aware of his/her surroundings. All classrooms will nurture positive self-image by recognizing individual rates of growth and individual achievements. Through the use of various enrichment materials, our staff will guide your child and encourage each child to interact with children in their classroom environment where the schedule of activities is age-appropriate.

We look forward to a happy and prosperous year.

Sincerely,

Monica Lanziero
Owner/Director

**Licensed by:
Commonwealth of Massachusetts
Department of Early Education and Care
360 Merrimack Street, Building 9, 3rd Floor
Lawrence, MA 01843**

After reading this handbook, please print out and sign the Parent/Guardian Review Sheet on the last page.

Children Served

Any child or family of any race, religion, disability, national origin, sexual orientation, cultural heritage, political belief or marital status will be admitted to World of Wonder. He/she must be between 2 years 9 months and under 7 years old and preferably toilet trained.

Statement of Purpose

World of Wonder Preschool shall provide a stimulating learning environment for each student to develop at a comfortable rate of individual growth. All staff members will accept the development capabilities of each student and encourage self-confidence and creativity. The school shall provide a daily opportunity for each child to play effectively, indoors and outdoors. Readiness skills will be emphasized throughout the curriculum to facilitate the transition into later years. A variety of age-appropriate materials will be available in each classroom to intrigue students to experience new tasks. World of Wonder will strive to make every child content and happy during these most important preschool years. The center believes that "Play" is a child's "Work".

Staff

World of Wonder Preschool was established in 1987 and is licensed by the Massachusetts Office of Early Education and Care, formerly OCCS. The teachers have Bachelor's Degrees or Master's Degrees in Education or a related field and are experienced and qualified with EEC Certificates. The aides are high school graduates and are approved by EEC. All staff members are certified in Infant and Child First Aid and are CPR trained.

In house substitute teachers and aides are available on stand-by in case of absenteeism. All staff members attend bi-monthly staff meetings. In-service training and workshops are offered in relevant areas of Early Childhood Development. Every classroom has a team of a teacher and an aide.

Monica Lanziero is the Owner and Director. Kelly Burlingame and Allison are her Assistant Director's. All are Director qualified by the State of Massachusetts. Allison Tarin is also the Office Manager. Erica Puccio is the Health Consultant/Nurse.

Programs

There are three individualized curriculum programs for Nursery, Pre-Kindergarten and Transition stages. The following age groups reflect the child's age in September. To better prepare students in the Pre-K and Transition levels for the full-day Kindergarten experience, some extended day classes are offered. The extended sessions will be a continuation of curriculum and a brief Lunch Period.

<u>Classes</u>	<u>Days and Hours</u>	<u>Age Requirement</u>
<u>Peach Nursery</u>	(W & F) 8:30 – 11:30	2.9 years old Sept – Dec Birthday
<u>Yellow Nursery</u>	(M, W, F) 8:30 – 11:30 or (T, Th) 8:30 – 11:30	(Already 3, turning 4) Jan – August Birthday
<u>Orange Pre-K</u>	(M, T, Th) 8:30 – 11:30 (T, Ext) 8:30 – 12:30	(4 and/or turning 4) (M, T, Th) Sept – December Birthday
<u>Green Pre-K</u>	(M, W, F) 8:30 – 12:30	(4 turning 5) Jan – August Birthday
<u>Purple Pre-K</u>	(T, W, Th) 8:30 – 12:30	(4 turning 5) Jan – August Birthday
<u>Rainbow</u>	(M, T, W, Th) (M, W) 8:30 – 11:30 (T, Th Ext) 8:30 – 12:30 (M ,W Option) 8:30 – 12:30	(4 turning 5) Sept – December Birthday

Exceptions can be made.

Times/Late Pickup Policy

Classes are from 8:30 – 11:30 and extended 8:30 – 12:30. Our Late Pickup Policy is in place for parents that repetitively arrive late to pick up their child. If a parent picks up their child late more than three times during the school year, the Late Pickup Policy comes into place. You will be charged \$10 if you arrive 15 minutes or more after dismissal. Exceptions will be made on a case by case basis.

School Policies

The school will operate in accordance with the Woburn Public School calendar. Vacations, holidays, and school cancellations will always coincide except for early release days. Our school year will start a week later in September and finish in late May. If there is a heavy snowfall or

School Policies (continued)

icy conditions and Woburn Schools have a delay, there will be no school at our center. We will notify you of a school cancellation via mass email, as well as on our Facebook page.

We reserve the right to salute the flag daily in every classroom and give thanks for our daily snack. Each room has two exit doors. Fire drills are conducted every other month so that the students are familiar with the procedure. Our phone number is (781) 933-2393 and our fax number is (781) 933-2366. If a staff member is not available, a message should be left on the answering machine. Our phone system has extensions in every classroom with direct lines to 911, Woburn Fire, and Poison Control.

If, when beginning school, your child has a separation anxiety, we ask that you leave the classroom so that the team of teacher and aide can work with your child to adjust to the school setting. We invite you to wait in the office or library until your child settles down. Remember, this is not unusual, and it is part of our job to make your child feel comfortable. We will have some of your child's favorites available in the classroom, which might make him/her feel more at ease. Once they become familiar with the classroom setting and learn to trust us to be there for them, then they will be ready to participate.

Our classrooms are full of toys and educational materials for your child's enjoyment, so we ask that students do not take items from home, except on special "Show and Tell" days. Personal things are difficult for children to have to share, so it is best that they not be brought to school.

Schedule

Monica Lanziero	Owner/Director	M, T, W, Th, F
Kelly Burlingame	Assistant Director	T, W, Th
Allison Tarin	Office Manager	M, T, W, Th, F
Erica Elliott	Health Consultant/Nurse	T
Peach Nursery		W, F
Yellow Nursery		M, W F or T, Th
Orange Pre-K		M, T, Th (T Extended)
Green Pre-K		M, W, F (Extended)
Purple Pre-K		T, W, Th (Extended)
Rainbow Transition		M, T, W, Th (T, Th Extended) M, W Option (Extended)

Daily Classroom schedules are posted outside each classroom door.

Lines of Authority and Supervision

Mrs. Monica Lanziero is the Owner and Director and is responsible for the administrative work and curriculum at the center. She is Director II qualified. In the absence of Mrs. Lanziero, Kelly Burlingame is the next in charge. She is the Assistant Director and is Director II qualified and is the Lead Teacher in the Purple Room. In the absence of the Director or Assistant Director, Allison Tarin, our Office Manager, is the next in charge in regard to any administrative responsibilities.

Behavior Management Plan

Discipline is part of our curriculum to teach children acceptable social behavior and guide them to practice these life skills. There are no magical solutions for managing students' behavior. However, there are techniques that work in various situations:

- Maintain a good sense of humor
- Be Patient
- Be flexible in teaching methods
- Observe children in their environment in order to anticipate or avoid various issues
- Be a good role model by respecting children's integrity
- Speak clearly, firmly and be consistent
- Offer students choices and involve them in decision making
- Make eye contact at the child's level

At the beginning of the school year, children shall participate in the establishment of classroom rules. Staff will develop a trusting relationship with their students in order for the child to be successful. Children's self esteem is a top priority at the center and they need time and assistance to learn acceptable behaviors. Praise a child's effort as well as the process. Sometimes children need to have a brief adjustment or cool-down time. (A quiet area will be provided).

In a situation where a child or staff's safety is a concern, removal of the material or object is helpful. Respond and redirect before inappropriate behavior manifests itself and provide necessary alternatives.

Conflict resolution (learning to communicate needs and feelings to each other) among students is also an effective plan. This method enables the student to learn to take responsibility for his/her actions.

If the Negative Behavior continues

- *Avoid emotional responses
- *Initiate consequences immediately
- *Insure a child understands why the specific action was taken.

Types of Consequences

- *Break It, Fix It
- *Loss of Privilege
- *Cool Down

Behavior Management Plan (continued)

World of Wonder Preschool's behavior management policy: (a) no corporal punishment, including spanking; (b) no cruel or severe punishment, humiliation, or verbal abuse; (c) no denial of food as punishment; (d) no punishment for soiling, wetting or not using the toilet; (e) no forced feeding; (f) no confining of a child for an extended period; (g) no excessive timeout (not more than one minute of the child's age).

When behavior management is properly instituted, the staff and students problem solve to a reasonable compromise so that everyone's needs are met.

Written Procedure for Reporting Abuse or Neglect

1. Teacher or Aide will report to administrator
2. Administrator will do an observation of suspected abuse.
3. If abuse is evident, administrator will report to DSS and EEC.
4. Administrator will file a 51-A Form.
5. Center will cooperate with all investigations of abuse or neglect.

Suspected Abuse or Neglect from a Staff Member

1. Any staff member witnessing any form of abuse or neglect will immediately report it to administration.
2. Administration will investigate accusation.
3. During investigation of staff member suspected of abuse, said staff member will be suspended with 50% pay and MUST NOT have any contact with any enrolled student.

The licensee's program administrator or designee shall notify the office immediately after filing a 51A report, or learning that a 51A form has been filed, alleging abuse of a child while in the care of the program or during a program related activity.

Referrals

World of Wonder is familiar with various local outside agencies which provide supplementary services to preschool students. If any staff member becomes aware of an apparent issue with a child, whether physical, emotional, behavioral or social, the Director should be informed immediately. The child's teacher and the Director would make several observations and log and record findings. The child's parents would be contacted by either the teacher or the Director on the phone or in writing and set up a meeting time to further discuss the child's difficulties. If the school and parent feel that outside services would benefit the child, World of Wonder will provide the parent with referral information.

Some reference numbers are:

Special Education Departments

Woburn (781) 937-8227
694-6032

MA Dept of Child Services (781) 388-7100

Burlington (781) 238-5694/(781) 273-7632 Wilmington (978)
Woburn Board of Health (781)897-5920

Various other local communities' phone numbers are available at the front office.

A written record will be kept in the child's file and a World of Wonder staff member will attend and assist in any follow-up procedure.

The licensee's program administrator or designee shall notify the office immediately after filing a 51A report, or learning that a 51A form has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.

Health Care Procedure

World of Wonder has a Nurse at the school on a part-time basis and she is available through the week, if required for consultation calls. She checks all of the Massachusetts Health Record Forms which are required for each student to assure that all students have age-appropriate immunizations and yearly physicals. Varicella (chicken pox) vaccine or proof of a history of chicken pox is now an immunization requirement. On or before the first day of school, all students must have their required immunizations. If your child has not had a physical within the prior year of his/her enrollment day, there is a **ten day grace period** to do so. We will send out a friendly reminder for these documents, but if not received, per EEC guidelines, we cannot have your child at the school. We will ask your child to remain at home until a current physical and immunization has been received. All medical forms must be stamped or signed by a pediatrician. Computer print-outs are acceptable.

Any students with allergies requiring an Epi-Pen, Jr. or asthma requiring an inhaler must bring in the medication to the Health Consultant and/or Director and provide the Health Forms prior to the first day of school. A Health Care Plan will be created and sent home to be signed by the child's physician and parent.

If your child has not been feeling well and is not up to participating at school, we ask that you keep your child at home. If your child has had a fever of 99.6 degrees or greater and is experiencing other cold symptoms, please keep your child home for the well being of other children and teachers. Temperature **MUST** be normal for 24 hours without the aid of Tylenol, Advil, or Motrin before returning to school.

If your child has vomited, your child must be vomit free for 24 hours before returning to school. If your child is diagnosed with conjunctivitis, he/she must be treated with an antibiotic ointment for 24 hours before returning to school.

Children with severe hacking coughs and/or thick, green nasal mucous must stay home until major symptoms have abated. Children with minor coughing, clear runny noses and occasional sneezing may come to school. If a child comes to school and becomes ill, he/she will be taken to the front office and be allowed to rest until a parent or person on the Authorization and Consent Form is contacted.

Medication Administration Policy

The trained person (Health Consultant, Director or Assistant Director) who administers prescription or non-prescription medication to a child must verify and document that the right child received the proper dosage of the correct medication at the designated time by the proper method. The trained person must research the medication being administered and be able to recognize side effects and adverse reactions prior to administration of the medication.

- a) The written parental consent and the licensed health care practitioner authorization for administration of medication are renewed annually.
- b) The medication will be provided by the parent with labels affixed.
- c) The medication will be stored in a locked box located in the cabinet in the director's office.

Medication Administration Policy (continued)

- d) Prescription medication requiring refrigeration will be stored in a locked box in the refrigerator in the Supply Room. The refrigerator temperature will be between 38 degrees Fahrenheit and 42 degrees Fahrenheit.
- e) No first doses of a medication will be given at the center.
- f) The person administering the medication will retrieve the child's file and verify the medication administration order.
- g) The person administering the prescription or non-prescription medication will be responsible to know and understand the medication being administered, why it is being administered and be able to recognize the side effects.
- h) Any medications without clear instructions will not be administered without checking specific physician's orders.
- i) All Epi-Pens, inhalers and Benadryl are stored in the child's classroom in a locked cabinet and are readily accessible. When going to the outside playground or fire drills, emergency medications are transported by the teachers in a transportation box.
- j) Each time a medication is administered, the educator must document on the Medication Administration Record on the wall in the director's office, the dosage, the time and the method of administration. This record is then copied and placed in the child's file and also sent home with the student for parent notification.
- k) If any emergency medications are given, the parents are notified immediately by phone and emergency services are notified if indicated.
- l) At the conclusion of the school year, all medications will be returned to the parents.

Handwashing

Staff and children shall wash their hands at the following times:

- a) Before eating or handling food
- b) After toileting or diapering
- c) After coming into contact with body fluids and discharges (sneezing, coughing, etc.)
- d) After cleaning
- e) At the beginning of each session if there are children with severe food allergies
- f) Before and after administration of medication
- g) Before and after water play

Procedures for Medical Emergencies

A copy of World of Wonder's Health Plan is posted near each telephone in the Director's Office, Office Manager's Office, Supply Room, Library and all of the classrooms. All parents must complete the hospital consent form at registration to allow your child to be taken to the nearest hospital, in case of a serious injury.

Registration and Exiting the Program

Any student presently enrolled, or his/her siblings, will be guaranteed a placement for the following school year. A special pre-registration date is set aside in January for these enrollments. For new students, tours of the center, classroom visits, handbook distribution, curriculum review and school's philosophy will be part of the registration process.

Anytime throughout the school year, you may call and set up a tour, depending upon classroom availability. Either the Director or the Assistant Director give tours of the center and provide you with the necessary information.

If World of Wonder is your choice, a packet of paperwork must be completed. A non-refundable Registration Fee and Insurance Fee are required to secure a place for your child in the fall. A Student/Parent Visit Day is usually scheduled for the Monday prior to school opening. This visit is strictly optional.

If, for any reason, you decide to leave the program prior to graduation, a one month notice is required. If a one month notice is not given, you will be responsible for that month's tuition.

Tuition

Fees will be collected at the preschool on the first of the month. The same monthly rate is paid from September through May. Please pay either your individual classroom teacher, aide, the Office Manager or the Director when you bring your child to school so that the book keeping can be done during school hours. Please do not make your child responsible for their tuition payment by placing it in their backpack. For late payments, a \$20 late fee will be charged. If your child's tuition is more than one month delinquent, he/she will not be allowed to attend school the following month and will not be readmitted until there is no balance on the account. For any checks returned to World of Wonder for insufficient funds, there will be an additional service charge (subject to the bank rate) added to the replacement check or cash payment.

A two week notice is required for withdrawal for any reason or parents will be charged for that month. If you plan on having your child leave the program for an extended period (longer than two weeks), you will be required to pay a one time fee of \$150.00 to hold your spot. If you choose not to hold your spot and you decide to come back to the program, you will need to re-register your child and will be responsible for a \$200.00 registration fee. Please know that if you choose to not hold your spot, there is a chance your child's spot may be filled as we offer rolling admission for our classrooms.

If a student is out of school (due to illness) longer than a two week consecutive period of time and submits a doctor's explanatory note, tuition costs will be adjusted by the Director. Otherwise, routine sick days or vacations will be included in the pro-rated tuition.

For families who have more than one child registered in the same school year, the first child pays full monthly tuition and the remaining siblings are 25% off. If you choose to pay your yearly tuition in full, there is a discounted amount which must be paid in full by June 15th.

Clothing

The first day of school, all parents should pack a complete change of clothing (underwear, socks, pants and top) in a plastic bag, labeled with your child's name. It is best to bring a jogging suit type material throughout the year while your child is growing, the clothes will still fit. Having an alternate outfit helps to prevent any embarrassment in case your child wets, soils or dirties his/her clothing. Present these to your child's teacher or aide and the clothes will be stored in the classroom closet and returned to you at the end of the school session.

Paint smocks are provided by the school. Parents must also provide a backpack (labeled with child's first, last name and classroom color) to transport any special art work or notices. We ask

Clothing (continued)

that the backpack is large enough to hold their lunch bag, thermos as well as any papers or projects that may come home.

World of Wonder provides a relaxed atmosphere for learning, so casual clothing will be the most comfortable for both our indoor and outdoor school activities.

Diapering Procedure

The Director, Assistant Director, Lead Teacher, Teacher or Aide shall provide diapering for the students if needed. Another staff member will accompany her. The staff person who is doing the diaper change must wear non-latex disposable gloves. Disposable white rolled paper is placed on the changing pad. Children are either lifted on or climb the step stool onto the changing table. The staff member must keep one hand on the child at all times when diapering on an elevated surface. Diaper or pull up is removed and placed in the covered container beside the changing table's shelf. Disposable wipes are used to clean the child and also disposed into the container with a leakproof liner. Soiled diapers are removed from the center daily and put into the dumpster. If the child was wearing training pants or underwear, the soiled ones are put into a plastic sealed bag, labeled and returned to the parent(s) at the end of the session. Both staff member and child wash their hands with liquid soap and warm water in the sink and wipe their hands with disposable paper towels. The changing table pad is washed down with a bleach solution.

Snack/Lunch

Parents will provide a nutritious snack and a natural fruit juice box or plastic disposable water bottle. (No thermos, please.) Due to the increasing number of our students with life-

threatening food allergies, snacks will be limited to peanut-free, and nut-free products. ***Only food from the World of Wonder Snack and Lunch Lists will be allowed.*** Please advise your child that no food sharing is permitted. Birthdays will still be celebrated with crowns and certificates. For Holidays, curriculum activities such as stories, songs and games will be the focus of the celebration. It is our school's policy not to have any food brought to the center by parents or in student's backpacks. This rule needs to be strictly enforced for the safety of our children. ***If your child has any food allergies, please notify us. The Nurse and the Classroom Teacher will be informed. The Nurse will provide a form to be signed and completed prior to opening day.***

Oral Health Policy

Educators must offer to assist children in brushing their teeth whenever they are in care for more than four hours or they consume a meal while in care. Individual parents who do not want their child to brush their teeth while in care must make a request for non-participation in writing. This request must be maintained in the child's record. The request to opt out of tooth brushing must be updated annually. ***This option pertains to only our Orange, Green, Purple and Rainbow Rooms.***

World of Wonder Parent Group

The World of Wonder parent group's goal is to enhance the established school programs. Meetings are held throughout the year to plan, organize and fund activities for both students and their parents. Some activities include: providing Student Enrichment Programs, purchasing Graduation gifts for each student and planning evening speakers for parents on relevant topics. It also engages in various charitable activities. Membership is optional and open to all. Parents are welcome to participate to the extent that their time and interest allows.

School Visitors

There are no field trips. To supplement our curriculum, either special community helpers or pre-school enrichment programs will be provided. Some of the past enrichment programs have been a puppeteer, folksinger, magician and an animal show.

Once a year, the Woburn Fire Department visits with the fire truck and talks to the children about fire safety. Yearly school and class pictures will be taken by a professional photographer, so your child's pre-school years can be a lasting memory.

Monthly Newsletter

You can look forward to a monthly newsletter and calendar from the center to inform you of upcoming events, topics of discussion, days off from school, and classroom visitors. Classroom Teachers provide individual newsletters on specific curriculum activities.

Graduation Program

In May, World of Wonder's portable stage is set for a school get-together. All students, in every level, have the opportunity to sing some of their favorite songs and finger plays for the special people in their lives. They perform in their graduation caps and receive diplomas.

Transportation

The Commonwealth of Massachusetts Department of Early Education And Care

Small Group and Large Group Transportation Plan and Authorization

The Massachusetts Department of Early Education & Care (EEC) requires that parents choose a form of arrival and departure for their child/children to and from school.

Child's Name: _____ **Color Classroom:** _____

**MY CHILD WILL ARRIVE AT THE PROGRAM: MY CHILD
WILL DEPART FROM THE PROGRAM**

WOW DROP OFF **WOW PICK UP**

PARENT WALK IN **PARENT WALK IN**

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

Refer to First Aid and Emergency Medical Care Consent Form for

Release Information

EEC requires a list of any designated person(s) OTHER THAN PARENT(S)/LEGAL GUARDIAN(S) who will be consistently dropping off or picking up your child

Please complete if applicable.

Child's Name _____ Color of Classroom _____

<u>Designated Person(s)</u>	<u>Relationship</u>	<u>Days</u>	<u>Times</u>

If your child is having a separation problem, or is reluctant to enter on his/her own, we encourage you to wait to choose the Drop-Off until he/she is more comfortable with the school setting.

Please adhere to your designated times so that we can continue to provide you with this service.

Our center does not provide any transportation. Enrichment programs come to our school throughout the year in place of field trips.

Dismissals

Children will only be dismissed to parent, legal guardians or other adults listed on the Consent Form (after proper identification is shown, MA License with picture is preferred). Please call or use one of our "Note to School" slips if someone other than the designated person will be picking up.

Parent Involvement

Parent Visits

Our Pre-School does permit unannounced visits by parents to the child's classroom while the child is present. The center's doors are always locked, so please ring the doorbell and announce yourself at the office.

Parent Input

The center does have a procedure for allowing parental input in the development of center policy and programs. This is provided in our Parent Survey questionnaire. The center does provide an explanation to the parent(s) when a parent(s) makes suggestions as to the program or policy of a center and the suggestions are not adopted by the center. If the parent requests a written response, the center shall respond in writing to the parent. There is a Parent Suggestion Box located in the side foyer.

Reports to Parents

The center will, periodically but at least every six months, prepare a written assessment of the participation of each child in the center's program. This is our Progress Report and will be maintained in the child's records. They will be distributed in January and May. The center shall provide a copy of each report to the parent(s) or meet with them at least every six months to discuss their child's activities and participation in the center. Children with disabilities will be given written progress reports every three months.

Parent Conferences

The center will make the staff available for individual conferences with parents at parental request sometime in February.

Confidentiality and Distribution of Records

Information contained in a child's record shall be privileged and confidential. The center 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 the written consent of the child's parent(s). The center will notify the parent(s) if a child's record is subpoenaed. The child's parent(s) shall, upon request, have access to his child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request without the

Confidentiality and Distribution of Records (continued)

consent of the child's parent(s). Upon such request for access, the child's entire record, regardless of the physical location of its parts, shall be made available. The center will establish procedures governing access to, duplication of, and dissemination of such information and shall maintain a permanent written log of each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall upon each instance of dissemination or release, enter into the log the following: his/her name, signature, position, the date, the portions of the record which were disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parent(s) and center personnel responsible for record maintenance.

Charge for Copies

The licensee shall not charge an unreasonable fee for copies of any information contained in the child's record.

Amending the Child's Record

(a) A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record.

(b) A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. Such requests shall be made in accordance with the procedures described below:

1. If such parent(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable material in the child's record, he/she shall have the right to have a conference with the center to make his/her objections known.
2. The center will, within one week after the conference, render to such parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), we shall immediately take steps as may be necessary to put the decision into effect.

Transfer of Records

Upon written request of the parent(s), the center will transfer the child's records to the parent(s), or any other person the parent(s) identifies, when the child is no longer in care.

Letters

We will be introducing and teaching the upper and lower case alphabet letters simultaneously. We would appreciate it, if when practicing with your child at home, you would reinforce this method since this is what your child will be using in a Kindergarten Program. This continuity will benefit your child's school success.

Curriculum

Each curriculum is flexible to handle different situations. Our curriculums are tools that help smooth the transition of theory into practice. All stages reflect the Pre-School Frameworks set forth by the Mass. Department of Education. Curriculum and progress reports are based on the Eight Multiple Intelligences of Verbal/Linguistic; Logical/Mathematical; Visual/Spatial; Bodily/Kinesthetic; Musical; Interpersonal; Intrapersonal; and Naturalist.

Eight Multiple Intelligences

Various Learning Styles:

- 1) **Verbal/Linguistic** - All aspects of formal language (poetry, storytelling, oral conversations)
- 2) **Logical/Mathematical** - Clear thought process (problem solving, classifying, sequencing, puzzles)
- 3) **Visual/Spatial** - Visual perception and forming images in the mind (drawing, painting, play dough)
- 4) **Bodily/Kinesthetic** - Expressing oneself and learning through physical activities (gross motor skills, block building, creative movement)
- 5) **Musical** - Understanding through rhythmic movements (dancing, circle games, singing, instruments)
- 6) **Interpersonal** - Knowing how to communicate cooperatively with other people (large groups, role-playing, drama)
- 7) **Intrapersonal** - Inward thoughts and emotions (one-on-one, small group, independent and imaginative activities)
- 8) **Naturalist** - Observing and wondering about natural environment (simple science experiments, nature walks, planting, collecting objects)

Written Progress Reports are sent home in January and again in May to assess your child's development. Parents may schedule a conference at any time with the classroom teacher to discuss any concerns.

Eight Multiple Intelligences (continued)

All activities are planned to motivate and not frustrate children. Children have a variety of learning styles combined in a unique blend. Multiple Intelligence Techniques enable the total capacity of each child to be developed through the use of various teaching methods. The curriculum leaves room for both student and teacher creativity. Throughout the school year, samples of each student's work will be placed in his/her portfolio to be taken home at the end of the school year. Each student will receive a library card and may borrow books and DVD's from the center's library area. The center has a fenced-in outdoor playground and indoor open lobby available for gross motor activities.

Brief Summary

Nursery

Cooperative play and socialization will be the focus of this level curriculum. A variety of songs, fingerplays, books and creative movement are some of the daily activities. Introducing flannel boards, drama, puppetry, and Compact Disc (CD) Players will help to encourage oral language and communication. Bead stringing, cutting, drawing, tracing, play dough and puzzles to develop dexterity. Water and sand are fun, both indoors and outdoors. Gross motor skills of hopping, jumping, balancing and running provide large muscle development. Basic math concepts of counting and matching will be practiced on the calendar and in various games. Listening and following simple directions will help to develop auditory practice. Proper use of equipment and respect for the belongings of others will be encouraged in daily sharing of tasks and supplies. Above all, we want to give students a positive first experience to learning.

Pre-Kindergarten

This curriculum is geared towards readiness skills and language development. Speaking in complete sentences and expressing ideas are major goals. Story starters, experience charts and Show and Tell time are valuable tools of expressive language. The development of the fine motor skills are introduced through the use of painting, collages, letter and number writing, printing name in upper/lower case letters with special accurate and simple art projects involving simple pasting and cutting. Story time and simple direction games are fun ways to practice listening skills and increase attention span. Music is incorporated throughout most daily activities as an enjoyable learning tool.

Sorting, patterns and sequencing encourage basic math concepts. Using one's imagination through creative drama and recalling simple facts enhance comprehension. Daily assigned classroom jobs help to develop a sense of pride and responsibility. Ultimately, our goal is to foster confidence and self-esteem in preparation for Kindergarten. A computer is available in the classroom to supplement curriculum.

Transition

The Transition program is available for children who will not be entering a kindergarten either due to chronological age or a specific social or academic consideration. A supplementary computer program is incorporated into the Transition Program as an additional visual aid.

At this level, self-motivation and independent learning is our goal. Most students are capable of more detail, letter and number penmanship, math development and readiness skills in language, to speak in complete sentences, using correct grammar and pronounce words correctly using prepositional phrases. Correct pencil grip and left to right sequence is stressed in all activities to insure proper writing of numbers and upper and lower case alphabet letters. One-to-one correspondence, cardinal and ordinal numbers, measurement and time concepts will be introduced with the use of charts, scales and graphs. The students will be introduced to concepts of science, animal life and social studies through hands-on experimentation, life skills and resources. Art projects incorporate units of study and classroom themes. Listening skills enable students to become active, cooperative members of the classroom. Special attention will be focused on early childhood readiness skills to challenge and encourage all students to complete tasks and to be successful in school. All three levels of curriculum are interrelated and support one another.

Transition to Next Level

At our center students typically remain in the same level classroom from September to May. Children graduating and going to Kindergarten have already registered in their individual town and have visited the neighborhood school he/she will be attending.

During the Spring, our in-house students who will be promoted to the next level the following school year are brought into their new classrooms by their present team to meet the teacher and aide(s) they will have in the Fall.

Present and future educators may verbally discuss student's progress and with parental permission may review past Progress Reports. Modifications will be made by the educators in the classrooms to meet any specific needs or plan for strategies so children can continue to be successful at school. The Monday prior to the start of school in the Fall is a parent/student visit day to see cubbies, bathrooms, art area, etc. (classroom tour)

Suspension/Termination Policy of a Student

There are extenuating circumstances which might lead to a child no longer being able to attend our center. Parents will be contacted by phone and also be given a written copy of our Suspension/Termination Policy. The center will prepare the child in a manner in which the child can understand.

Suspension/Termination Policy of a Student (continued)

The following are reasons for suspension/termination:

1. In the event that a student's tuition is more than one month delinquent, the child may not attend school until the balance is paid in full.
2. Physical exams must be updated annually. The forms must be signed and dated by the pediatrician. It is the responsibility of the parent or guardian to provide the updated physical and age appropriate immunizations within one month of the expiration date of the previous exam. If the paperwork is not updated and at the center within one month of the due date, the student will not be allowed in the center.
3. A child who causes bodily harm to him/herself, verbally/physically abuses other students and/or staff members and/or destroys school property may be suspended/terminated from the center after all appropriate measures have been exhausted. These measures would include:
 - a) The center completing observations forms
 - b) Recommending evaluations meeting with parents/guardians
 - c) Providing referrals
 - d) Developing an intervention plan for home and school that include classroom and behavior modifications. Additional staff will be utilized in the classroom to shadow the student if necessary.
 - e) A child may be terminated if a parent/legal guardian rejects services or fails to work with the center effectively to resolve the issues stated in this policy regarding the child's specific circumstances.

A child who has been suspended for one month and has had no resolution for his/her suspension issues will lose his/her placement at the center if a new student applies for placement in that classroom.

In The Case of a Power Outage

Since we are only a part-time center with half-day sessions, the center would remain open until the completion of the present session. If lighting went out, the building has back-up emergency lighting for approximately fifteen minutes. During this time frame, the portable wall would be opened in the Rainbow and Purple Rooms where the entire school would meet together until the end of the session. This would be sufficient during the day-time hours. The center has no water pumps. Fire detection alarms have a back-up battery system for 24 hours.

In the Case of a Loss of Heat

Since there are only part-time sessions, if we lost heat we would be able to maintain the 65 degree heat and 120 degrees water temperature for this brief period.

In the Case of Loss of Water

Since there are only part-time sessions, if we lost water we would be able to remain open.

We have eleven toilets available in our building. Toileting would not be an issue for this brief time. Concerning diapering, disposable wipes would be used and the center always has extra water in plastic containers for washing of hands short term. The above contingency plans are in

In the Case of Loss of Water (continued)

compliance with the Woburn Building Inspector, Board of Health and the Fire Department. The above contingency plans are in compliance with the Woburn Building Inspector, Board of Health and the Fire Department.

Emergency Contingency Plans

EVACUATION

In the event of a fire, natural disaster, or other situations requiring evacuation of the building:

- Call 211 for official emergency information.
- Escape route (only one floor – 1st floor) – students will leave via their classroom door exits and office staff will use front entrance and side.
- The designated meeting place is the front parking lot of the school.
- Cell phones would be the method of contacting appropriate authorities.
- We will notify the Linscott School, located at 86 Elm Street (781-937-8237) that the children will be transported to their facility by staff vehicles or emergency vehicles or will walk if appropriate.
- All children will be counted upon leaving the school, when they reach the parking lot and when they reach the Linscott School. This information will be recorded in the educator's attendance book.
- The emergency medications will be brought to the designated location by the teachers and emergency backpacks with food, water, first aid kits and activities will be brought by the educators and the office staff.
- Parents will be notified via cell phone using emergency card information forms which administrative staff will bring. EEC will be notified via cell phone (978-681-9684) of location change.
- Administrators will bring a blank notebook which will be in the office emergency backpack to document when the children are picked up and by whom.

MISSING CHILD

In the event a child is reported missing in the facility:

- Outside doors are locked at all times when school is in session.
- There are no off-site activities or field trips at World of Wonder.
- The director, assistant director and educators will be responsible for searching for a missing child.

MISSING CHILD (continued)

- The classrooms will be thoroughly searched first, then all hallways, including bathrooms, closets, and cabinets. The entire indoor facility from the front of the school to the back of the school, including offices, supply room, staff bathroom and the basement will be searched next.
- The outside of the school will be thoroughly searched including the playground, walkways, mulched areas, dumpster and behind the dumpster.
- If the child is not located, 911 will be called and then the parents and/or the person on the child's intake form will be notified by the director or assistant director.
- All students will remain in their classrooms and continue normal activities.

SHELTERING IN PLACE

In the event of a building emergency:

- If there is a power outage, there is emergency backup hallway lighting.
- If there is a loss of heat and a power outage of one or more hours, parents will be notified that the school is closing and to pick up their child immediately.
- If there is a loss of hot and/or cold water, the parents will be notified that the school will be closing and to pick up their child.
- The children will be brought into the lit hallway. The aides will bring the emergency backpacks. If the facility becomes too cold while awaiting parent's arrival, coats, hats and gloves will be placed on the children.
- The educators will engage students in songs, reading books, fingerplays and other appropriate activities while awaiting dismissal. The children will be given water and snacks.
- In the event of a tornado, students will be guided to the basement located in the front of the building beneath the offices.
- The Fire Station next to World of Wonder will be contacted at 781-932-4572 for advice if needed for shutting off electricity, gas or water service.

PRECAUTIONARY MODE

In the event that there is an outside threat in the vicinity of the preschool:

- The director or the assistant director will notify staff of the situation via the phone intercom system.
- Educators will conduct their classrooms on a normal schedule with the exception of outdoor playground time. If a class is presently in the playground, they will immediately enter the building and return to their classroom.
- Parents will be notified via email with specific information of the area threat. Designated dismissal times will remain the same. However, parents/authorized adults

PRECAUTIONARY MODE continued

have the right to dismiss their children at an earlier time. If they choose to do so, they need to call the center at 781-933-2393.

- Administrators will notify educators via the phone intercom system of the parent's arrival.
- As an added safety precaution, there will be no driveway pickup. Doors will remain locked and staff members will open the doors as parents arrive. Parents are responsible to pick up their children in their color-coded classrooms and immediately exit the building.
- Parents who are picking up early must park their car, ring the bell, show identification, pick up their children in their classrooms and exit the building

LOCKDOWN PROCEDURE

In the event of a potential threat from an intruder inside or outside of the facility:

- Our facility has multiple classrooms and offices. The facility's outside doors are always locked. In the event of an immediate threat, the director or staff members witnessing the event will call **911** with school phone or cell phone.
- The director will notify classrooms via intercom to initiate lock-down procedures.
- The aides will lock classroom doors, shut off the lights and close the blinds.
- Teachers will gather children away from classroom doors and windows.
- Students will hide behind the cabinets on linoleum floor (Yellow, Orange/Peach, Purple & Rainbow). Teachers will tell the children to pretend that they are birdies in a nest.
- In the Green Room, the aides will lock the doors and shut off the lights and also close the blinds before sheltering in place. Teachers will gather students inside the closet covered by a fabric door and tell the children to pretend that they are birdies in a nest.
- Teachers will count children before, during and after the event.
- Parents and EEC will be notified of event when it has been resolved and children are safe.
- Each classroom has an Emergency Backpack with food, water and activities.
- Office staff will turn off the lights and help whenever needed and if necessary hide in the cellar.

Background Record Check

All employees, potential employees, including volunteers, students and interns must have a BRC and fingerprint based checks prior to employment and/or to stay employed. This is a three-step process involving the (I) CORI (Criminal Offender Record Information) and the CHSB (Criminal History Systems Board) and a (II) 51B Information (abuse and neglect of a child), and a (II) SORI (Sex Offender Registry)from DCF (Department of Children and Families) along with(III) Background Record Check (continued)

fingerprinting. This information is highly confidential. The improper handling of these findings is subject to fines and penalties. I, II Consent Forms must be completed and signed by the prospective employee, along with a picture ID. The designated reviewer (receives, handles and processes the information) is also the director and has hiring authority. Information must never be discussed or shared with any person. All review requests are done electronically to EEC through the Web-CORI every year with all staff. The reviewer will print a copy of the receipt page and keep it on file. EEC will process the electronic BRC requests and mail results to the program for review and decision making. If the center receives findings of "No Record" and "No Findings" on all, the director may proceed with a decision to hire provided the Name, DOB and SS match. This information is kept in the personnel file. However, if the record checks results contain adverse findings, a Discretionary and Presumptive review process is required. Presumptive are crimes that are convictions, pending charges, or cases resulting in a continuance without a finding (but are still open). A Discretionary Review Process requires the reviewer to contact the EEC BRC Unit at 617-988-7801. It is the director's decision to hire or fire.

If adverse findings are found, the reviewer must be notified in writing, show the results and then the candidate/staff member must in writing submit clear and convincing evidence that he/she is appropriate for employment in the program and the director's rationale for hiring.

An explanation of offense or acts must be spelled out. These results are confidential and must be kept in a locked, segregated and secure Personnel File. It is strictly the reviewer's/director's decision whether to hire or continue to employ provided it is in compliance with EEC'S BRC Regulations: 606CMR 14.00 et seq. EEC Website. 1-617-988-7801. If a SORI or 51A result is positive, EEC must have a copy. While decisions are pending, there will be no unsupervised contact with students.

III All employees, potential employees including volunteers, students and interns must also have Findings of Fingerprint-Based checks. The number to call and make an appointment is **(844) 321-2124** or www.identogo.com. The center's designated location is 296 Concord Rd #200a, Billerica, MA 01821. A result will be sent to the resident's home and the center. If deemed "suitable", the result must be kept in the personnel file.

If a "presumptive disqualification" or a "discretionary disqualification" results an additional review by EEC will determine if the candidate poses an unacceptable risk of harm to children within the job position, EEC will inform the candidate of the fingerprint-based check findings and offer the opportunity to submit other relevant information. EEC will then determine whether (a) the hiring authority may hire the candidate (b) the hiring authority must terminate the employee. EEC will document in writing all reasons and the rationale for the determination. EEC shall maintain this information. If hired or still employed, the hiring agent will keep this information in a locked, segregated and secure place.

Candidates for employment may begin orientation and/or training while the employer awaits all of the above information have no unsupervised contact with children until the BRC and Fingerprinting Processes are completed.

Parent/Guardian Handbook Review Sheet

Student Name: _____

Classroom: _____

Allergies: _____

Epi-Pen, Jr. required at center Yes [] No []

Does your child have asthma? Yes [] No []

Inhaler required at center. Yes [] No []

I have read and understand the World of Wonder Pre-School's philosophy, policies and procedures in this handbook.

Parent/Guardian Signature _____

Printed Name: _____

(Please print this page and return with child's paperwork.)