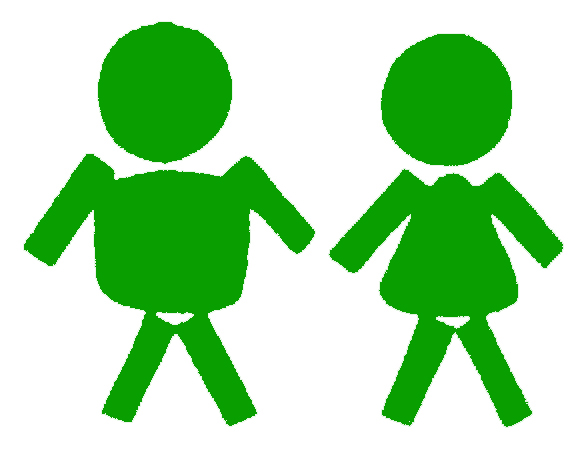
## THE KENDALL SCHOOL



**PARENT HANDBOOK**

577 Belmont Street

# Belmont, MA 02478

(617) 484-4634

[colbert@kendallschool.com](mailto:kendallschool@verizon.net)

www.thekendallschool.com

# A: Philosophy

**B: Administration**

**C: Teachers**

**D: Enrollment**

**E: Calendar**

**F: Curriculum**

**G: Program & Daily Schedule**

**H: Stay Day & Extended Day**

**I: Summer Program**

**J: Tuition & Billing**

**K: Communication**

**L: Parent Involvement**

**M: Snacks & Meals**

**N: Rest Time**

**O: Clothing**

**P: Toileting Policy**

**Q: Behavioral Management Plan**

**R: Referral Procedures**

**S: Abuse & Neglect Policy**

**T: First Aid & Injury Forms**

**U: Emergency Procedures**

**V: Evacuation Plan**

**W: Shelter in Place**

**X: Healthcare**

**Y: Medication**

**Z: Management of Infectious Diseases**

**AA: Vaccinations & Immunizations**

**AB: Field Trips & Transportation**

**AC: Playground**

**AD: Pick Up Times**

**AE: Late Fees**

**AF: Termination & Suspension Policy**

**WELCOME!**

**The Kendall School (est. in 1931) welcomes you and your family to our school year. This handbook was designed to answer some of the questions you may have regarding the policies and procedures at Kendall School. If you have any questions or suggestions, please contact the**

**Co-Directors at your earliest convenience.**

**Thank you!**

**We look forward to providing you and**

**your child an enriching, fun, safe, educational and creative environment.**

#### THE KENDALL SCHOOL

##### 577 BELMONT STREET

##### BELMONT, MA 02478

**(617) 484-4634**

**colbert@kendallschoool.com**

**www.thekendallschool.com**

### **A. PHILOSOPHY AND APPROACH**

The Kendall School mission is to provide a nurturing, creative and enriching experience for preschool age children (2.9 to 5 years of age) that encourages positive self-esteem and the eagerness to learn. It also provides an opportunity for children to form strong and supportive relationships with children and adults outside of the home. The Kendall School creates an inclusive environment that encourages children’s natural curiosity while equipping them with the skills and confidence needed to embrace the transition into

Kindergarten.

Our program philosophy is guided by the principles of Developmentally Appropriate Practice (DAP). We work toward fostering the social, emotional, physical, and cognitive needs of children by offering both child-directed and teacher directed activities. Curiosity, exploration, and sharing are nurtured and encouraged.

The Kendall School does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, disabilities, toilet training, marital status, gender identity or sexual orientation.

The Kendall School is licensed by The Department of Early Education and Care (EEC) of Massachusetts. For information regarding program’s compliance history contact:

EEC (978) 681-9684

360 Merrimack St., Suite 315

Lawrence MA 01843

## B. ADMINISTRATION

The Co-Directors are responsible for the day to day organization of The Kendall School. They see that the philosophy and policies of the program are met.

The Directors are responsible for the development and maintenance of the early childhood curriculum, the staff development, training and supervision, and services for children with disabilities. In addition, the directors maintain children’s records, personnel records, parent billing and supplies.

The teaching staff is responsible for the care of the children and for planning curriculum within the parameters of The Kendall School’s philosophy.

Co-Directors: Ann O’Donnell & Connaught Colbert

**C. TEACHERS**

All of our lead teachers are experienced in the early childcare education field. They are required to have a Bachelor’s Degree (preferably in Early Childhood Education) and a teaching certificate from The Department of Early Education and Care. All teachers, assistant teachers and floaters are certified in First Aid and CPR. The Staff Information packets containing individual teacher profiles are distributed in September at Open House and available throughout the school year.

We have specialty teachers at Kendall School as well. They teach some of the afternoon language and dance classes. Our pianist accompanies the children each morning during Music Circle. Also, we often have college and high school students helping at the school while fulfilling their student teaching and community service commitments.

Finally, the entire staff at Kendall School possesses a keen understanding and sincere love for children along with a dedication for working together with families. This combination is essential in making a successful preschool experience for the whole family.

## D. ENROLLMENT

Admission is by personal tour and interview to discuss your childcare needs. We encourage parents to bring their child to visit the school in session. To enroll your child, a **non-refundable** registration fee is required (each academic year) to reserve a spot. Required forms include a Registration Blank, Child’s Fact Sheet, Developmental History Form, First Aid and Emergency Medical Consent Form, and Health Form including Lead Paint test. Also, there is a **non-refundable** Tuition Deposit due on May 5th prior to entering school in the fall. The Tuition Deposits are applied to the cost of the full year tuition.

Kendall School enrolls children on a first come-first serve basis with preference given to currently enrolled children and their siblings.

## E. CALENDAR

The Kendall School follows closely the yearly schedule and holiday schedule of the Belmont Public Schools, opening in September and closing in mid-June. Kendall School has an eight-week Summer Program. In addition, the Kendall School maintains a flexible daily schedule from 8:00am to 5:30pm to accommodate childcare needs. Regarding school cancellations due to weather, the Kendall School adheres to the Belmont Public School closings.

## F. CURRICULUM

The Kendall School understands that children grow and develop at their own pace. We provide an atmosphere that supports the growth of the whole child – the social, emotional, physical, and intellectual child. The Kendall School curriculum offers a variety of creative activities as well as science, free play, daily music, cooking, languages, class time, and special projects. Creative activities include art (drawing, painting and crafts), music (rhythm and songs), dance, and drama (imaginary play and theater) in both structured and unstructured opportunities.

Science activities include hands-on experiments and a weekly afternoon nature program. Free play, both indoors and outdoors occurs several times during the day. Materials that help develop cognitive skills, hand-eye coordination, creativity, and pattern recognition such as blocks, puzzles, and other learning manipulatives are used throughout the school. The older children participate in a reading and math readiness program. An outdoor play space provides a safe and fun recreation area featuring a spacious lawn, swings, sandbox, slides, and climbing structures as well as outdoor classroom tables. The playground space promotes large muscle development and an appreciation of the outdoors and the changing New England seasons.

With praise and encouragement, the Kendall School promotes active learning, works on self-esteem, and encourages the efforts of the individual child. Thus,

our curriculum is a pleasant transition from the learning environment of the home to the more formal instruction found in the elementary grades.

The staff is supported with training, supervision, planning time, professional development and staff meetings in order to stay current with advancements in the Early Childhood field.

The Kendall School welcomes new ideas, customs, and holiday traditions of all the families into our classrooms. Sharing will give more opportunities to meet the individual needs and interests of each child.

## G. PROGRAM AND DAILY SCHEDULE

The Kendall School offers programs for children from ages 2.9 through 5 years on a five-day basis for all children and on a three day (Monday, Wednesday, Friday) or two day (Tuesday, Thursday) basis for 3 year old children only.

Early Bird Room………………8:00 AM to 8:30 AM

Morning Session………………8:30 AM to 12:00 PM

Full Day……………………….8:30 AM to 3:00 PM

Extended Day…………………3:00 PM to 5:30 PM

Mornings at the Kendall School start with free play, including access to sensory activities, art, dramatic play and a gross motor room, followed by meeting time, a story or poem, music circle, snack, class time, and supervised outdoor play.

Each child has the opportunity to play with mixed aged children in the entire school while also enjoying two scheduled times with their individual teacher and children of their same age group.

After lunch and rest time, the enrichment classes are diverse and expansive. Monday offers nature and science, Tuesday offers creative dance instruction, Wednesday offers French, Spanish or English as a Second Language (ESL) classes, Thursday has dramatic play and Friday is cooking class.

These afternoon programs are included in the Full Day tuition or Stay Day charges.

## H. STAY DAY AND EXTENDED DAY

Children who regularly attend the morning session are welcome to stay for the afternoon session and extended day program on a daily basis. Please notify the teachers that morning and send your child to school with lunch. These additional sessions are added to the monthly tuition bill.

**I. SUMMER PROGRAM**

The Kendall School offers an eight-week summer program during July and August. This full day program is a more relaxed and flexible experience typically featuring weekly themes such as ‘Under the Sea’, ‘Fairy Tales and Dragons’, ‘Outer Space’, or ‘Farm Week’. The Summer Program brochure and registration form are available in January.

## J. TUITION AND BILLING

Monthly tuition is due on Opening Day and on the first day of each month. Tuition is based on a 37-week program starting in September and ending in June. See the Tuition and Payment Schedule for current monthly rates and remember the Tuition Deposit is applied toward the yearly tuition. Kendall School reserves the right to establish a late fee penalty if monthly tuition is not met. There is no refund for absence, withdrawal, relocation, weather caused school closings or parent-opted vacations. As it states on your child’s signed Registration Blank, you are financially responsible for a full semester commitment. Tuition payments can be made by personal check, cash, Zelle.

**K. COMMUNICATION**

Communication at The Kendall School is an important element of the parent-teacher relationship and there are many ways in which it is fostered. Most importantly, we encourage teachers to greet parents each morning, which allows an opportunity for parents to give quick feedback from home and to build on the parent-teacher relationship. At the end of the day, teachers are present to relay information to parents about their child’s activities. An afternoon enrichment letter is emailed daily and all lead teachers send home monthly or weekly classroom newsletters with photographs. Email addresses for teachers are provided to families in each class. The Administration send emails periodically regarding whole school information such as family events and school policies.

**To contact administrators via email, please use our co-directors’ email address: colbert@kendallschool.com.**

There is a parent bulletin board located in the school hallway that is available for posting information by parents, teachers, and administration. We also distribute a School Directory, “My Friends at School”, that lists every child and his or her family address, phone number, and email. As we state in our first parent letter, if anyone objects to having their family information included in the School Directory, please alert the Director.

Families for whom English is a Second Language, the Kendall School will try to accommodate your needs by inviting a teacher or Kendall parent who shares your language to facilitate written and oral communication. Due to the proximity of Kendall School to many of Boston’s hospitals and universities, we are blessed with visiting families from all over the world. This international element provides an enriching aspect to our overall curriculum and community.

## L. PARENT INVOLVEMENT

The Kendall School teachers recognize the importance of communication and cooperation with parents ensuring a nurturing, loving and learning environment for all children. We encourage parents to visit the school in session and to participate in the creative and social atmosphere of preschool. If parents have a special talent, career or hobby, we invite them to share that activity with the school or with their child’s class.

We host an Open House in September and parent-teacher conferences in January and February. Parents may request additional conferences anytime throughout the school year. All conferences occur during school hours. A copy of the yearly progress report is kept in the child’s file and parents may obtain a copy upon request.

Also, Kendall School hosts the following family events throughout the year; a Halloween parade, a holiday music concert, classroom plays, two parent breakfasts with music concerts, and a family picnic in June.

Parental Rights issued by The Department of Early Education and Care is distributed at our September Open House and available upon request.

## M. SNACKS AND MEALS

The Kendall School provides the children with daily AM snacks of crackers, fresh or dried fruit, or granola. For Extended Day snack children are provided fruit, yogurt, cereal, muffins, nutritional bars, milk or water to drink. Lunches are provided by parents, and we suggest including an ice pack, as we cannot accommodate refrigerator storage. For nutritional needs, please limit the amount of sweets in your child’s lunch. Please do not send canned goods, unpeeled eggs or other items that are difficult for preschoolers to manage on their own. Lunchtime is another opportunity for children to gain independence, please assist them by providing peeled fruits

and vegetables, cut meats and pasta and other finger foods. Create interest by having your child assist you in food choices. See the list below for lunch suggestions:

\*Rolled up lunch meats, hummus, soup

\*Sandwich of cheese, jelly or cream cheese.

\*Yogurt – various forms are available.

\*Bagels or muffins.

\*Cut vegetables with dip.

\*Leftovers of pasta, pizza, or rice.

\*Dried fruits, applesauce and granola.

The Kendall School can meet the needs of children with food allergies and special diet restrictions including nut and peanut free lunch tables, and special storage for snacks. We require parents provide a labeled prescription EPI-PEN for their child in case of allergic reaction.

A list of children with food allergies is posted in our lunchroom, in front of the snack cabinet, in all the classrooms and on the door of the school refrigerator.

We understand that birthdays are special days for the children and we look forward to celebrating with them. If parents choose, they are welcome to bring in

special cookies, muffins or fruit for their child’s class. Teachers who have children with diet restrictions in their class will alert the parents of that child when birthday celebrations are coming up so they can provide an appropriate festive substitute!

**Dental Care**- Kendall School can meet the needs of dental care. Parents are welcome to send in a labeled toothbrush and toothpaste, and time will be set aside after lunch daily for dental care.

## N. REST TIME

In order for the children to have a productive afternoon, all children participate in a rest period following lunch. The Kendall School provides a labeled tri-fold rest mat and cotton/poly cover for each child and recommends that children keep a blanket or stuffed animal at school to provide comfort during rest time. The children are welcome to bring special books from home to read on their mat. Please do not send in any writing utensils or items that make noise as they may disturb sleeping children. We play soft music or stories. We request parents wash their child’s rest blanket weekly, and rest mat cover monthly.

## O. CLOTHING

All children are required to keep a change of clothing (pants, underwear, socks, shirt) on their hook in case of spills, messy art projects or toilet accidents. Please keep an extra sweater or sweatshirt at school for weather changes. Remember to label all clothes and to update them seasonally. For recently toilet-trained children, we ask that you dress them in accessible clothing like shorts, elastic

waistband pants, dresses etc… Please DO NOT dress your child in overalls, suspenders or belts, as they become bathroom obstacles.

## P. TOILETING POLICY

The Kendall School suggests that all children master toilet training skills which include rituals such as managing clothing, wiping and hand washing. This includes the exclusion of wearing diapers.

All children are introduced to the bathroom at the beginning of the school year and teachers use bathroom terms that have been designated by the child’s parents on the Developmental History Form. Teachers remind and encourage children to use the bathroom at various times throughout the day.

At no time is a child punished, verbally abused or humiliated for soiling or wetting pants or not using a toilet. Underwear and pants soiled by feces (the stool is dumped into the toilet), urine, vomit or blood is bagged in a sealed plastic bag, stored apart from all other items and given to parents at pick-up time. The teacher uses latex-free gloves on hands and diaper wipes to clean the child's skin.

Children and teachers use antibacterial liquid pump soap, running water, and disposable paper towels after each toilet visit.

At this age, occasional toilet accidents are common and should not be considered problematic. If accidents occur on a regular or daily basis, we ask you to consult your child’s pediatrician. If there is no sign of physical ailment, a parent-teacher conference will be scheduled to create a plan to help your child overcome this important developmental hurdle. We do not discriminate on the proficiency of toilet training.

## Q. BEHAVIORAL MANAGEMENT PLAN

Kendall School seeks to build children’s self esteem by helping them to develop problem-solving skills and self-control of their actions. Use of physical punishment, belittling, or embarrassing a child is never used as a means of behavioral management. Since our goal is to assist each child achieve self-control, we set a few simple guidelines that set limits of behavior for the safety and protection of all the children.

\*Re-direct a child to an alternative activity.

\*Positive reinforcement for acceptable behavior.

\*Encourage children to talk about their feelings and encourage teachers to be active listeners.

\*Ask children to take part in problem solving.

\*Provide an example by speaking and interacting with the children in a positive manner.

\*No child will ever be subject to severe punishment, neglect, humiliation, verbal or physical abuse.

\*No child will ever be denied food or drink as a form of punishment.

\*No child shall ever be punished for soiling, wetting his/her clothes.

\*Take a Break or Time Out – time away from an activity, toy or person as long as necessary for the child to regain self-control.

The Kendall staff has a strong understanding of behaviors associated with each stage of

development. A positive approach to behavior management will be used consistently. When appropriate, teachers will encourage children to negotiate on their own and give them the opportunity to change their negative behavior independently. Documentation of accommodations for Special Needs or Behavioral needs are kept in each child’s folder.

**R. REFERRAL PROCEDURES**

Whenever a staff member is concerned about a child’s development and feels that further evaluation should be done, they will submit a written report to the child’s teacher and to the Director. In the event that a staff member identifies a family with special needs that might require a referral to a specialist or service agency, the staff member needs to submit a written report to the Director. The Director will observe the child, note the child’s file, and then set up an appointment to meet with the family to discuss referral options.

List of suggested referrals:

\*Child’s own Pediatrician or Dentist

\*Early Childhood Liaison for the Town of Belmont – contact person is Patricia Toohig Nardone

#(617) 993-56915 / ptoohignardone@belmontschools.net

\*The Department of Early Education & Care

# (617) 988-6600

\*Healthcare consultant – see posted healthcare policy.

### **S. ABUSE AND NEGLECT POLICY**

Anyone may report concerns of Child Abuse and Neglect to the Massachusetts Department of Children and Families (DCF) as non-mandated reporters. However, all staff members at Kendall School are mandated reporters and are required by law (Chapter 119, Section 51A) to report suspected abuse or neglect to DCF. Teachers will report concerns to the Director, and the Director will contact DCF, and The Department of Early Education and Care. The family of the child will be contacted by the Director and informed of the reasons and process of reporting. In these circumstances, the Kendall School will attempt to be supportive of the family as well as respond to the

primary need – the safety, health and security of the child.

*Child-at-Risk Hotline # (800) 792-5200*

Any staff member accused of abuse will be immediately relieved of classroom duties and not permitted contact with Kendall School children. The Director will contact EEC to report the allegations. If the allegations of abuse are substantiated, the staff member will be permanently terminated. If the allegations are not substantiated, the Director will review the employee’s overall performance and decide whether the teacher should return to the classroom. Parents will be notified of allegations of abuse and neglect involving their child while in the program.

**T. FIRST AID AND INJURY FORMS**

All Kendall School staff members are trained and receive certification in First Aid and CPR. There are two First Aid kits at Kendall School; one is located in the First Aid Cabinet in the classroom next to kitchen and the other one is located in the storeroom on the first floor next to the Fire Extinguisher. There are two First Aid manuals; one accompanies the upstairs First Aid kit and the other is located in the middle drawer of the school hallway desk.

The First Aid kits are maintained by the Director and contain the following items:

First Aid Cream Anti-Septic Wipes

Ace Bandage Disposable Latex-Free Gloves

Icepack Vaseline Petroleum Jelly

Band-Aids Large Plastic Strips for large cuts

Splint Sterile Pad and Gauze

Two Tweezers Scissors

First Aid tape Ear Thermometer

The staff will report any injury that requires First Aid. An Injury Form is completed and a copy signed by the parents will go into the child’s file. Also a copy is given to parents and the injury is noted in the Injury Logbook.

**U. EMERGENCY PROCEDURES**

If a child becomes ill or has an accident at school, the child will be separated from the other children, and the parents (or substitutes listed on Registration Blank) contacted immediately. Regarding illness, if parents or substitutes cannot be reached, we are guided by our Healthcare Consultant.

In the case of an accident or emergency, the school will call **911** and the child is taken by ambulance to Mount Auburn Hospital in Cambridge or Boston Children’s Hospital. In order to avoid time delays, one teacher will make the necessary calls and the other (bringing the child's file) will accompany a child in the ambulance.

In the case of a missing child, the director or co-director will follow these steps:

a. conduct a thorough search of facility including closets and bathrooms

b. ask all staff the last time they saw missing child

c. search the outdoor playground first and then the outside front yard/driveway area

d. search sidewalk and adjacent next door neighbor outdoor property area

e. Contact the Belmont Police Or 911

f. contact child's family

**V. EVACUATION PLAN**

1. Teachers line up children in the center of the room. Teachers take a headcount.
2. Teachers take attendance books.
3. Teachers shut windows and proceed with children out of the classroom door while shutting the door behind them.
4. Teachers proceed with children out the school door and around the school porch towards sidewalk.
5. Downstairs students exit with a teacher out the closest playground door and line up against the fence.
6. Teachers lineup children single file against the stone wall on western side of driveway or playground fence. Take head count.
7. Director does a final check of the school for stragglers.

Teachers and children may return inside the building only when notified by the proper authorities. If the school cannot be occupied, then teachers will walk students 100 yards to Spring of Life Armenian Church located at 597 Belmont street and re-take the head count. The Director will bring the master check-in/ checkout attendance, EpiPens and the 3-ring binder containing family contact information and children’s Individual Health Care Plan, as well as a personal cell phone in order to contact local authorities. The Director is responsible for contacting families.

Each classroom has an **Evacuation Plan** posted and evacuation drills are conducted periodically.

In case of natural or national disaster, the Kendall School will contact the Belmont Police and Fire

Departments and follow Belmont’s Emergency Management Plan.

In the case of lost power, heat or water, parents will be notified by telephone to make arrangements to pick up their child within the hour.

**W. SHELTER IN PLACE**

In the event of a potential threat from an intruder inside or outside the program, Kendall School's assistant director, director and/or head teachers will measure our response depending on the following factors: number of children in attendance, proximity of the children to the threat, proximity of the children to exterior exits, if the intruder is armed. The following procedures are designed to keep children and staff safe within the facility until emergency responders arrive:

a gather all children in their classrooms.

b. closing and locking all interior doors

c. covering interior classroom windows

d. shut off lights in classrooms

e. children will be asked to sit on the floor and remain quiet and out of sight of the door

f. make sure a cell phone and/or landline is available

g. bathrooms are also available as secure spaces

h. safely fleeing the building may be the best option

The director or co-director is responsible for:

a. calling lock-down or evacuation and will do so in person to the teachers in each classroom

b. locking doors

c. leading children from the building

d. taking head counts

e. contact local authorities

f. securing necessary supplies - The Kendall School maintains a plentiful supply of water, food and first aid items.

**X. HEALTHCARE**

See Healthcare Policy Posted on Parent Bulletin Board

Emergency Numbers are:

Belmont Police (617) 484-1212 or **911**

Belmont Fire (617) 484-1300 or **911**

**Poison Hotline (800) 222-1222**

Poison Control (800) 682-9211

Abuse Hotline (800) 792-5200

Belmont Health Dept. (617) 993-2720

Hospital used for Emergencies:

Mount Auburn Hospital

330 Mt. Auburn Street

Cambridge, MA 02138

**(617) 492-3500**

The Kendall School will take special precautions to try and minimize the spread of infectious diseases and to care for the children who exhibit such symptoms. If a teacher or the Director suspects that a child might be ill, she will take the child’s temperature and observe the child’s behavior to see if the child should be excluded from school activities. If it is determined that a child is too ill to participate in school or the health of the other children is in jeopardy, the parents of the sick child will be notified and asked to pick up their child within the hour.

Meanwhile, the sick child will be kept comfortable and warm in a “soft spot” under the care of the Director.

Hand washing and the isolation of a contagious child are the two best methods for keeping everyone healthy; therefore, hand washing is an important part of the day for both children and teachers.All childrenwash theirhands before snack and before lunch as well as after each trip to the bathroom. Teachers supervising the bathroom are required to wash their hands after assisting the children with toileting. Children and teachers use antibacterial liquid pump soap, running water and disposable paper towels. Sanitizing wipes or Sanitizing lotion are also used. Sinks and toilets are cleaned daily with a disinfecting solution.

**Y. MEDICATION**

The Kendall School will not administer medicines to a child unless a signed permission slip is obtained from parents. The permission slip must record the time and initials of staff member who administered medicine.

This record is kept in the child’s file and a copy in the three-ring binder on the school hallway desk. **No** medicine may be administered to any child unless the staff member dispenses it from a container that has the original description of medicine, dosage, and the child’s name on the label. The first dose of any prescription medication must be given at home by parents. Medicine is stored in the First Aid Cabinet or the school refrigerator and sent home at the end of the day. Staff member must have completed 5 Rights of Medicine Administration training.

Individual Health Care Plan: Any known allergies are listed on the Registration Form submitted by parents. Two additional forms are required to be submitted by parents; The Individual Health Care Plan (signed by pediatrician) which includes symptoms and directions for use of Epi Pens and other allergy medicines. The second form is the Medical Consent Form. A list of all allergenic children is posted on the snack cabinet, over the lunchroom counter, on the school refrigerator, and in all classrooms. Allergy-free tables are provided in the lunchroom for children with allergies.

At the discretion of the director, The Kendall School will accept written parental authorization for topical non-description medicines like sunscreen or bug spray. These solutions must be stored in their original container and have the child’s name written on it.

We request that all children taking non-prescription medication (Tylenol, Advil, Miralax etc.) remain home until the symptoms that made such medication necessary have resolved. Exceptions will be made at the discretion of the director by providing a note from a health practitioner.

**Z. MANAGEMENT OF INFECTIOUS DISEASES**

Although it is challenging and often stressful to miss a day of work to stay home with a sick child, it is not healthy for the Kendall School community to have a sick child at school. The Director reserves the right to have written confirmation of health from your pediatrician prior to your child returning to school. Also, please alert the school if your child has contracted a very contagious disease such as chicken pox, strep throat, stomach bug, RSV, Covid, FLU. We request that you call the school in the morning if your child is going to be absent that day due to illness or vacation. Thank you.

Please consult the following symptoms and exclusion period list designed to help you recognize illnesses

and to recommend the length of time your child must be absent from school.

FEVER: registering at or above 100 degrees: your child must be fever free for at least 24 hours.

COLDS: often children have colds in the winter months. However, if the child has a greenish or thick yellow discharge from the nose for over a week, please provide written confirmation from your pediatrician that your child is not contagious.

DIARRHEA: your child may return when he or she has not had a loose or watery stool for 24 hours.

VOMITING: your child may return when vomiting has stopped for at least 24 hours.

PINK EYE/CONJUNCTIVITIS: watery eyes, mucus in eyes, eyes are red and itchy: your child may return 24 hours after antibiotic treatment has begun.

EAR ACHES/EAR INFECTIONS: your child may return when the fever is gone, he/she no longer appears ill and 24 hours after antibiotic treatment has begun.

STREP THROAT: sore white patches on throat and tonsils: your child may return when the fever is gone, child is no longer in pain and 24 hours after antibiotic treatment has begun.

CHICKEN POX: your child may return to school **6 days** after the onset of rash, all lesions must be crusted over and dry. Fever free for 24 hours.

COXSACKIEVIRUS (Hand, Foot and Mouth Syndrome): fever, sore throat, tiny blisters on mouth,

hands and bottom of feet, diarrhea: your child must be fever free for 24 hours, blisters healed, child is comfortable and feels well enough to participate.

CROUP: Barking cough, difficulty breathing, and fever: your child may return when fever free and breathing with no or little trouble.

RSV (Respiratory Syncytial Virus) is very contagious and presents itself as a common cold progressing to coughing, wheezing and respiratory distress: your child may return when coughing is no longer accompanied by a fever for 24 hours.

INFLUENZA (flu) is a highly contagious respiratory illness. It presents with fever, chills, body aches, headache, cough, sore throat, nasal congestion, chest congestion and fatigue. Child may return to school once he/she is fever free (without fever reducers) for 24 hours, is able to breath with no or little trouble, and other symptoms are not limiting participation in the daily program.

CORONAVIRUS DISEASE 2019/COVID 19 is a highly contagious illness. It presents differently depending on the type of variant contracted. Symptoms are similar to the flu, (see above) in addition person may experience loss of taste and/or smell. If you suspect your child might have contracted the virus, please perform either an at home rapid test or consult your pediatrician. If test is positive, please alert the school. Child may return to school once fever-free for 24 hours and symptoms have subsided. Masking upon return to school is optional.

SCARLET FEVER: your child may return 24 hours after antibiotic treatment.

IMPETIGO: red, oozing, blister-like pimples often on the face: your child may return 24 hours after antibiotic treatment.

FIFTH DISEASE: a rash appearing on face with a “slapped cheek” appearance. Rash spreads to trunk and limbs. These telltale signs occur after virus is no longer contagious. Some symptoms include fever, headache, runny nose. Child may return to school when fever free and cold like symptoms are gone. Pregnant women are at risk for complications.

RASHES: your child may return after school receives written confirmation from your child’s Pediatrician that the rash is not contagious.

LICE / SCABIES: your child may return 24 hours after treatment has begun and all nits (eggs) have been removed.

These policies have been designed with consideration for the health and safety of all the children, families and staff at The Kendall School. **\* The 24hr rule is non-neogotiable.** We ask that you respect and follow these procedures. Thank you.

The Director will notify parents via e-mail when a child or staff member has a communicable disease.

**AA. VACCINATION / IMMUNIZATION**

The Department of Early Education and Care requires that children entering preschool have completed the following vaccinations: 4 of Dtp, 3 of Polio, 4 of Hib, 3 of Hep. B, 2 of Hep A and 1 of MMR, 1 Varicella or had the Chicken Pox disease. If your child is undergoing a special vaccination program, The Kendall School needs written confirmation and updates from your child’s Pediatrician.

EEC also requires that all children entering preschool complete a lead paint test. Results need to be added to the Health Form and put in the child’s file.

**AB. FIELD TRIPS AND TRANSPORTATION**

Kendall School Summer Program typically participates in field trips that require travel by school bus. A completed Permission Slip is required by all students. Examples of driving field trips are trips to Beaver Brook, Wilson Farm, Launch Trampoline park. All walking field trips are within 5 to 10 minute walking distance from school. Examples of these field trips are nature walks around the block, visits to local Cushing Square merchants or our Halloween Parade.

**AC. PLAYGROUND**

The children and teaching staff go outside twice a day unless there is bitter cold or inclement weather. Wind chill is taken into consideration as well as icy footing. In colder months, we ask that all children be sent to school with boots, snow pants, mittens, hats and a warm winter jacket so they can enjoy the outdoor playground. Upon occasion, parents may request that their child refrain from going outside. If parents request for more than 2 consecutive days, then they need to consider if their child is well enough to attend school.

**AD. PICK UP TIMES**

Only persons listed on the Authorization Form or on a child’s Registration Blank will be allowed to pick up the child. The only exception will occur when a parent has called to notify the school and has spoken to the Director or lead teacher. All new or unfamiliar persons will be asked to provide identification.

Please ensure that all authorized pickup persons have the appropriate car seat for your child.

Pick up times are as follows: AM children should be picked up by 12:00 noon, FULL DAY children should be picked up by 3:00 pm, and EXTENDED DAY children should be picked up by 5:30pm. We ask that you honor these times as it affects the lunchtimes and dismissal times of teachers.

**AE. LATE FEES**

The Kendall School requires that children be picked up on time. After 5:30pm, there is a late fee of $1.00 **per minute**. There is a policy of forgiving the first lateness or lateness due to snow or severe weather conditions. The most important element is that you arrive safely to pick up your child. Children are often aware of when they are to be picked up or can get scared when they are the last child in school. Calling if you are going to be late is helpful to the teachers in preparing your child to wait.

**AF. TERMINATION /SUSPENSION POLICY**

The Kendall School may terminate or suspend a child under the following circumstances:

\*The health and safety of the child cannot be assured.

\*Behavioral problems, which cannot be controlled and may endanger the child or other children.

\*Physical or emotional problems that require constant one-on-one attention.

\*Parent’s refusal to seek professional help requested by Kendall School.

\*The Child’s developmental needs are not being met.

\*The family does not adhere to the Kendall School policies.

\*Failure of parents to treat Kendall School staff and other families respectfully and professionally.

\*The Kendall School reserves the right to terminate services in the event of non-payment of tuition and fees.

When a child is suspended, a meeting of his/her parents, teachers and the Director will occur and a corrective action plan and timeline implemented. If, in the assessment of the Director, the child’s family has not fulfilled the plan, the Kendall School reserves the right to terminate the child. The parents will be notified in writing of the reasons for termination and a copy of this will be kept in the child’s file. The Director will inform parents of referrals for other services through Child Care Resource Center. The

child should be told that he/she will be leaving the school, given the opportunity to say goodbye, and encouraged to look positively on another placement. No child will be terminated (unless an unusual length of time occurs) before a new set of activities or childcare arrangements have been established.

**THANK YOU!**

We appreciate the time that you took to read our Kendall School Parent Handbook. If you have any suggestions for additions, please alert the Co-Directors. As this is a living document, we expect that it will be amended throughout the years. Please read Co-Directors’ emails for handbook policy changes.