



Templeton
978-652-5067

LITTLE PEOPLE NURSERY SCHOOL does not discriminate on the basis of race, religion, cultural heritage, political beliefs, sexual orientation, marital status, national origin, or disabilities. We accept each child where he/she stands in social, physical, emotional and intellectual development.

It is the overall objective of our school to provide an environment and experiences that foster all of these areas of development and set these developmental goals to:

- build healthy and positive self-concepts
- provide opportunities to enhance social skills
- encourage children to think and reason, question, experiment
- respect diversity
- develop initiative and decision-making skills
- provide opportunities for physical development

The Importance of Play

The philosophy behind our curriculum is that young children learn best by doing. Children's play is the essential component of a developmentally appropriate curriculum. Children explore the world around them by using all of their senses (touching, tasting, smelling, listening and looking). Children learn about sizes, shapes and colors, and notice relationships between things by using real materials such as blocks, paints, sand, water and other materials found in our classrooms.

Play provides the foundation for academic learning. Play enables us to achieve the key goals of our early childhood curriculum. Our curriculum identifies goals in all areas of development:

SOCIAL to help children feel comfortable in school, make friends, and feel they are part of a group.

EMOTIONAL to help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.

COGNITIVE to help children become confident learners by letting them acquire learning skills, such as the ability to solve problems, ask questions, and use words to their ideas, observations, and feelings.

PHYSICAL to help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule and talk with children are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

ORGANIZATIONAL INFORMATION

Little People Nursery School was established in 1980. It is owned and administered by Diane Tousignant, M.Ed. Our licensing agency is located in Springfield, Early Education and Care. Our licensing agent is Amy Carey.

We are accredited by the **National Association for the Education of Young Children**. We have been selected as a grantee for **the Massachusetts Universal Pre-Kindergarten (MA UPK) Classroom Quality Pilot and the QRIS Grant, as well.**

Both these of awards are given only after achieving high-quality ratings in staffing, education, and curriculum.

TEMPLETON-156 Lord Rd., 978-652-5067

Director: Diane Tousignant

We care for Infants, Toddlers, and Preschoolers from 7:00 a.m. until 5:00 p.m. There are two classrooms. One classroom is licensed for 3 infants and 6 toddlers with two teachers. The other classroom is licensed for 10 preschoolers and one teacher, or 12 children and 2 teachers.

Ratios of Children to Teachers:**Infants** (1 month to 15 months)

Three babies to one teacher or seven babies to two teachers. When infants and toddlers are mixed together, the ratio may be three infants and six toddlers to two teachers. If we add a fourth baby, then the ratio drops to 7 mixed infants/toddlers.

Toddlers (15 months to 33 months)

Four toddlers to one teacher or nine toddlers to two teachers. If preschoolers and toddlers are mixed together, the ratio is five to one teacher, or nine to two teachers.

Preschoolers (2.9 – 8 yrs.) In our full-day program the ratio is 1:10.

The Educational Component

The curriculum encourages the expression of social and emotional issues of young children. The hopes, fears, anger, joy and friendship of children are capitalized on; a new baby, a visit from Grandparents, dinosaurs, friends or a birthday. The program components (dramatic play, art, music, etc.) relate to the events and interests in the child's life. Children learn best when they can control and act upon their environment. We use thematic, or unit approaches in our curriculum. This involves selecting a theme that is appropriate for the developmental level and interests of the group. We select activities based upon the children's stages of development. We utilize parent letters each month for communication and follow up at home, staff design child-oriented bulletin boards that coincide with the theme, as well as, children's books for group and individual time based on the theme.

Teaching Strategies Gold

We use a research-based curriculum that meets the child's developmental needs, as well as, tracks their progress over time. Daily observations and photo documentation becomes part of your child's history while at Little People's. You will be able to view your child's portfolio at any time by logging into Teaching Strategies Gold.com.. There are parent resources and communication capabilities of journaling with your child's teacher, all within your convenience of home or office.

ENROLLMENT

Children are enrolled in our center after a personal interview with the Director, the child, parent and classroom teacher. Parent(s) and Director review the Health Care Policy, Parent Handbook, Daily Schedule and Curriculum, and Early Education and Care parental rights and enrollment forms.

Each year parents will be asked to re-register their child in the spring. This process will reserve your child's space for the following school year (Sept). The fee will be half of the normal registration.

SCHEDULES

Each room runs on a different schedule. At the time of intake, you will receive a copy of the daily schedule appropriate for your child. The schedules do fluctuate from time to time depending on the needs of the children. Daily schedules and weekly curriculum plans are posted in each classroom.

HOLIDAYS

All centers observe the following holidays (2017):

New Year's Day, Martin Luther King Day, President's Day, Patriot's Day (professional day), Memorial Day, Third & Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, the day after Thanksgiving, Christmas and the week between Christmas and New Year's.

This year we will close for two professional days (March 24/April 17).

PRIOR TO ADMISSION

- .completed EEC forms
- .Physical/ Immunizations from Doctor
- .registration fee and first week's tuition
- .extra clothing (socks, underwear, pants/shirt)
- .small pillow and blanket (crib size)
- .a picture of your child and family
- .lunch box for full-day care

Infants/Toddlers will also need:

- .diapers and wipes
- .formula, bottles with caps, baby food, extra clothes, and a sleep sack (infant) and crib size blanket/small pillow (toddlers)

All items need to be labeled with child's name and food dated.

FOOD FROM HOME

All food is brought from home. Children use lunchboxes and water bottles labeled with their name.

Lunch

Label food/drink items with name and date, if they need refrigeration or use an ice pack in the lunchbox. We encourage healthy food choices, including milk or 100% fruit juice. We do not force children to eat or withhold food as a form of punishment. Whatever your child does not finish during the day is sent home so that you can monitor what is eaten each day. No sugary type treats, please.

We encourage good table manners and proper nutrition.

Lunch box suggestions:

- .use a thermos to send hot soup or vegetable/meat
- .use a variety of breads-whole wheat, pita, hot dog roll, etc.
- .salad with a container of dressing on the side
- .applesauce or canned fruit in small containers
- .cubes of cheese, crackers, vegetables
- .sandwiches cut with cookie cutters
- .notes from family

**We do have a microwave for items that may need heating up.*

Additional Suggestions:

Vegetable sticks, raisins, yogurt, dried fruit mix/trail mix, cold sliced meat, tuna or egg salad, pickles, hot dog/hamburger, sliced chicken, cucumbers, cut up apples or other fruit.

Suggestions for snacks: Crackers and cheese, yogurt, cut up fruit, cereal bars, vegetable sticks, muffins, breadsticks, trail mix, cheezits, chex mix.

FIELD TRIPS

Since our center is so small, we have limited the number of field trips we take. Permission forms, emergency first aid kits, a cell phone and emergency children's forms are taken on each trip. Teacher and volunteer parents will drive.

EVALUATIONS AND PARENT CONFERENCES

Children are evaluated every six months or every three months if they are infants or children with disabilities. Significant problems are brought to the parent's attention as soon as they are noticed. The staff is available to meet with parents at any time.

PARENTS

We welcome your suggestions in improving our program. Parent Advisory groups are encouraged.

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 or amend any information.

TRANSFER OF RECORDS

Upon written request, we will transfer a record to the parent(s) or any other person the parent identifies, when a child is no longer in care.

REFERRAL SERVICES

If the staff requests a referral for appropriate social, mental health, educational and medical services, which may include but not limited to dental check-up, vision, or hearing screening, the staff will:

1. Observe and record the child's behavior.
2. Notify the director of the concern and review information collected with the Director.
3. The director will meet with the Administrator to review the concern.
4. The teacher will document the concern and the action taken on behalf of the child in the child's file as they occur.
5. The director will arrange a meeting with the parent(s) and Teacher to notify them of the concern.
6. The teacher will provide a written observational form to the parents, including the reasons for recommending a referral, a brief summary of the program's observations and all efforts made to accommodate the child's needs.
7. The director, parents, and teacher will decide if a referral is necessary. The center will provide names and telephones of appropriate referral agencies. If it is determined that the child is not in need of services, or is ineligible to receive services, the center shall review the child's progress at the center every three months to determine if another referral is necessary.

8. The teacher is responsible for following up with the parents on any progress or recommendations made. This documented by the teacher and placed in the child's file, as well.

TERMINATION AND SUSPENSION:

A child may be suspended from the program for the remainder of the day if they have more than three documented reports for harming themselves or others during a six month period. A meeting with the Director and the child's teacher needs to be arranged before child returns to the program. A child may be terminated after the second suspension for the same circumstances.

Parents will receive behavior reports describing the problem. The original will go home with the parent and the copy will remain in the child's folder. The teacher or closing staff will personally give the notice to the parent at the end of the day in a sealed envelope.

These reports will be issued for serious repetitive behavior. After each report, parents and teacher will meet to discuss a plan of action.

Parents will be informed of services available to the center and/or in the community as a means of support and assistance. If a suspension/termination is necessary parents, teacher, and director will meet to discuss the procedure. The child will have an opportunity to say good-bye before leaving the program.

A child may be suspended for non-payment.

EVACUATIONS

Each center practices evacuation drills with all groups of children every month. The drills are held at different times of the day and may be frightening to most children because of the loudness of the bells. We will let you know when they occur.

EMERGENCY SITUATIONS:

Each center has developed a contingency plan and procedures to deal with fire, natural disasters, and loss of power, heat or water. These plans are posted on the Parent Bulletin Board at each school for your review.

HEALTH

When attending school your child should always be in good health. Yearly physicals and updated immunizations are required. If you are not going to be at your regular contact telephone numbers, be sure to let the teacher know. If your child becomes ill during the day, we will contact you to discuss what to do. How we care for the mildly ill child, how we handle emergency situations, and how we administer medications are found in our center's health care policy posted on every parent bulletin board and given at the time of enrollment.

Reasons for not bringing your child to school:

- (a) Fever of 100-101 (child must be fever-free without fever-reducing medication for 24 hrs.)
- (b) Vomiting – 2 or more instances.
- (c) Diarrhea-2 or more instances close together, unless determined by a doctor not to be contagious
- (d) Persistent or productive coughing
- (e) Contagious conditions-such as, strep, the flu, respiratory infections, conjunctivitis, infectious rashes or rash of unknown origin, hepatitis, chicken pox, measles,

- mumps, scabies, lice, unless note from M.D. that child is able to return to child care setting.
- (f) Children on antibiotics may not return until they have completed 24-48 hours of antibiotic therapy.

ABUSE AND NEGLECT

The centers will protect children from abuse and neglect while in the program's care and custody. All staff are mandated reporters and shall report suspected child abuse or neglect to the Department of Children and Families through the program director. Early Education and Care will be notified after filing a 51A or learning that one has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity. The licensee shall cooperate in all investigations of abuse and neglect cases; including identifying parents of children currently enrolled in the program; providing consent for disclosure to the office, and allowing the office to disclose information to, any person and/or agency the office may specify as necessary to the prompt investigation of allegations and protection of children.

GENERAL INFORMATION

Toys from Home

We ask that toys from home stay at home. We encourage security items for naptime or special naptime activity bags for children who do not nap. We absolutely frown upon weapons and/or violent toys.

Absenteeism

If your child is not coming to school, please, call and let us know.

Clothing

Remember to send your child to school in playclothes. Keep in mind that children paint almost every day. We add detergent to our paints and wear smocks, but paint may still be difficult to remove (try Lestoil).

We go outside every day, even during the wintertime, unless the temperature is below 15° F. Be prepared to send in ski pants, boots, snow mittens, and warm jackets. In the summer, send in a bathing suit, towel, sun hat, and water shoes.

Names clearly written in black permanent marker help prevent mishaps.

Extra clothing may be kept in your child's cubby.

SNOWDAYS

We will follow the Narragansett School closings and early dismissals. Closings will be posted on our Facebook page. Tuition remains the same for snow days. Snow delays: we will be delayed by 1 hr. whenever public schools delay for 2 hrs.

TUITION

Tuition is billed on Mondays and deducted from your account on Tuesdays. We ask that all parents enroll in our Tuition Express program. This allows us direct deposit from checking accounts. There is a \$25 fee for insufficient funds or late payments.

*A *two week notice* is required for all terminations. This notice must be written to the Director. We ask parents to provide an evaluation of the program and state the reason for termination.

*All days are charged for, whether your child is absent for sickness, holiday closure, Snow day or personal vacation. Once we contract for a certain amount of hours and the fee is set, the center relies on this tuition to meet expenses.

*** LATE PICK-UP FEE**

We close at 5:00 p.m. If you are late for any reason, there will be a \$10.00 late fee expected for every ten minutes you are detained. This fee is due on the day you are late and must be given to the closing teacher.

PARKING

Templeton

Cars may park on either side of the driveway. Please, do not block the turn-around driveway or other cars parked for pick-up/drop-off.

STAFF

Our staff is carefully chosen for their educational background and experience with young children. We do two verbal reference checks, submit CORI, SORI, DCF, and Fingerprint checks on all staff. We require physicals and immunizations, first aid and CPR, and twenty hours of training each year. We encourage all teachers to join the National Association for the Education of Young Children, a professional organization in the field, and to continue working on educational degrees. All staff are evaluated yearly for the continued growth in the classroom.

Organizational information is also part of this handbook which will provide you with a more detailed list of who is in charge.

ACCREDITATION

We are all involved in the process of becoming accredited by the National Academy of Early childhood. The criteria surveys the environment, the curriculum, the staff and the policies of the school, parent involvement, and carefully measures the highest of standards in caring for young children. Parents are asked to complete a questionnaire rating the quality of service provided. This is a national attempt to provide quality service to all children and families.

QUESTIONS/CONCERNS

All concerns should be directly addressed to your child's teacher and/or the director of the program. As administrator, I am responsible to make sure that your concerns/questions are adequately addressed. Call and leave your name and telephone number at 978-652-5067, or feel free to use my cell phone 978-895-1928, or e-mail me at DTousignant@me.com and I will respond as soon as possible. Please, do not text the teachers directly. They can be reached on our school phone listed above.

WEBSITE/FACEBOOK

Check us out in detail at our site: [Little People Nursery School.com](http://LittlePeopleNurserySchool.com)