



Parent Handbook



ABC PRESCHOOL

Arlington Boys & Girls Club
60 Pond Lane
Arlington, MA 02474
781-648-1617 x216
abcpreschool@abgclub.org

GREAT FUTURES START **HERE.**



Table of Contents

Statement of Purpose	3
Registration	4
Billing	5
Tuition	5
Return to Preschool Schedule	6
Early Arrival/Extended Day Closures	6
Holidays and Closures	7
Transportation	8
Preschool Design	8
Parents Rights	9
Family Engagement	9
Progress Reports/Conferences	10
Program Details	11
Sick Policy	12
Diapering/Changing/Toileting Procedures	13
Inclement Weather Policy	13
Medication Administration	14
Emergency Procedures/Evacuation Plan	15
Health Care Policy	16
Referral Plan	17
Child Guidance Plan	18
Termination/Suspension	19-20
Responsibilities of Program	21-22
Social Service Referrals	23
Healthy Snack Suggestions	24
Hours/Schedule Options	25
Staff Schedule	26-27
Administration	28
Emergency Preparedness Plan	Attached Addendum

ARLINGTON BOYS & GIRLS CLUB
60 POND LANE
ARLINGTON, MA 02474
781-648-1617 Ext. 216
abcpreschool@abgclub.org

ABC PRESCHOOL STATEMENT OF PURPOSE

ABC Preschool is designed to enrich the social, emotional, physical, and intellectual development of preschool-aged children through play. All play is open-ended in order to enhance the children's learning experiences.

OBJECTIVES

1. To provide a play based learning environment that fosters independence, and supports children in growing their social, emotional, physical and intellectual development.
2. To support children in developing self-awareness, independent thinking and instill a positive self-image in every student.
3. To introduce basic fundamental social and academic skills and enrich language development through literacy, art, music, and creative expression.

The ABC Preschool program is licensed through the Department of Early Education and Care. If parents have any questions about the regulations a copy of the DEEC regs will be made upon request. Parents may contact the EEC for our compliance history.

Department of Early Education & Care
360 Merrimack Street, Bldg. 9, 3rd Floor
Lawrence, MA 01843,
978-826-1312

REGISTRATION

To enroll in ABC Preschool, children must be 2.9 years of age and have an active membership to the ABGC for the school year.

A registration form and completed enrollment packet must be submitted to ABC Preschool with a \$135 non-refundable enrollment fee.

ABC Preschool is a private non-profit, non-discriminatory childcare program. ABC Preschool admits and/or provides services to all children and their families regardless of race, religion, cultural heritage, political beliefs, national or ethnic origin, marital status, sexual orientation, and any disabilities.

BILLING

ABC Preschool offers 2, 3 and 5 day preschool schedules and a 5 day Pre-K Schedule as well as early arrival and extended day options. The base preschool hours are 8:30-12:30. Early Arrival hours are 7:45-8:30 and Extended Day hours are 12:30-4:00.

Families will be billed based on your child's program schedule which will include (if applicable) and additional early arrival or extended day tuition fees.

- A \$135 non-refundable registration fee is due at the time of registration. This fee covers your child's year ABGC club membership which is required for ABC Preschool enrollment.
- Tuition is divided into 10 monthly installments and billed on the 15th of each month
- Early arrival and extended day is billed monthly, based on the number of days selected and will be on the same billing schedule as the preschool tuition.
- Failure to make a payment, or falling behind in payments may result in removal from the program. Any outstanding preschool balance may prevent your household from enrolling in any future preschool classes or classes offered by the Arlington Boys & Girls Club
- **There will be no refunds or credits for days missed or for leaving the program early.** If a family leaves the program before the end of the school year, the family is responsible for the FULL school year's tuition. (Extenuating circumstances will be handled by the preschool director and/or the executive director)

ABC Preschool Tuition SY 2026-2027				
Age Group	Schedule	Yearly Tuition	Installment Amount	# of Installments per year
Preschool	T/TH	\$5222	\$522	10
Preschool	M/W/F	\$6715	\$672	10
Preschool	M-F	\$9177	\$918	10
Pre-K	M-F	\$9888	\$989	10

Extended Day Tuition	
Schedule	Monthly Fee
1 day per week	\$156
2 days per week	\$312
3 days per week	\$468
4 days per week	\$624
5 days per week	\$780

Early Arrival Tuition = \$11 per day

2026-2027 Return to Preschool Schedule	
September 2025	
Tuesday 9/8	Preschool Meet and Greet Class Times TBD
Wednesday 9/9	1st day of School 8:30-12:30 Only
Monday 9/14	Early Arrival Begins (7:45) Extended Day Begin (12:30-4:00)

2026-2027 Early Arrival Closures	
Wednesday 10/7	No Early Arrival—8:30 Start
Tuesday 11/3	No Early Arrival—8:30 Start
Thursday 12/3	No Early Arrival— 8:30 Start
Friday 1/22	No Early Arrival—8:30 Start
Wednesday 4/7	No Early Arrival—8:30 Start
Thursday 5/13	No Early Arrival—8:30 Start
Friday 6/4	No Early Arrival—8:30 Start

2026-2027 Extended Day Closures	
Wednesday 11/25	No Extended Day—Close at 12:30
Wednesday 12/23	No Extended Day—Close at 12:30
Friday 4/16	No Extended Day Closes at 12:30
Friday 5/28	No Extended Day— Close at 12:30

2026-2027 Preschool Holidays and Closures	
September	
Tuesday 9/21	Professional Development Day
October 2026	
Monday 10/12	Indigenous People Day
November 2026	
Thursday 11/11	Veteran's Day
Thursday 11/26-Friday 11/27	Thanksgiving Break
December 2026	
Thursday 12/24-Friday 1/1	December Vacation School resumes Monday January 4th
January 2027	
Monday 1/18	MLK Jr. Day
February 2027	
Monday 2/15-Friday 2/19	February Vacation
March 2027	
Thursday 3/11	Parent Conferences
Friday 3/26	Good Friday
April 2027	
Monday 4/19—Friday 4/23	April Vacation
June 2027	
TBD	Family Fun Day, Last Day of Preschool, and Pre-K Celebration

TRANSPORTATION

It is the full responsibility of the parent/guardian to provide their own transportation to and from preschool each day. It is not the responsibility of ABC Preschool to find transportation for children to attend preschool. In order to ensure the safety of all our preschool children and their families, we will not release your child to any adult not authorized by you. Such authorization is required in writing.

If, in the event of a medical emergency, we will call 911 to transport the child to the nearest medical facility that the parents have requested. **NO CHILD WILL BE TRANSPORTED IN A STAFF MEMBER'S VEHICLE.** ABC Preschool does not take field trips that require the school to provide transportation.

ABC PRESCHOOL DESIGN

ABC Preschool is located inside the Arlington Boys and Girls Club. This unique setting allows ABC Preschool access to the varied facilities of the ABGC including the gym, outdoor basketball courts, soccer field (located across the street) and several other activity spaces within the building. The ABC preschool program includes time for a variety of activities throughout the school day including:

Indoor and Outdoor Activities: Children will engage in organized group games as well as individual small group play. We utilize the indoor gym as well as the basketball court, self contained playground and the field directly across the street from the club.

Free Choice: Ample time is allowed each day for children to engage in play, initiate their own activities and choose among classroom materials and activity centers.

Snack and Lunch Time: Parents provide a daily snack and lunch for their child and an additional snack is required for children who stay for extended day. We encourage healthy choices and are happy to support families and identifying some fun and healthy snack and lunch ideas if needed. **ABC Preschool is a nut free school which includes any and all foods made with almond butter and/or almond flour, however Sun Butter and WOW butter are safe alternatives for nut butters.**

Activity Time: Activity time provides an opportunity for active participatory learning when new materials ideas and activities are introduced by teachers for further exploration in a large or small group setting. Group time also provides social opportunities to have discussions, sing songs and play group games. Teacher planned activities and projects, directed activities and opportunities for exploration are also offered during activity time. A wide range of areas including literacy, math, science, cooking, art, music, dance and dramatic play are implemented daily which may be theme based or emergent, based on children's interest. These activities include cultural awareness and enrichment and an understanding of diversity

QUIET TIME: This part of the day is used to support children in building their self-regulation skills. During this time children engage in directed and independent learning experiences such as story time, independent book viewing, puzzles, drawing and coloring, table toys and manipulatives and other calming activities.

PARENTS' RIGHTS

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care (EEC) the legal responsibility of promulgating rules and regulations governing the operation of day care centers (including nursery schools). ABC Preschool is required to inform all parents of specific information about their rights and responsibilities at the time of admission of their child to the center. Section 7.04 of 102 CMR 7.00, the regulations which govern day care centers, contains more information. Parents may contact EEC at any time for our compliance history—see licensor information on page 3 or page 21.

Family Engagement

Tours and Open Houses Opportunities

ABC Preschool provides opportunities to meet with families prior to enrollment. A fall open house will be held each October and individual family tours by appointment are also encouraged. During a preschool tour, families will learn about the ABC Preschool program, see the preschool and pre-K classrooms as well as tour the ABGC facility. During this time families are encouraged to ask questions to further their understanding of the ABC Preschool program. **The parent handbook is given to all families upon enrollment.**

Family Involvement

ABC Preschool has an open door policy. We welcome parent involvement and encourage families to be an active part of the child's school experience. Parents can schedule times to volunteer in the preschool classroom or may drop-in briefly to see the program during the school day. ABC preschool will host several family events throughout the school year including a Back to School Night in October and family coffee hours throughout the winter months. ABC Preschool values families thoughts, ideas and suggestions and welcome families to share their input with teachers and staff throughout the school year, however it is at the discretion of the Preschool Director, ABC Preschool Staff and executive director regarding the implementation of new policies and procedures

Family Communication

Teachers will engage with families during drop off and pick up each day. Each classroom has a bulletin board located in the hallway that is used to convey pertinent classroom information such as the monthly calendars, school notices and daily classroom information. Classroom updates are sent by the preschool director each weekly highlighting classroom happenings and necessary information for the upcoming week. Families are encouraged to speak with teachers if/when a question or concern arises. Should more complex questions or concerns arise families are encouraged to contact teachers via email or phone to schedule a time to talk at the convince of both the family and the teacher. Families are also encouraged to contact the preschool director regarding and questions and/or concerns.

WEBSITE: www.abgclub.org

EMAIL: abcpreschool@abgclub.org

PHONE: 781-648-1617 — EXT 216

Progress Reports and Parent Conferences

Written progress reports for each child will be distributed in February. Children on IEP's and/or who receive additional services will receive a progress report every 3 months. Conferences will be scheduled for each family in March to discuss child progress and any additional questions or concerns families may have regarding their child. Additionally, ABC Preschool teachers and staff will bring any concerns to your attention as soon as they arise and support families in identifying the appropriate referral method if applicable. A copy of all progress reports will remain in your child's file as part of your child's school record.

Access to School Records

Parents have access to the child's school record and are authorized to view their child's entire record, even if it is located in more than one location. ABC Preschool will provide access to parents within two business days when requested, unless an extension is granted by the child's parents. Information contained in your child's records is privileged and confidential. ABC has strong procedures in place regarding access, duplication and dissemination of children's records and will not distribute or release information in your child's records to anyone not directly related to implementing the program plans for your child without written parental consent. ABC Preschool must maintain a written log, which identifies anyone who has access or has received any information out of the records. This log is available only to legal parent/guardians and the people responsible for maintaining ABC Preschool's records. Families must be notified if your child's records are subpoenaed.

Amending the Records

You have the right to add information to your child's records. You also have the right to request deletion or amendments of any information contained in your child's records.

Transferring School Records

Per EEC regulation, ABC Preschool will obtain student records for 5 years. Upon written request by a child's parent/guardian (within 5 years of your child's enrollment in ABC Preschool) ABC Preschool will transfer and/or give any other person that is requested by the parent/guardian, a copy of your child's record. A signed permission form as well as a verification form indicating that the records have been received by the intended parties will need to be signed. Both forms will be kept on record for an additional 5 years.

PROGRAM DETAILS

What to Wear to School: ABC Preschool is a play based program that encourages children, to explore their daily classroom environment and use their creativity and imagination to grow their skill set. It is recommended that children wear comfortable and casual clothing that supports them in safely exploring their classroom and engaging in the daily curriculum that is offered to them each day. Children should have an extra set of clothing (including underwear and socks) labeled with their name. We also ask that families please be mindful of the weather and dress children appropriate for daily outside play. In the winter months this would include hats, mittens and boots and snow pants as needed. In the warmer fall and spring months this would include safe for school footwear that allows the children to move and run around freely. Flip Flops are not permitted.

ABC preschool will go outside daily so long as the real feel temperature is 20 degrees or above

Toys from Home: ABC Preschool and each of its classrooms have many toys and activities for children to use and explore each day. Any "home toys" that a child brings must remain in their cubby or backpack for the duration of the school day.

School Arrival/Dismal/Attendance: Preschool begins each day at 8:30. Children should not arrive prior to 8:20 unless your child is enrolled in the early arrival program. Families should enter the building through the main ABGC entrance or through the preschool playground and sign in upstairs at the front desk upon arrival. Preschool ends at 12:30 unless your child is enrolled in the extended day program at which pick up is at 4 pm.

As per state law of the Commonwealth of Massachusetts, children must be picked up by a parent unless specified otherwise in writing. Designate pick up persons may be added to a child's pick up list and therefore will be authorized to pick up each day. Parents/guardians must send it writing to ABC Preschool staff any pick up changes. Pick up persons will be asked to show an ID to verify it is the correct person before a child is released to them regardless of parents permission.

SICK POLICY

In an effort to maintain a healthy school environment for ABC Preschool children, families and staff, parents/guardians should keep children home if illness should arise, and continue to do so until the danger of infection or the contagious period has passed. It is the parent/guardians responsibility to notify the program when your child is ill and it is expected that parents/guardians will inform the preschool director of any sickness and/or contagious illnesses your child has contracted.

If a child has experienced vomiting, diarrhea, and/or fever, they must stay out of school until they have been symptom free (with out medication) for 24 hours. In some cases a medical note may be required before a child is permitted to return to school.

Families will receive health alerts if their child and/or classroom has been exposed to illness and/or any infections disease.

If your child has a severe runny nose and/or is coughing continuously or exhibiting any other severe cold/flu symptoms, children should remain home until symptoms subside. Children who come to school with these severe symptoms will be sent home.

- **Fevers, Nausea/Vomiting, Diarrhea and/or symptoms of acute illness:** Parents/guardians should not send children to school if they are experience any symptoms of acute illness. Should symptoms arise while a child is at school a parent/guardian and/or emergency contact will be called to pick the child up. The child will need to be out of school for 24 hours or until they are symptom free without the aid of medications.
- **Impetigo, Coxsackievirus, Molluscum Contagiosum, Rashes or Lesions:** Any child with an open/drainning lesions and/or rashes must be evaluated by a physician to ensure they are not contagious before returning to school.
- **Conjunctivitis:** Children with conjunctivitis may return to school after being treated for 24 hours
- **Head Lice:** Children with head lice must be free of live bugs and/or nits before returning to preschool. When such cases occur it is recommended that families seek professional help from a nit picker to ensure their head is clear and they are able to return to school.

DIAPERING AND CHANGING PROCEDURES

Children will be changed as needed throughout the school day. Teachers will gather diapering and/or changing supplies and the child will be brought to the changing area. The diaper/pull up and/or soiled clothing will be removed with care not to contaminate the surface. The child shall be wiped clean from front to back and use a fresh wipe each time and will be changed into dry clothing. Diapers/Pull-ups will be disposed of in a plastic bag and placed in a covered receptacle. Soiled clothing will be placed in a plastic bag for parents to take home at the end of the day. Teacher/staff member will help child wash his or her hands. Teacher will return the child to the classroom. Teacher will clean and sanitize the diaper area and wash his/her hands. Staff will wear gloves at all times during the diapering/changing process and the main door to the bathroom and/or changing area must be kept open at all times. Diapering and changing procedures are done accordance to procedures set forth by the school and in compliance with EEC regulations.

TOILETING: We understand that toilet training is a process that varies from child to child and encourage the use of toileting throughout the school day. Children are always supervised by a teacher and are never left unattended in the bathroom. After toileting all children are required to wash their hands before returning to their classroom.

Accidents do happen, particularly with our youngest children, so we ask that families provide ample sets of spare clothes. When changing from an accident, a teacher will assist the child in changing into their spare clothes. If a child does not have any spare clothes, clean spare clothes from ABC Preschool's extra clothes bin will be used and families will be notified to bring additional spare clothing.

We encourage families to discuss any questions, concerns and/or issues that arise during the toilet training process.

Children do not need to be potty trained to attend ABC Preschool.

INCLEMENT WEATHER CANCELLATIONS: ABC Preschool follows the public school closures. If the Arlington Public Schools are closed due to inclement weather, ABC Preschool will also be closed for the day. If there is a delayed opening in the Arlington Public Schools then ABC Preschool will be closed for the day. Families will receive an email to confirm inclement weather school closures. No refund or credit will be made for school cancellations or missed school days due to inclement weather.

PICK-UP TIMES: The regular school day ends at 12:30pm. Each classroom has a specific routine for pick up. If there is a change in pick up location a sign will be posted on the classroom door. Our Extended Day program ends promptly at 4:00 pm. It is important that parents/caregivers do not arrive late as there are other programs that share our space and the teachers day ends at this time.

SAFETY ISSUES: Drop off and pick up time can be a very busy and hectic time of day. We ask that families please be mindful of their child and maintain supervision at all times during this transition. Please do not allow your child to run up and down the hallways or stairwell and/or climb on the cubbies in the hallway. **Additionally, children are not permitted to be on the dock behind the building at any time during the school day, drop off or pick up.**

MEDICATION ADMINISTRATION:

ABC Preschool teachers and staff are authorized to administer prescription and life saving medications. All children with life saving medications (EpiPen, inhalers) must have an emergency medical care consent form, medication consent form, individualized healthcare plan and physicians order on file. All medications must be in their original containers with the original prescription label attached with complete and specific dosing information. These documents must be updated annually upon expiration. Children with life saving medication will not be permitted to attend school until all appropriate medical documentation has been reviewed by the preschool director and is on file at ABC Preschool.

ABC Preschool cannot administer any medication, whether prescription or non-prescription, without written parental authorization and required medical forms. All prescription medications must be accompanied by a physicians order indicating the child's name, name of the medication, and directions for administration.

All administered medications will be logged in the child's medication log (child's name, teacher's name, medication, dosage, date and time of administration). All medication will be kept in their original containers. Life saving medication is stored in classroom emergency backpacks. Non life saving medication is stored in a location which is not accessible to children. Medication logs will be kept with the medication and/or in your child's file

Before dispensing medication teachers will complete a Medication Administration Training as provided and required by EEC.

PROCEDURES FOR EMERGENCY AND HEALTH CARE

EMERGENCY PROCEDURE: In the event of an emergency the director will contact a parent/guardian immediately. All efforts will be made to contact a parent/guardian first. If a parent/guardian is not available ABC Preschool will then begin to make contact with persons listed as the child's emergency contact(s). In the event that a parent/guardian and/or emergency contact person cannot be reached and the director and ABC Preschool staff have determined that the child needs emergency medical treatment, the child will be transported to the nearest medical facility by ambulance. The child will be accompanied by a staff member who will have the child's emergency and medical release forms. Staff members will continue to contact parent/guardian and/or an emergency contact person until a connection is made.

Per ABGC and ABC Preschool Policy, no child is to be transported to a medical facility in any vehicle belonging to and/or driven by ABC Preschool and/or ABGC staff member.

PROCEDURE FOR MISSING CHILD: In the event of a missing child at ABC Preschool, the Preschool director will immediately notify the parent/guardian and search all areas of the facility and immediate surrounding areas. If the child is suspected missing the staff will call 911. The preschool director or designated staff member will collect the following information to share with authorities:

- An accurate description of missing child including a current photo which is on file in the pre-school office
- Information regarding when the child was last seen
- Any special circumstances that pertain to the child that should be noted
- Any additional perinate information

EMERGENCY EVACUATION PLAN

In the event of an emergency situation that requires an evacuation of ABC Preschool and/or Arlington Boys & Girls Club, one of the plans outlined below shall be implemented.

In all situations, ABC Preschool teachers will take the following actions:

- Bring attendance binder and emergency contact list/medical consent forms
- Bring emergency evacuation bag with life saving medications
- Account for all children and staff as they board emergency vehicles; bring any necessary medications/supplies /emergency records, if possible.

1. If an environmental emergency (fire or toxic fumes) is confined to the immediate area of ABC Preschool and children cannot stay on the premises, the children will be transported to the nearest designated place of safety where they will remain accompanied by caregivers while parents and/or emergency contact persons are notified and arrangements are made for transportation home or caretaking for the remainder of the day. (The nearest designated place of safety should ideally be within walking distance of the child care facility.)

2. In the event of exposure to toxic materials or gases and a physical examination is recommended, children will be transported by emergency vehicles to the nearest medical facility where they will be examined and parents and/or emergency contact persons will be notified.

3. If an environmental emergency is due to a non-confined environmental threat (toxic fumes from a spill, flood waters, or brush fires) and encompasses a large area (several homes or an entire neighborhood) and the children cannot remain in the preschool area, they will be transported by emergency vehicles to the nearest designated place of safety where they will remain accompanied by caregivers while parents and/or emergency contact persons are notified and arrangements are made for transportation home or caretaking for the remainder of the day.

4. In the event of a major environmental hazard due to a large non-confined environmental threat (nuclear incident or earthquake) that necessitates a larger area of evacuation (several neighborhoods, a city or town, or a large geographical area), children will be transported by emergency vehicles to the nearest designated place of safety where they will remain accompanied by caregivers while parents and/or emergency contact persons are notified and arrangements are made for their pickup. During serious events, please watch local TV news stations or listen to WBZ radio (1030 AM) for important updates. The ABC Preschool staff will follow what emergency personnel and/or the Massachusetts Emergency Management Agency (MEMA) tell us to do. In all cases, the ABC Preschool staff will comfort, protect, and care for all of the children in the program until a parent/guardian or emergency contact person arrives.

HEALTH CARE POLICY

Section 7.05(1) requires a written health care policy statement provided to each staff member and posted near a telephone with the following information.

HEALTH CARE CONSULTANT

Name: Marie McCune **Registration Number:** 215682

Address: 93 Wright Street
Arlington, MA 02474

Telephone: 781-647-6315

EMERGENCY TELEPHONE NUMBERS

Police/Fire: 911

Armstrong Ambulance: 781-648-0612

Poison Control: 1-800-222-1222

DCF-Local: 781-641-8500

DCF-Arlington: 800-769-4615

DCF-MA: 800-792-5200

Designated Adult(s):

Erin Butts (ABC Preschool Director)

Kevin Flood (ABGC Assistant Director)

Derek Curran (ABGC Executive Director)

EMERGENCY EVACUATION SITES

Robbins Library

700 Massachusetts Ave
Arlington, MA
781-316-3200

Fox Library

175 Massachusetts Ave
Arlington, MA
781-316-3200

Arlington Central Fire Station

Massachusetts Ave, Arlington, MA
Non Emergence Phone: 781-316-3800

NEAREST EMERGENCY HEALTH CARE FACILITIES

Winchester Hospital
41 Highland Ave
Winchester, MA
781-729-9000

Lahey Clinic
41 Mall Rd.
Burlington, MA
781-744-8100

Mount Auburn Hospital
300 Mt. Auburn St.
Cambridge, MA
617-492-3500

ABC PRESCHOOL PROGRAM INFORMATION

Address: 60 Pond Lane
Arlington, MA 02474

Location in Facility: Lower Level

Telephone: 781-648-1617 ext. 216

Email: abcpreschool@abgclub.org

Directions to ABC Preschool:

From Arlington: Massachusetts Avenue to Pleasant Street; Take 3rd left onto Wellington Street and follow to the bottom of the hill. The Arlington Boys and Girls Club is on the right at the bottom of the hill.

PROCEDURES FOR EMERGENCIES AND ILLNESS

ABC Preschool will call parents/guardians immediately regarding any medical emergency and/or illness. An emergency contact person will be called if parent is not available, however continued efforts will be made to contact parent/guardian. In the event that a child must be transported by ambulance, a staff member, with emergency release and medical forms, will accompany the child.

TRANSPORTATION METHOD

Should emergency transportation be needed an Ambulance (Town Rescue) will transport to a nearby hospital. A private ambulance will transport to other hospitals.

ABC PRESCHOOL REFERRAL PLAN

7.07 (7) Referral Plan. If, in the opinion of any ABC Preschool staff member, a child would benefit from additional services (educational/academic, social services; mental health services; medical services; dental, vision, or hearing screening; Chapter 766 services; or early intervention for those under three years of age), the staff member will follow this procedure:

1. Immediately bring this to the attention of the Preschool Director. The director and child's teacher will have the overall responsibility for documenting observations for the child's file as well action taken.
2. Evaluate, per the director's request, the child/family situation and keep a written report of all situations that pertain to the area(s) of concern (social, mental health, medical, and/or developmental) as well as any efforts ABC Preschool has taken to accommodate the child's needs. The director may also assume this responsibility.
3. The director will arrange a conference with parent to discuss possible solutions and availability of services. Obtain written parental consent before referral is made. Make referral to appropriate agency and document. The parent, staff member, and director will be present at all times during the conference.
4. The director, in conjunction with the appropriate agency, will follow up on the referral with parental permission.
5. The director/child's teacher has overall responsibility for the implementation of the written plan.

CHILD GUIDANCE PLAN

The written statement for child guidance is as follows: At ABC Preschool all discipline and guidance will be consistent, reasonable, and in an appropriate way based on an understanding of the individual needs of the child. The preschool director and all staff will engage in discipline with the goal of maximizing the growth and development of the children and for protecting the group and the individuals within it.

ABC Preschool will use behavior management techniques that include:

- Setting reasonable and positive expectations for each child
- Offering choices to each child that will help children to settle and refocus
- Provide children with opportunities to verbalize feelings and recount the situation which will support children in developing self-control through understanding.

All children, regardless of the behavior, will be spoken to with kindness and respect. If a child needs time away from a situation, the child will be redirected and the teacher will work with the child in order to encourage a behavior change. If, after several attempts at redirection, the child does not respond, the teacher will continue to work with the child to support them in the behavior challenge and may elicit the help and support of the preschool director at this time.

ABC Preschool will prohibit the following and no child will be subject to:

- Cruel or severe punishment, humiliation, verbal abuse, physical abuse or neglect
- Spanking or other corporal punishment
- No child will be refused rest or bathroom privileges as a form of punishment
- No child will be punished related to eating or not eating foods, meals, or snack
- No child will be punished for soiling, wetting, or not using the toilet (the accommodations related to the toileting needs of a child with a disability who is not toilet-trained will not be considered an undue burden)
- No child will be forced to remain in soiled clothing or forced to remain on the toilet or subjected to any other unusual or excessive practices for toileting

POSITIVE GUIDANCE PROCEDURES

We believe that through a consistent, well-articulated and respectful system of discipline, children will understand and accept the importance of considerate individual and group behavior. Teachers will set clear limits, within which children may exercise choices. Teachers are encouraged to include children in the process of developing classroom rules.

Once clear expectations have been established, each case of inappropriate behavior should be handled according to severity of the situation and teacher's knowledge of the individual child, his or her age, and the child's ability to respond appropriately. The following procedure may serve as a general guide, taking into consideration the specific situation and ages of the children involved

- Soothe any injured or upset child
- Encourage children to verbalize feelings and events
- Verbalize events for younger children where this seems appropriate
- Identify the problem, explaining how the behavior has infringed on the rights of other children, materials, safety conditions, etc.

- Redirect child to an appropriate activity
- Reiterate behavior expectations the reasons for setting those expectations
- Clearly identify logical consequences should the inappropriate and unsafe behavior continue.

Consequences will vary with the situations and may include directing the child to another activity or area of the room, or having the child rectify a problem that their behavior has created. In some extreme situations, a brief break may be appropriate where the child is seated apart from the main classroom activity and other children. The child should never be isolated and with the support of the classroom teacher can decide when he/she is ready to return to the group. Where appropriate and feasible, children will participate in the establishment of such rules, policies and procedures, to the ability of their understanding. All consequences should be logically related to the behavior they follow. The goal of a disciplinary measure is not to punish but rather to help the children take responsibility for their own actions.

TERMINATION AND SUSPENSION OF A CHILD FROM ABC PRESCHOOL

7.5(8) Termination and Suspension The circumstances for consideration of the termination of a child from ABC Preschool are as follows;

- After careful observation and documentation, ABC Preschool recognizes that it cannot adequately meet the needs of the child. This may include social, emotional, or physical adjustments.
- After careful consideration, the accommodations required would impose an undue burden on ABC Preschool.
- The services required for the child's benefit are unable to be obtained through the appropriate resources.
- The behavior of any one child endangers the safety of another child (e.g., biting or scratching until skin is broken).

If a ABC Preschool teacher has concerns about a child and the possibility of termination is considered, the teacher must first bring this concern to the attention of the director. The director will then do the following:

- Observe the child in a classroom setting and document when a child's behavior has been unusually difficult or disruptive.
- Instruct classroom teachers to observe and document the child's actions and keep written documentation of events of concern conducive to the child's development
- Contact, by phone or in person, the child's parent/guardian about your concerns, asking for their insights into the causes of the problem behavior and their cooperation and support in resolving the problem
- If the child's behavior remains concerning, the teacher and director will schedule a parent/guardian conference to discuss their concerns further and also to discuss a specific plan and conditions for continued participation at ABC Preschool. The family will also be given a list of counseling services available in the areas of social, emotional, and/or physical development as needed

- ABC Preschool will make every effort to work with the family and service agencies in order to allow the child to continue in the preschool program
- If all avenues of inclusion (parent/guardian conferences, referral teacher and/or specialists working with the child, etc.) are unsuccessful, a letter will be sent to the parent/guardian identifying the circumstance of termination

Circumstances for Termination:

- Possible alternative options (referrals will be given at the request of the Parent or guardian)
- Date of termination
- Length of termination
- Return to school meeting date

When any child is terminated or suspended from ABC Preschool, the preschool director and the executive director will have been involved in the decision. It is the responsibility of ABC Preschool to prepare the child for termination or suspension from ABC Preschool in a manner consistent with the child's ability to understand. If a child is suspended from ABC Preschool, the initial said suspension will last for a period of 1-10 days. During the suspension period, a conference with the parents, teachers, and program administrator will be held to determine whether or not it is appropriate for the child to continue in the program and if so under what circumstances.

RESPONSIBILITIES OF THE PROGRAM

Providing Information to the Department of Early Education and Care

The Department of Early Education and Care (EEC) will have access to ABC Preschool's facility and its staff. ABC Preschool will make available to EEC any information required to be kept and maintained under these regulations and any other information reasonably related to the requirements of these regulations. This includes information in your child's records. Authorized employees of EEC are not to remove identifying case materials from ABC Preschool premises and are required to maintain the confidentiality of individual records.

Identifying and Reporting Child Abuse or Neglect

All ABC Preschool and ABGC staff are mandated reporters of suspected child abuse or neglect. If, in the opinion of a staff member, there is reasonable cause to believe that a child is suffering from serious physical or emotional injury as a result of abuse or neglect by a caregiver, he/she will immediately make a verbal complaint to the Department of Children and Family Services (DCF). Within 48 hours, the director will complete a written report and send it to the Department of Child and Family Services. (Papers for reporting abuse or neglect are on file in ABC Preschool's office.)

Identifying and Reporting Suggested Child Abuse or Neglect by an Employee

If a case of an employee's alleged abuse of a child is reported to either the executive director, school administrator, or a staff member under their direction, said employee will first be questioned. Said employee shall have equal opportunity for explanation. The allegedly abusive or neglectful staff member will not work directly with children until the Department of Children and Family investigation is completed and for such further time as EEC requires.

The following steps shall be taken by the executive director or the school administrator:

1. File a "51a" report.
2. Administrator shall notify the Department of Early Education and Care (EEC) immediately after filing the "51a" or learning that a "51a" has been filed alleging abuse or neglect of a child while in the care of ABC Preschool or during a program-related activity.
3. Write a report of the incident and filing.
4. Suspend the employee, with or without pay at the discretion of the executive director, until the Department of Children and Family Services' investigation is completed and for such further time as EEC requires.
5. The licensee shall cooperate in all investigations of abuse and neglect, including identifying parents of children currently or previously enrolled in the school, providing consent to disclose information to any person or agency that EEC may specify as necessary for the prompt investigation of allegations and the protection of children. to any person upon request. .

Notification of Injury

ABC Preschool must notify the parent/guardian immediately of any injury, which requires emergency care. ABC Preschool must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

Availability of Regulations

ABC Preschool must have a copy of 102 CMR 7.00, Standards for the Licensure or Approval of Group Day Care and School Age Care Programs, on the premises, available at all times. If you have questions about any of the regulations, ask the ABC Preschool Director to review them with you.

SOCIAL SERVICE REFERRALS

Office of the Department of Children and Families and Areas Serviced:

80 Mystic St, Arlington 800-769-4615 Arlington, Waltham, Belmont Lexington, Watertown Wellesley, Newton	810 Memorial Dr. Cambridge 617-868-1400 Burlington, Wilmington, Cambridge Winchester, Somerville, Woburn
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40 Eastern Ave, Malden
781-321-0130
Malden, Medford, Needham, Weston

Mental Health Service Referrals:

Arlington Public Schools Special Education Director Contact Person: Alison Elmer 869 Mass Ave, Arlington 781-316-3653	Parents Anonymous 140 Clarendon St. Boston, MA 800-882-1250	Family Services of Greater Boston 34 1/2 Beacon St. Boston, MA 617-523-6400
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Health Services

Lahey at Arlington Arlington, MA 02474	Marie McCune Health Care Consultant 93 Wright St. 781-648-3615	Board of Health Town of Arlington 730 Mass Ave 781-316-3170
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Dental Services:

Mass Dental Society Pediatric Dentist 22 Mill Street, Arlington, MA	Varallo Orthodontics Dr. Daniel Varallo 22 Mill St., Suite 403 781-648-9200 info@varalloortho.com
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Vision Services

Family Eye Care John Archibald O.D 476 Mass Ave Arlington, MA 02474 781-648-2342	Mass Eye and Ear Infirmary 243 Charles Street Boston, MA 02114 617-521-7900
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Hearing Services

Mass Eye and Ear Infirmary Hearing Aid Center 243 Charles St. Boston, MA 02144 781-279-0943	Mass Eye and Ear Infirmary Hearing Aid Center Stoneham, MA 02180 617-573-4047
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HEALTHY SNACK SUGGESTIONS

Fruit Slices	Fresh Vegetables	Crackers with:
Apples	Carrots	Cheese
Bananas	Cucumbers	Sun Butter/Wow Butter
Oranges	Bell Peppers	Jelly
Pears	Broccoli	Cream Cheese
Watermelon	Green Beans	Hummus
Granola Bars	Rice Cakes	Bagels
Graham Crackers	Cottage Cheese	Waffles
Yogurt with mix ins	Apple Sauce	Muffins
Mini sandwiches	Oatmeal	Pancakes
Dry Cereal	Raisins	

HEALTHY LUNCH SUGGESTIONS

SANDWICHES

Tuna
Jelly
Sun Butter/Wow Butter
Ham and Cheese
Turkey and Cheese

YOGURT MIX IN'S

Fresh Fruit
Raisins
Craisins
Granola
Cheerios

OTHER SUGGESTIONS

Turkey Roll Ups
Ham Roll Ups
Soup
Cereal with Milk
Veggies with ranch dressing
Veggies with hummus
Fruit or veggie slices
Cheese Stick/Baby Bell Cheese

ABC Preschool Hours and Schedule Options

Sy 2026-2027

School Hours

Base School Hours	8:30-12:30
Early Arrival	7:45-8:30
Extended Day	12:30-4:00

Schedule Options

Age Group	Schedule	Max Class Size
Pre-K	M-F	16 per classroom
Preschool	M-F, M/W/F or T/TH	16 per classroom

ABC Preschool Staff Schedule SY 2026—2027			
ABC Preschool Staff	Role	Location	Schedule
Erin Butts	Director	Preschool Office	M-F 8:00-4:00
Becky Johnson	Administrative Assistant	Preschool Office	M-F 9:00-3:30 W/TH (Upstairs)
Miss Robin	Pre-K Teacher	Room 2	M-F 7:30-1:00
Kristin Davies	Pre-K Teacher	Room 2	M/W/F 8:30-1:00
Donna Sullivan	Pre-K Teacher	Room 2	T/TH 7:30-1:00
Denice Leary	Preschool Teacher	Room 3	M-F 8-1:00
Grace Nolan	Assistant Preschool Teacher	Room 3	M-F 8-1:00
Julie Bransford	Preschool Teacher	Room 4	M-F 7:00 –1:00
Judy Reilly	Preschool Teacher	Room 4	M-F 7:30-1:00
Joanne Booth	Preschool Teacher	Extended Day	M/W/F 12:30-4:00

ABC Preschool Extended Day Staff Schedule

SY 2026—2027

	Monday	Tuesday	Wednesday	Thursday	Friday
Room 1	Grace: 12:30-2:30 Reilly: 12:30-3:00 Erin: 3:00-4:300	Grace: 12:30-4:00	Grace: 12:30-4:00 Joanne: 12:30-4:00	Erin: 12:30-1:30 Grace: 1:30-4:00	Grace: 12:30-4:00
Room 2	Julie: 12:30-4:00 Joanne: 12:30-4:00	Reilly: 12:30-4:00 Denice: 12:45-1:30 Erin: 1:30-4:00	Erin: 12:30-4:00 Julie: 12:30-4:00	Robin: 12:30-4:00 Erin: 1:30-4:00	Denice: 12:30-4:00 Joanne: 12:30-4:00

ADMINISTRATIVE ORGANIZATION
(LINES OF AUTHORITY)

Arlington Boys and Girls Club
Board of Directors



Executive Director



Department of Early Education & Care
360 Merrimack Street, Bldg. 9, 3rd Floor
Lawrence, MA 01843,
978-826-1311



Preschool Director



Administrative Asst.



Director I Qualified Teachers



Lead Teachers



Teachers

The ABC Preschool is under the direct supervision of the preschool director.
Parents should address any concerns to the preschool director.