



Joyful Noises Preschool  
Parent Handbook  
2020-2021

## **I. GENERAL INFORMATION**

**Address:** 9 East Common Street Topsfield, MA 01983  
**Telephone Number:** 987- 848-2018  
**E-mail:** Preschool: [joyfulnoisestopfield@gmail.com](mailto:joyfulnoisestopfield@gmail.com)  
Director: [joyfulnoisesdirector@gmail.com](mailto:joyfulnoisesdirector@gmail.com)  
Assistant Director: [joyfulnoisesad@gmail.com](mailto:joyfulnoisesad@gmail.com)  
Business Manager: [joyfulnoisesbusmgr@gmail.com](mailto:joyfulnoisesbusmgr@gmail.com)  
**Website:** [www.joyfulnoises.topsfield.com](http://www.joyfulnoises.topsfield.com)  
**Federal Tax I.D. number:** 04-3496713

## **PHILOSOPHY AND PURPOSE**

Joyful Noises is a non-denominational preschool, serving as a ministry of the Congregational Church of Topsfield (U.C.C.). We instill Christian values and embrace the diversity, individuality and uniqueness of all children and families. We offer programs for children ages 15 months to 7.0 years of age. Our enriching curriculum, genuine interactions and guided play opportunities develop the whole-child physically, socially, emotionally, cognitively, creatively, academically and spiritually. WE encourage creativity, curiosity and exploration through hands-on activities allowing each child to develop individually at their own pace.

**We provide an opportunity for every child to develop at his or her own pace:**

- **Physically**~ to develop the whole-child, their small and large muscles, their overall healthy growing bodies.
- **Socially**~ to be able to play, communicate, cooperate, and negotiate with others of all culturally diverse backgrounds and abilities.
- **Emotionally**~ to develop confidence to express and understand oneself, through the development of a positive self-image.
- **Cognitively**~ to learn skills and apply knowledge for personal success, academic success, and to become contributing members to society.
- **Creatively**~ to explore and express oneself in open-ended, hands-on, medium visually, dramatically, or linguistically.
- **Academically**~ to recognize, use, and interact with: language, literacy, science, technology, engineering and math, STEM all through developmentally appropriate practices and curriculum
- **Spiritually**~ we foster sound Christian values throughout our programs.

## GOALS FOR EACH CHILD TO RECOGNIZE AND CELEBRATE THEIR INDIVIDUALITY INCLUDE:

- To learn social skills, problem solving skills, communication skills and cooperation
- To learn respect for everyone's individuality and special needs, and to accept and show kindness to all and to treat others as we would want to be treated
- To learn in a safe, stimulating environment in which they can develop and use sound health, safety and nutritional practices.
- To have fun, to be able to learn through play and to make Joyful Noises!

## CHILDREN SERVED

Joyful Noises Preschool offers multi-age Toddler and Preschool classrooms as well as a Pre-Kindergarten classroom, serving children 15 months through 7 years.

### Non-Discrimination Statement

Joyful Noises Preschool with childcare provides services to all children and their families regardless of their race, color, gender, sexual orientation, gender identity or expression, religion, age, national origin, ancestry, veteran or active military status, disability, genetic information, or any other characteristic protected by state, federal or local law.

### Administrative Organization

Joyful Noises is a non-profit preschool and childcare center serving the greater tri-town area and its surrounding towns. The Preschool is overseen by a Board of Directors and administratively run by the Director with the assistance of a part-time Business Manager.

## AUTHORITIES

### Licensing Authority

The Massachusetts Department of Early Education and Care (EEC) is the licensing authority. The telephone number for the Northeast Regional EEC Office is 978-681-9684. The address is 360 Merrimac Street, Building #9 Lawrence, MA 01843. The EEC Standards for the Licensure or Approval of Group Day Care and School Age Children is available upon request from the Director.

Any parent may contact EEC for information regarding the programs' regulatory compliance history at 1-978681-9684 x 317.

### Board of Directors

Joyful Noises is run by Board (with three to nine members) which includes a member from the church's Board of Trustees, a member from the Board of Christian Education, one to two Joyful Noises parents, one JNP teacher and members from the church's congregation.

## STAFF

### Director

The Director, Yvonne Beirne, M.Ed. has a B.S. in Early Childhood Education and a M.Ed. in Moderate Disabilities PreK-8. She has over three decades experience as a teacher, administrator, playground inspector, and adjunct ECE faculty. The Director reports to the Board of Directors.

### Full-Year Teachers:

The classroom teachers work as a team, in a co-teaching situation teaching September through June. Some work part-time during the summer program. Each teacher reports to the Director.

### Part-time Teachers:

These teachers work either full or part of the year in various capacities. Some are regular Float teachers assisting all throughout the school. Others work specifically with certain classes, mornings or afternoons.

### Assistant Teachers:

This staff works mostly part-time, seasonally or full year. They are not EEC teacher qualified and are not responsible for individual or groups of children but, work under the direct supervision of a teacher at all times.

Many of our experienced teachers hold Associates and Bachelor's degrees in early childhood and elementary education. All of our teachers are caring, nurturing and sensitive teachers, tuning in to the needs of each individual child and the group as a whole. Teachers participate in regular on-going Professional Development and Training opportunities annually.

### Staff Supervision

The Director conducts observations of staff while working with children every two months. A consultation is held with staff regarding the children's individual needs, communication with families and professional and personal goals. These

observations are documented. Additionally, staff is formally evaluated annually with an opportunity for staff to have input and set goals, this is also documented.

### HOURS OF OPERATION

Joyful Noises provides programs Monday through Friday 7:30 a.m. to 5:30 p.m. during the school year. Our main program runs September to June and our summer program is offered July and August. Parents have many options with our flexible scheduling. Popular programs are 2-5 days, 8:30 - 12:30 or 8:30-4:30 with additional hours available on a scheduled or drop-in basis.

Joyful Noises will be closed the following days:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
Presidents Day	Wed. before Thanksgiving (half day)
Good Friday	Thanksgiving Day
Patriot's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Labor Day	Christmas Day

Please refer to our Annual School Calendar for specific dates of our; Winter Break, Summer Break, and Teachers' In-service days. The school calendar is posted on the website and available on the shelves in the entry.

[www.joyfulnoises.topsfield.com](http://www.joyfulnoises.topsfield.com)

## II. FISCAL INFORMATION

### TUITION AND PAYMENT POLICIES

- Tuition payment is due on or before the first of each month, even when the first of the month falls on a holiday or weekend day, or when a child is absent because of sickness.
- Please put tuition payments, any other payments, and written correspondence in the mail box at the entry.
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#### Late payments

- **Tuition payment is due on or before the first of each month.**
- Payments that are more than 5 days past due will be assessed a late payment fee of \$5.00 per day commencing on day 6.

- Joyful Noises reserves the right to discontinue providing care to a child or children whose account is greater than 10 days past due.
- If tuition and fees have not been paid in full by the 21<sup>st</sup> of the month, Joyful Noises will reserve the right to fill the childcare slot. Tuition Deposit will be forfeited.
- The school reserves the right to take legal action for collection of unpaid school tuition and fees. Parents will be held responsible for all costs of collection of unpaid fees, including court expenses and attorney's fees.
- A fee of \$15.00 is charged for each occurrence of a returned check for insufficient or other form of uncollected funds.

### FEES

Registration Fee- New and Returning families, upon acceptance notification for the School year program or Summer program.

- a yearly non-refundable registration fee

### New families

- A tuition deposit is required of all families, amount varies based on tuition. This deposit will be applied to the families account on their last month of enrollment, given the appropriate withdrawal notice or rolled into the summer and following falls' tuition deposit, when balance of the account is zero. Failure to comply with this may result in forfeit of the deposit.

### Summer Program Reservations:

- A non-refundable registration fee
- \$250 tuition deposit per child. This deposit will be applied to the families' August tuition obligation or rolled into the fall tuition deposit, when balance of account is zero. Failure to comply may result in forfeit of the deposit.

### Withdrawal:

**Parents sign a contract stating they are responsible for tuition payments for the time slots for which they enroll for the duration of the contract, or until such time as their slots can be filled. Parents are expected to sign & return contracts to ensure placement. Failure to comply with this may result in forfeit of the deposit.**

### Late Pick-up

- Due to staff/child ratios regulated by the EEC and staff schedules, all children must be picked up on or before the contracted time.
- If you are going to be late due to unforeseen circumstances- PLEASE CALL THE SCHOOL.
- The school clock is used to determine the pick-up time.

- A late fee of \$1.00 is charged for every minute after the scheduled pick-up time. The first 15 minutes of the first occurrence will be waived. Teachers will have parents sign a late pick-up slip for each occurrence.
- If you are 15 minutes or later a second time, or any additional times, you will still be charged even if you called the school. The amount owed will be reflected on your monthly statement.
- Please have someone available to pick up your child if you are going to be late.

### DROP-IN CARE

- Parents whose children are enrolled in the program may inquire about extra time if space is available.
- All Drop-In Care is at the discretion of the Director and based on availability and restrictions due to state wide health emergencies.
- Extended Care may be requested in one and a half hour increments between 7 -8:30 a.m. and 4:30-6:00 p.m.
- Drop-in Care may be requested for 8:30-12:30 or 12:30-4:30 p.m. or add-on time at the beginning or end of your child's scheduled day.
- When you arrive for Drop-In Care you must sign the Request for Drop-In sheet held by the teacher.
- Parents will be billed the following month for Drop-In Care.

### DISCOUNTS

#### Sibling Discounts

If a family would like to enroll more than one child at Joyful Noises, a sibling discount is available. Joyful Noises will deduct 10% of the lowest tuition for each additional child. (I.e. The Smith family has three children enrolled at Joyful Noises. The child with the highest Core Program Tuition Rate will pay full price. Each additional child will receive 10% off their Core Program Tuition Rate.) This discount will also be applied to contract days, extended days and afternoon programs provided that the schedules for all children are identical.

#### Church Member Discount

If a family is a member of the Congregational Church of Topsfield or enrolled in a new member program at the Congregational Church of Topsfield, each child will receive a discount of 10%.

#### Exceptions to the Rules:

- If a family enrolls four children at Joyful Noises at one time, that family will receive a flat 20% off the total invoice amount.

### RELEASE OF CHILDREN

- Children may be released to the child's parent(s) or anyone that the parent with physical custody of the child authorizes, in writing to pick up the child.
- The person picking up the child must be sixteen years of age or older.
- If anyone other than those listed are to pick the child up, they need to have a written notice stating permission to pick up. The school will not release the child to the individual until permission is obtained from the parent or guardian to do so.
- If the staff or Director has not met the person picking up, they will need to see a picture ID at the time of pickup.

### SNOW POLICY

It is our practice to keep school open whenever possible. However, adverse weather conditions and certain emergency situations may require the school to be closed, delayed, or dismissed early.

Joyful Noises will be closed when the TOPSFIELD public school and/or the Tri-Town School Union closes due to weather or emergency.

If there is a forecast of bad weather you can watch the following television stations or listen to the following radio stations to see if Topsfield schools are closed.

#### Television

WBZ – Channel 4  
WCVB – Channel 5  
WHDH – Channel 7  
WFXT – Channel 25

#### Radio

WBZ – 1030 AM  
WESX – 1230 AM  
WBUR – 90.9 FM  
WRKO – 680 AM

We will also try to notify you regarding any school closing by Remind app and/or e-mail before 6:00 AM.

Joyful Noises will open at 9:00 if there a delay in opening Topsfield schools. This will allow for the church parking lot to be plowed and give time to the teachers to arrive at school safely. You may drop your children off after the delay at 9:00AM. In the event of a severe weather or emergency related warning made during school hours, the Director will decide whether to close school early and the Director will contact parents by phone or e-mail to make pick up arrangements. If Joyful Noises closes due to weather or emergency, parents are still responsible for payment. At all times, closures will be at the discretion of the Director.

### OFFICE HOURS

The office is open during regular school hours. When there is no one available in the office, you may leave a message in the school's mailbox on the office door, on



our voice mail or by email. The school's phone number is 978-887-2101 ext. 8. Messages are checked regularly, and you can expect a response within 24 hours, with the exception of weekends and holidays.

### SECURITY SYSTEM

To maintain and improve your child's safety while attending Joyful Noises, a keyless security system has been installed. Every family will be given its own unique code upon enrollment that will open the main door of the school. Simply enter your 4-digit code followed by the \* button. This will allow admittance into the building. We ask that you refrain from sharing your code and thus offering admittance to anyone that you do not know. If your older child wants to enter the code, please supervise them and do not let them enter the school without you.

## III. PARENT INFORMATION

### INTAKE PROCEDURES

Before enrollment, parents must have a completed registration form and will meet with the Director to become familiar with our environment, philosophy, and overall program. Upon enrollment, the child will be placed in an age-appropriate class, as space is available. The parent(s) will then meet with the Director to review parent handbook, health care policies and collect necessary forms.

Once a child and family have been accepted into the program, the parent(s) must follow the registration requirements of the Dept. of EEC by providing:

1. A record of the child's immunizations
2. Results of a recent lead screening test if the child is 9 months or older
3. A completed developmental questionnaire for the child
4. The results of a current doctor's physical examination of the child
5. Any pertinent medical history
6. All required forms and permissions

Placements will be prioritized as follows:

1. Preference will be given to currently enrolled students.
2. Siblings of currently or previously enrolled students.
3. Those seeking full time care.
4. All other applicants.

## ORIENTATION FOR CHILDREN & FAMILIES

A pre-enrollment visit, visits to the classroom before the start of school, fall parent/children orientation day and transition times in June for children already enrolled in the school are available to all families.

## PARENT VISITS AND VOLUNTEER OPPORTUNITIES

Parents may make unannounced visits to the school and their child's classroom when their child is in attendance and we are not under restrictions due to a health emergency. Parents are also encouraged to volunteer in the classroom, help with school events, fundraising projects, join the class on any field trips, and share any hobbies or holidays. Speak to the Director or classroom teacher in advance so that plans can be made for the activities in which you plan to participate. Family members are welcome visitors in the program at all times (for example, to observe, eat lunch with a child, or volunteer in the classroom).

## PLEASE NOTIFY THE SCHOOL IF:

- Your child will be absent.
- Your address or phone number (home, work or cell) changes.
- There is any change in the authorized person picking up your child.
- There are significant changes at home.
- Your child has a communicable disease, prolonged illness or will be away from school for an extended length of time.
- Your child has been given any medication upon arrival, prescription or over the counter.
- Your child has been sick or under the weather over the weekend.

## PARENT COMMUNICATION AND INPUT

Joyful Noises is committed to strengthening the bond between home and school. We do this through daily communication with parents, Toddler day sheets, and Preschool classroom white boards with daily information, posted Daily schedules, written notes, parent-teacher conferences, classroom emails and school newsletters. Each child will have a folder/mailbox in the classroom or in the cubbies for important notes from the office, calendars and other important communications.

**Parents should check this folder daily.**

We are here to serve you. If you have any concerns, questions or recommendations please do not hesitate to share them with the Director. You may do this in person or by placing a note in our mail box in the entry.

Parents wanting to take a more active role in shaping the program are encouraged to become part of the Board of Directors. Two spaces on the board are reserved for parent members. To be a part of this board, let the Director know you are interested.

Parents also have an opportunity to sign up to become **Room Parents** for their children's classes. This volunteer position usually involves interacting with other parents to coordinate classroom activities. We also have a **Parent Committee** that meets to help out room parents and for other events in the school.

Family questionnaires are also passed out annually to families. This gives parents an opportunity to give input regarding policies and procedures.

### PARENT TEACHER CONFERENCES

- Teacher Conferences provide an opportunity for parents to speak with the classroom teacher, ask questions and view their child's work.
- School wide Parent-Teacher conferences are scheduled for Toddlers, Preschoolers and Pre-Kindergarteners in January. These conferences are optional and generally held at night. A written report will accompany the conference. Parents have the opportunity for a second conference in June as needed and must be individually scheduled with the classroom teachers.
- Written Progress reports are completed and distributed twice a year in January and June. If your child has any special needs or is in the process of having a referral, the progress report will be delivered every three months.

### Issues and/or Concerns regarding children's development.

On occasion as educators we notice developmental, emotional or behavioral issues that raise concern. These issues will be brought to the parents' attention as soon as they arise. In addition, day-to-day communication can be arranged in the form of phone calls or notes at the request of parents to monitor progress. Please speak to the classroom teacher and request a method that will work for you. Staff will also be available for individual conferences as requested by parents and to assist with making referrals to outside resources for further evaluation with parental consent.

### YOUR CHILD'S RECORDS

Information contained in your child's record is privileged and confidential. The center's staff may not distribute or release information in your child's record to anyone not directly related to implementing the program plan for your child without your written consent. You must be notified if your child's record is subpoenaed.

### Access to Your Child's Record

You will be able to have access to your child's records. The center must provide access within two days, unless they have your permission to take longer. You must be allowed to view your child's entire record, even if it is located in more than one location. The center must have procedures regarding access, duplication, and dissemination of children's records. They must maintain a written log, which identifies anyone who has had access or has received any information out of the record. This log is available to you and the people responsible for maintaining the center's records.

### Amending the Record

You have the right to add information, comments, data, or any other relevant materials to your child's record. Such request shall be made in accordance with the procedures described below:

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

### Charge for Copies

Joyful Noises may charge a small fee for copies of any information contained in your child's record.

### Transfer of the Record

Upon your written request, when your child is no longer in care, Joyful Noises can give you your child's record or transfer them to any other person that you identify. The center will ask you to sign a form verifying that you have received the records.

## TRANSPORTATION AND PARKING LOT PROCEDURES

Pick up and drop off - parents are responsible for the child's transportation to and from the school.

- There is a 5mph speed limit in the parking lot.
- Parents will park their car in the parking lot.
- Please do not park in spots reserved for church staff and members.
- Please park in the white designated parking space.
- Please do not leave your car running unattended to pick up or drop off.
- Please do not leave children unattended in your car while you run in to pick up your other children, this is considered neglect and is reportable to DCF.

- Parents will hold child's hand while crossing parking lot entering and leaving school.
- Parents must walk children all the way into their classroom, making sure the teacher knows they are there. Pick up will be the same.
- Parents must pick their child up from the classroom, making sure teacher is aware they are taking the child.
- Please do not allow children to run into the school and in the hallways, out of your sight, as you are responsible for them until they are signed in to their class and once signed out of their class.

### LOST AND FOUND SHELF

A lost and found shelf is in the front hallway. Please check it if you are missing anything. The lost and found area will be cleaned out every 2 weeks and the unclaimed items will be brought to the Salvation Army or another charitable entity.

### FUNDRAISING

Joyful Noises is a non-profit organization and a "mission" of the Congregational Church of Topsfield. Joyful Noises provides a couple of fundraising events throughout the year. We encourage you to participate. The fundraising money will be donated to the classrooms and to a charity of your choosing. If you have any questions, or would like to be a leader in any of these efforts, please contact the Director.

### VOLUNTEERS

Parents and others who volunteer regularly in our school have received orientation, a background records check, have read our handbooks, and have received training from our teachers of the duties they will perform. Volunteers only work with the children under the supervision of EEC qualified staff members. They must be under direct visual supervision of these EEC staff members at all times and their duties, dates of service, hours of service, and responsibilities held must be documented by the classroom EEC educator or Director.

### ANNUAL PROGRAM EVALUATION

We review annually at Joyful Noises. We write goals for continuous improvement and innovation. Our criteria are input from our Parent Questionnaires which are distributed twice a year to our families and suggestions from our board of overseers which has parent members, church members and the Director serving on the board, input through teacher surveys and staff meeting brain storming sessions.

## **IV. PROGRAM INFORMATION**

### **THE TODDLER PROGRAM FEATURES**

Our Toddler program provides a loving, home like atmosphere in which we care for children between the ages of 15 months and 2 years 8 months.

Each child is cared for according to his/her own schedule. Activities are provided which are stimulating and encourage each child to grow at their own rate. We have quiet cuddly times as well as songs, games and outdoor play. We also provide, for toddlers, art activities, which help develop social skills, self-awareness and tactile experiences, so important to a growing Toddler.

### **THE PRESCHOOL - PRE K PROGRAM FEATURES**

- Individual learning experiences.
- Small classes with supportive adult staffing.
- Thematic curriculum.
- A strong emphasis on language development.
- Lots of experiences with books and reading.
- Hands-on open-ended materials and activities.
- Fun activities in math, science, language, art, and music.
- Supporting problem solving, critical thinking, communication, social skills, and relationship building.

### **SPECIALS**

**Chapel** – is offered by video each week for Toddlers and Preschool/Pre-K. Children will learn songs and stories from the Bible. Basic themes of kindness, caring for ourselves, our world and others are fostered. Traditions of the Christian church are taught (Advent, Christmas, Lent, Easter, etc.).

**Music** – is offered to all ages incorporating musical instruments, guitar, and additional props for singing and interacting.

### **DAILY PROGRAM**

7:00-8:30 Early Arrival time, quiet activities, Breakfast for those that bring it

8:30-12:30 Programs begin in individual classrooms. This includes cognitive skills development, creative expressive art activities, outdoor play with 30 minutes physical activity. Snack shall occur each morning.

12:00-12:25 Lunch and clean-up

- 12:25-12:30 Dismissal of morning program
- 12:30- 1:00 Transitional time for diapering, use of bathrooms & quiet activities
- 1:00-3:00 Rest time – This required time is based on the individual needs of the children and shall last a minimum of 45 minutes per day.
- 2:30/3:30 Wake-up time, Bathrooms, Snack
- 3:30-6:00 Afternoon activities include choices for: art, blocks, table games, manipulatives, and dramatic play and outdoor time with 30 minutes of physical activity. In case of inclement weather, children do movement and play games upstairs in the Fellowship Hall.
- 4:25-4:30 Dismissal of full day and afternoon program
- 4:30-6:00 Extended day care available as needed

### THINGS TO BRING TO SCHOOL THE FIRST DAY

PLEASE LABEL EVERYTHING THAT COMES TO SCHOOL WITH YOUR CHILD!!!

1. A complete change of clothes labeled and kept at school; Toddlers please send two sets.
2. A recent photo so that we may label their cubby with a photo as well as the child's first name.
3. A family photo for our classroom displays.
4. Full day students need to bring a crib sheet (52"x22") and small blanket.
5. A morning and/or afternoon snack labeled with your child's name
6. A nutritious ready to eat lunch in a labeled lunch box
7. A water bottle labeled with your child's name available daily.
8. Diapers, wipes, ointments for those needed
9. Appropriate clothing for children to run, jump, play and get messy. Weather Appropriate clothing should be provided for all seasons  
Winter: Boots, snow pants, coat, hat and mittens, indoor shoes  
Summer: Bathing suits, water shoes, swim diapers, TOWEL  
Spring/Fall: Rain coats, rain boots
10. Footwear- Appropriate and safe lace or Velcro shoes for active outdoor play(no flip flops).

### MEALTIME PROCEDURES & ORAL HEALTH

**JOYFUL NOISES PRESCHOOL IS A NUT-FREE SCHOOL** – Please check all food labels to ensure the safety of children with nut allergies. Joyful Noises uses

reasonable care to strictly enforce its nut-free policy, but cannot be responsible for nut products that may inadvertently be brought in by children.

Learning continues at meal and snack times. Joyful Noises considers mealtime a relaxed social experience. Teachers provide guidance to children to promote as much self-help as possible. Children are not forced to eat. Children are served at least a small portion of every food and encouraged to taste all foods. No food will ever be withheld as a punishment or used as a reward. The Staff eat, seated at the table with the children, converse and model good mealtime eating habits and behavior. \*Physical distancing shall be in place during health emergencies

Morning and Afternoon snack. Parents must provide healthy snacks, such as sliced fruit, vegetables, crackers, graham crackers, saltines, rice cakes, cheese, etc. are suggested. Parents may bring in snacks for special celebrations. Please check for classroom allergies first. Please do not send soda, candy or nuts to school.

We ask that you bring a “table-ready” lunch. We are unable to heat or refrigerate your child’s lunch. Hot foods such as soup or pasta should be put into a thermos; ice packs should be used to keep food cool, especially when sandwich meats are packed.

Some suggestions for lunch include;

Sandwiches	hummus and pita
Soy butter and jelly	Soup & Crackers
Tuna salad	Pasta
Egg salad	Fruit and Vegetables
Chicken nuggets	Hot dogs cut in half moons or smaller

Remember, “table-ready” means cut into bite size, no choke hazard pieces, grapes should be cut in half; sandwiches should be cut into easy to handle sizes.

### NAPS

- Toddlers rest from 1:00 to 3:00.
- Preschoolers rest from approximately 1:00 to 2:30 p.m.
- Children who do not sleep, or those who awaken early, rest and then are allowed a quiet activity. Appropriate space and adequate lighting will be provided.

At times, the Staff may rub the backs or tummies of children who are restless. Children are allowed to wake up at a gentle, relaxed pace. Teachers try to make the time pleasant and restful by dimming the lights and playing soft music. Each child will rest on a cot. Parents are encouraged to work with staff if there is a problem



with children either sleeping too much or too little at home. However, it has been our experience that children who need their sleep, sleep.

Please notify the staff if you are picking up your child during naptime so we can have your child ready for you.

### BIRTHDAYS

Birthdays are special to children. Every child's birthday is celebrated during our school year. We ask you to please bring in enough food for all the children in the class. Due to severe allergies please tell the teachers several days in advance that you are bringing food in so parents with allergic children can bring a special treat for their children as well.

### TOOTHBRUSHING

In an effort to support EEC and their promotion of good oral health practices, JNP offers tooth brushing for children in the program for more than 4 hours. If you choose to participate in this optional program the cost is \$10.00 per year and your child will be provided a toothbrush every three months and fluoride toothpaste and the teachers will assist and supervise this process daily.

\*Due to Covid-19, this is suspended until further notice.

### LAVATORY POLICY

The following is the procedure used by preschool staff:

- Preschool children shall be accompanied by an adult when they need to use the lavatory.
- The teacher will assist the child, if needed, but the child is to wipe him/her, etc. Parents can send in disposable wipes to help the child wipe himself.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes while encouraging independence, in the lavatory. The soiled clothing shall be put in a double plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.
- \*During a Health Emergency the left bathroom shall be designated to PS2 and the right bathroom shall be designated to Pre-K, additional cleaning and sanitizing shall also take place as needed.

## TOILET LEARNING

When you feel your child is ready for toilet training, please speak with your child's teacher or director so that we may work with you through this process.

Occasionally, we see signs of readiness in school and may approach you. We will ask that you send in 3 pairs of underwear, 3 pants, socks and extra shoes, if possible, labeled with your child's name. There will be accidents. If after a few days to a week, your child is having excessive accidents, no awareness of eliminating, fear of using toilet or no interest, we may need to discuss this with you further and possibly return to pull-ups. In Toddler II and older classrooms, pull-ups are used for the ease of dressing and undressing, for naps and for playing outside.

## TRANSITIONS

When children are transitioning between classrooms the educators in each classroom must:

- Collaborate regarding the needs of the child.
- Inform parents that child will be transitioning and obtain permission.
- Have a plan in place that is in a manner appropriate for that child's ability to understand.
- Have the child make visits to the new classroom if at all possible.
- \*This process is restricted during a Health Emergency

## CLASSROOM PROMOTIONS

EEC regulates how we group children in classes. The following is the guideline for your child's age upon entry into a class:

- Toddler: 15 months to 2 years 8 months.
- Preschoolers: 2.9 years or older
- Pre-Kindergarten: 4's and 5's or ready for kindergarten the next year.
- Your child must be this age by September 1.
- Generally, children are moved in July and September.
- A parent wanting to guarantee a slot in an older classroom may pay for the time slots in both classrooms until his/her child reaches the appropriate age for promotion.

## TOYS FROM HOME

- We discourage children from bringing toys from home. Any toys from home will be placed in the child's cubby for safe keeping. They often cause conflict and the School cannot be responsible for their safekeeping. However, bringing a 'piece of home' to childcare is often important to children. You may arrange with your child's teacher for a 'special toy' that travels from home to the Center and is used for napping.

**\*\*note the exception to this is during “Sharing Day”\*\***

### ATTENDANCE AND HEALTH POLICIES

The parent or the person on the emergency contact list must always be available by phone during school hours. It is the parent’s responsibility to have someone available who can come to the school for emergencies or for a sick child.

Please call if your child has a communicable illness or infestation, such as chicken pox, conjunctivitis, pin-worms, fifth’s disease, mites or head lice so we can exercise additional control methods and notify other parents. Your child’s identity is protected.

### PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

It is the responsibility of the staff of Joyful Noises to protect children from abuse and neglect while in the school’s care and custodial staff are mandated reporters. Any incident of suspected abuse and/or neglect will be reported to the Director.

The staff member (with the Director’s knowledge) will report suspected abuse or neglect to the local office of Department of Children and Families, DCF, 1-978-922-1719. However, if a child is in immediate physical danger the local police will be called. EEC must also be notified after filing a 51A or learning that a 51A has been filed, alleging abuse or neglect of a child while in the care of the school or during a program related activity. The telephone report will be followed up by a written report within 48 hours.

The entire staff will cooperate in all investigations of abuse or neglect, including identifying parents currently or previously enrolled in the school, providing consent for disclosure of information to EEC, and allowing the EEC to disclose information to any person and/or agency the Office may specify as necessary to the prompt investigation of allegations and the protection of children.

### PROCEDURES FOR HANDLING ALLEGATIONS OF ABUSE OR NEGLECT BY A STAFF MEMBER

- Staff members will be reassigned to office duties with no child contact for the duration of the DCF investigation and for such further time as the EEC requires.
- If the allegation is founded, the staff member’s position will be terminated.
- If the allegation is unfounded the staff member will be reinstated to his/her position. Joyful Noises reserves the right to take appropriate disciplinary measures.

## BEHAVIOR MANAGEMENT POLICY (CHILD GUIDANCE)

Teachers are trained to make disciplinary measures as kind and positive as possible by taking into consideration safety, individual needs, and the given situation. Teachers handle each situation differently.

Basic techniques include gentle guidance, redirection, natural consequences and communication of feeling.

Team members' work together to be as consistent as possible in similar situations.

### Joyful Noises will prohibit:

- Spanking or other corporal punishment of children
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment
- Depriving children of meals or snacks
- Force feeding children
- Disciplining a child for soiling, wetting, or not using the toilet; or forcing a child to remain in soiled clothing or forcing a child to remain on the toilet; or using any other unusual or excessive practices for toileting.
- Confining a child to any piece of equipment for an extended period of time in lieu of supervision.

A teacher may have a need to remove a child from a group situation if a child has lost control verbally, physically or emotionally, but it will be communicated clearly to the child that he/she has to leave the group because he/she is not in control right now and it's not safe for him/her or the other children, so it is best to go to the quiet area until he/she feels ready to return to the group and feels in control again. Any time out may not exceed one minute for each year of the child's age and must take place within the educator's view. Generally, additional communication is needed for this situation to become a learning opportunity. A teacher or the Director will take the time to sit and talk with child. The teacher will seek to help the child communicate how he/she feels, and find solutions together. The final goal: making it a learning experience for the child.

## TERMINATION AND SUSPENSION POLICY

Under certain circumstances, when our school cannot meet the needs of a child and/or when the safety of others cannot be ensured, the school reserves the right to temporarily suspend a child from the school until assessments, evaluations or referral for services have been completed.

Joyful Noises believes strongly in working through any difficulties that children/families may be having. While termination from the program is a rarely

used last resort, the school reserves the right to require parents to withdraw their children when the relationship between the school and the child is not mutually beneficial. The Director will meet with the parents to discuss options to avoid suspension and termination. The Director will also provide referrals for evaluation and service. Joyful Noises will also pursue consultation and training for our program. The Director and the parents, with the input of the classroom teachers, will develop a behavioral intervention plan at home and in the program.

When a child is terminated from the school, whether initiated by Joyful Noises or the parent(s), the teacher will prepare the child for termination from the preschool in a manner consistent with the child's ability to understand.

Reasons for termination may include but are not limited to, failure to pay tuition, failure to follow through with a recommended referral for services; non-compliance with the Center's policies and procedures; inability to resolve a situation which could adversely impact the child's experience at the school. The school provides resource and referral information upon request to parents withdrawing their children.

If a child leaves our program, we will help him (with parent's permission) transition by sharing information with the next program.

### REFERRAL PROCESS

The following procedures will be used for referring parents to appropriate social, mental health, educational and medical services (including dental and vision) for their child should the center staff feel that an assessment for such additional services would benefit the child.

Whenever ANY staff member is concerned about a child's development or behavior and feel that further evaluation would benefit the child, they should report it to the child's teaching team. The team will review concerns with the Director.

If the Director agrees, the teaching team is requested to complete an observation report and review the child's record prior to making a referral.

### Referral Meeting with Parents

The Director schedules a meeting with parents to notify them of the center's concern and prepares a current list of possible referral resources.

At the meeting, the Director and one Team Teacher will provide to the parent(s) a written statement which will include the reason for recommending a referral for additional services, a brief summary of the center's observations related to the referral and any efforts Joyful Noises may have made to accommodate the child's needs.

The Director will offer assistance to the child's parents in making referral. Parents will be encouraged to call or request in writing an evaluation. If parents need extra support, the Director of Joyful Noises, with written parental consent, will contact the referral agency for them.

#### Follow-up to the Referral

The Director will, with parental permission, contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs at the Joyful Noises Preschool. If it is determined that the child is not in need of service from this agency, or is ineligible to receive services, the staff of Joyful Noises will review the child's progress at the center every three months to determine if another referral is necessary.

#### Record of Referral

The Director and Team Teachers will maintain a written record of any referrals, including the parent conference and results. A referral checklist will be kept in the child's record at school.

#### Referral Agencies

The following are a list of agencies that provide help and support to children in our school who may need special services:

Topsfield Elementary Special Education Department  
Preschool Special Needs Contact: Jenny Churchill  
978-887-1538 x 4401

Salem Psychology Associates – Nancy Arnesani  
70 Washington Street, Salem, MA 01970  
978-741-7898

The Beverly Center, P.C. Contact: Dr. George Beilin  
83 Herrick Street Suite 2005  
Beverly, MA 01915  
978-922-6613

Mass General for Children at North Shore Medical Center

Psychological/Educational Assessment Team  
57 Highland Avenue  
Salem, MA 01970  
978-354-2705

Northeast ARC Early Intervention - Cape Ann (Serving Topsfield, and Cape Anne area) Contact Intake Coordinator Denise (For services to be rendered at JNP)  
11 Dodge Street Contacts: Martha Levine  
Beverly, MA 01915  
978-921-1182

Northeast ARC Early Intervention - Northshore (Serving Danvers, Middleton, Peabody, Marblehead, Lunn, Lynnfield, Salem)  
149 Sylvan St. Contact: Anne Dolan  
Danvers, MA 01923  
978-774-7570

Thom Pentucket Early Intervention Program (Serving Boxford, Georgetown, Rowley, Haverhill, Bradford, W. Newbury, Newbury, Newburyport, Amesbury, Merrimac, Groveland)  
320 Main St., P.O. Box 956 Contact Michaela  
West Newbury, MA 01985  
978-363-5553

The Massachusetts Office on Disability  
Christopher N. Coyle  
617-727-7440 x 334 or 800-322-2020

Pediatric Dentistry of the North Shore, Nicholas P. Senzamici, D.M.D.,  
6 State Road #101, Danvers, MA 01923  
978-777-3744

North Shore Eye Specialists, Irwin Nathanson, Optometrist  
85 Constitution Lane Suite 100C, Liberty Tree Office Part, Danvers, MA 01923  
978-774-5510

Speech & Audiology - Beverly Hospital  
85 Herrick Street Beverly, MA 01915  
978-922-3000x2690

## 10 FACTS ABOUT YOUNG CHILDREN

1. They are active. They learn through using all of their senses. Plan multi-sensory activities that include movement. Young children become more fatigued by sitting than moving.
2. They are noisy. They learn by talking and working in an active way. Plan hands-on activities that do not require being quiet and listening.
3. They are observers. They learn through watching and modeling the behavior of other children and adults.
4. They need to feel competent and capable. Learning how to do something well helps a child feel proud of his/her capabilities. Plan varied and creative activities that permit all children to be successful.
5. They have their own ideas and “pretend” worlds. In play, children are in control of the actions and outcomes of their role. Plan for and encourage play by providing time, materials, and a supportive interpersonal environment.
6. They are egocentric and social. Children learn through interaction with objects and people. Help children experience other points of view through language, modeling, and cooperative activities.
7. They are tender and young. They learn best in a caring, secure environment. They need patience, caring, consistency and security from adults. Give them adult support; they develop trust with this support.
8. They are beginners. They learn through their mistakes. Be patient with them. Give them time to learn through errors and repetition.
9. They are curious and inquisitive. They seek meaning and understanding through interests in their immediate surroundings and through important people in their lives. Pay attention to the interests and conversations of the children. Plan curriculum from children’s interests.
10. They are different. Each child has a developmental time table. They are learning at different levels; their learning levels may vary daily. Plan for individuals and small groups. Plan for difficult and easy activities. Provide opportunities for children to choose what they will do.

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