



JCCNS

# Early Childhood PROGRAM

# PARENT HANDBOOK 2023-2024

Jewish Community Center of the North Shore  
4 Community Road, Marblehead MA 01945  
Main Number 857-285-7900

Early Childhood Program  
4 Community Rd Marblehead, MA 01945

Early Childhood at the Temple  
1 Community Rd Marblehead, MA 01945



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## Directory

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Welcome Desk, Susan Wels	857-285-7901
Membership Operations Dir., Andrew Dalton	857-285-7915
JCCNS Executive Director, Marty Schneer	857-285-7905
<b>Early Childhood Program</b>	
Early Childhood Director, Stephanie Walsh	857-285-7924
EC Asst. Director, Brianna Lapointe	857-285-7926
<b>Classrooms</b>	
Room 1	857-285-7941
Room 2	857-285-7942
Room 3	857-285-7943
Room 4	857-285-7944
Room 5	857-285-7945
Room 6	857-285-7946
Room 7	857-285-7947
Room 8	857-285-7948
Prime Time	857-285-7940
Aleph	857-285-7932
Gimel	857-285-7936
Bet	857-285-7933
Dalet	857-285-7935

Hay	857-285-7937
Masoret	857-285-7938
Chet	857-285-7934
Transition	857-285-7939
<b>Aquatics</b>	
Swim Lesson Coordinator/Swim Team Administrator, Rachel Kidd-Levy	857-285-7930 JSwimAcademy@jccns.com
Aquatics Manager, Brandon O'Donnell	857-285-7921
Aquatics Director & Swim Team Head Coach Ashley Vieira	857-285-7922
<b>Summer at the J</b>	<b>Email</b>
KinderCamp Director, Heather Greenberg	hgreenberg@jccns.com
Camp Simchah Director, Heather Gravelese	hgravelese@jccns.com
Inclusion Director, Daniel Swartz	dswartz@jccns.com

# **Program Philosophy and Curriculum**

## **“Learn & Play & at the J”**

JCCNS Early Childhood Program services children ages 3 months to 6 years old. We offer a developmentally age-appropriate curriculum, fostering a nurturing and stimulating environment in which young children blossom through meaningful play and creative exploration. Our goal is to develop a foundation for future success by focusing on the whole child and all their skills: cognitive, social, emotional and physical.

Through incorporating Jewish Culture into our preschool, we aim to create an inclusive and enriching environment that celebrates traditions, values, music and stories. To this end, we introduce our preschoolers to holiday celebrations, arts and crafts and joyful interactive play. We nurture a sense of belonging for all our young learners.

Child assessments are completed twice, once in January and once in June, during the school year. Assessments are a critical part of our program. Observing and documenting a child allows us to record their growth and development throughout the year. In this way, we can utilize assessments to note and work on a child’s strengths and weaknesses. They are also a method through which we celebrate a child’s achievements, both small and large.

Throughout the year, the program sponsors all-school programming to support families’ involvement in the school. We encourage you to participate in our family days. We also welcome your input through the JCCNS Parent Committee. Meetings are held quarterly and they provide parents with many ways to participate in their children’s education. Additionally, individual classrooms seek parent involvement during the school year, with each classroom having at least one room parent.

## **Communication**

Here at the JCCNS Early Childhood Program we use Procure, which is a software program that has many administrative benefits and assists in the overall efficiency of school operations. The software also provides tools for easy and effective communication with parents. The parent portal allows parents to send and receive up to date information regarding their child. The teachers will use it to send emails, newsletters and pictures throughout the day. Transparency with teachers and parents is an essential aspect of building a successful and supportive learning environment for young children.

# **Infant and Toddler Program**

We offer care for children ages 3 months to 3 years. Our program hours are Monday through Friday from 7:30am to 5:00pm. Drop off is anytime between 7:30am and 9:30am. We ask that you please sign up for a consistent drop-off time each morning. All children must be at school by 11:00am to attend that day. If you need to take your child out of school for any reason, they may not return until the next day. Pick up times are 12:00pm, 1:00pm, 3:00pm, 4:00pm and 5:00pm. We ask that you please select and let us know of your pickup time in advance. The Infant/Toddler program is year-round. The only time we are closed is for scheduled holidays and the week between Christmas and New Years.

We are committed to providing quality care and aim to foster a sense of curiosity, creativity and independence in each child while ensuring their safety and well-being. Through engaging activities and supportive interactions, we hope to create an environment where children can grow, explore and learn at their own pace.

## **Key Curriculum Components**

- Language Development
- Fine and Gross Motor Skills
- Sensory Exploration
- Routines and Consistency
- Cognitive Development
- Health and Safety
- Outdoor Play
- Music and Movement
- Social and Emotional Development
- Family Involvement

## **Typical Day in Toddlers**

- Drop off
- Free play
- Clean up
- Circle Time (songs, books, morning greetings etc..)
- Bathroom
  - Diapering and handwashing
- Snack
- Morning activity
- Outside time or Gym
- Bathroom
  - Diapering and handwashing

- Lunch
- Nap/Rest
- Bathroom
  - Diapering and handwashing
- Snack
- Free play
- Outside time
- Pick up

**Infants:** Our younger infant classes are on individualized schedules. Please communicate your children's needs to their teachers.

## **Specials**

Our toddler classes have specials each week such as yoga, wiggles and giggles, music with movement and Hebrew with Rachel. Both Infant and Toddler classes attend Shabbat on Fridays with Marcy.

## **What to bring to school:**

- Snacks for the entire day
- Lunch (packed in an insulated bag)
- Bottles or sippy cups
- Formula or milk for infant and younger toddler rooms
- Extra clothing
- Pacifiers (if needed)
- Formula
- Transition objects (blanket, stuffed animal, doll etc.)
- Hat, jacket or sweater for buggy rides and outside play
- Diaper cream (see enrollment packet for permission)
- Sunscreen (see enrollment packet for permission)
- Please make sure all items are clearly labeled
- Please remember we are a nut free facility

## **Safe Sleep for Infants**

### **Back to Sleep**

Infants under 12 months in age must be placed on their backs for sleeping. Unless the child's health care professional provides a written order for a medical reason, all infants under 12 months should be put down to nap, rest, or sleep on their back for every sleep and by every

caregiver. After being placed down for sleep on their backs, infants may then assume any comfortable position they can roll into.

Blankets, comforters, pillows, stuffed animals, wedges, positioners, bumper pads or other soft padded materials or toys must not be placed in the crib with the baby. Sleepers and sleep sacks that leave the infant's arms free to move are good alternatives to blankets. Only sleep sacks and pacifiers without anything attached to them such as loveys, clips are permitted in cribs. The JCCNS Early Childhood Program will not swaddle infants.



## **Preschool and PreK Program**

The Preschool Program hours of operation are from 8:30am to 12:00pm. We offer a flexible option of 2, 3, 4 or 5 days in all preschool and PreK rooms except the Transition room, which requires a 5 day commitment. All children must be in by 11 am to attend for the day and once a child leaves, they may not return until the following day.

### **Preschool Plus**

For families who need additional care for their children, our Preschool Plus Program is available. Our program provides more time for children to interact with their peers, promoting social skills, cooperation and the ability to make lasting friendships.

#### **Early Drop off: 7:30am - 8:30am**

If your child is signed up for early morning drop off between 7:30am and 8:30am, you may bring in their breakfast to be eaten at school.

#### **Afternoon Session: 12:00 pm - 5:00 pm**

The pickup options are 12:00pm, 1:00pm, 3:00pm, 4:00pm and 5:00pm. We ask that you please select and let us know of your pick up time in advance.

### **Preschool and Preschool Plus Changes**

The Preschool Program requires a 30-day written notice for all changes that result in a reduction of preschool and preschool plus hours in your child's schedule. Please use the schedule change form which is located on JCCNS.org. You can also get this form from the Early Childhood Office. If needed, we will be happy to increase contracted hours if we have appropriate staffing.

### **Preschool Vacation/Intersession Programs**

Vacation programs are offered for the school vacation weeks in February and April. An intersession program is offered in June the week before camp begins. All forms required for participation in the Preschool and Camp programs will be sent home in advance. Enrollment for these programs is limited and handled on a first-come first-served basis, so please submit all required forms and payments as soon as possible if you are interested in enrolling your child. Staff is hired on the basis of registration, so there are no refunds.

### **Extra Childcare Hours**

We understand that at times you may need additional childcare support due to unexpected events or demanding work schedules. Please contact the Early Childhood Program Office as soon as you know, and we will do our best to accommodate these needs. Approved extra care will be billed at a rate of \$11.00 per hour and \$8.00 per half hour.

## **Preschool/PreK Curriculum**

Our passionate educators provide an environment where children can explore, question and discover the world around them. We are dedicated to instilling a love of learning through our play-based curriculum, promoting physical, social, emotional and cognitive growth. Our Preschool and PreK program focuses on creating a foundation for your children's future success.

### **Key Curriculum Components**

- Play-Based Learning
- Social and Emotional Development
- Language and Communication
- Early Literacy
- Early Math Concepts
- Creative Arts
- Science and Nature Exploration
- Fine and Gross Motor Skills
- Culture Awareness
- Routine and Structure
- Health and Self Care

### **Typical Day in Preschool/PreK**

- Drop off & Free play
- Clean up
- Meeting/Circle Time
- Bathroom/Handwashing
- Specials
- Group snack
- Outside time or Gym
- Centers
- Clean up

#### **12:00 Dismissal**

- Bathroom/Handwashing
- Lunch

#### **1:00 Dismissal**

- Enrichments & PEP's
- Quiet time/Rest

#### **3:00 - 5:00 Dismissal**

- Bathroom/Handwashing
- Snack

- Free play and Outside time

### **What to bring to school:**

- Snacks and lunches should be packed in an insulated bag that is clearly labeled. (Please make sure your child has enough food for the entire day.)
- Clearly labeled water bottle
- Extra clothing (two sets of clothing including underwear and socks stored in a plastic container clearly labeled)
- Appropriate attire for outside play
- Sunscreen (see enrollment packet for permission)
- Please label all of your child's items: water bottle, lunch, extra clothing, swimsuit, towel, resting/sleeping items, loveys, etc.
- Please put your child's rest items in a separate bag. The bag can stay at school for the week and be taken home on Friday to be washed.
- Diapers or Pull ups if your child is not potty trained

### **Specials and PEP's**

Yoga

Puppets

Hebrew with Rachel

Shabbat with Marcy

Music with Movement

Teacher run PEP's (to be determined by teacher at the start of school)

Sports (PreK only)

**At the start of the school year, each class will receive a schedule including their specials and activities. This varies from class to class and not all classes participate in all specials.**

### **Enrichment**

**Swim and Dance** are for older preschool and PreK rooms. These classes have an additional fee and require you to sign up in advance.

**Tae Kwon Do** you must be 4years old and up to participate. This class has an additional fee and requires you to sign up in advance.

### **Transition Pre-K Class**

This program is designed for the 4-year-olds who either miss the September 1st cut off or could benefit from another year in PreK. Our program allows children the time to further develop their

social and emotional skills as well as build a stronger foundation in early literacy skills, numeracy and cognitive skills. This additional time can boost a child's confidence and independence as they engage in new activities.

# Early Childhood Program Policies

## Signing Out

We are required by the Department of Early Education and Care that each child is signed out daily by a member of our staff. We kindly ask that you do not take your child from class, enrichments or the playground without notifying the teacher. It is crucial that we always maintain an accurate head count.

## Food

**The JCCNS is a nut-free facility.** We kindly request that parents avoid sending in any food items containing nuts. This will help us create a safe environment for everyone in our program. When packing food for school, please focus on a balanced variety of fruits, vegetables, whole grains, lean protein and dairy. It's important to make sure all food is easy to serve and is cut up into bite-sized portions to avoid choking.

## Birthdays

Celebrating a preschooler's birthday at school is a fun and memorable experience for a child. We ask that you please bring a small treat for the class, so your child's teacher can give it out during the day. Our teachers often celebrate the day with a crown for the birthday child and a special acknowledgement. We also sing Happy Birthday at circle time or during snack.

## Room Selection

We kindly ask that parents refrain from requesting a specific room for their child. Our school's room assignments are made with careful consideration to create balance and inclusive learning environments for all children. Rest assured that your child's educational experience remains our top priority.

## Tuition

Parents are responsible for paying the tuition and fees associated with enrolling their child in the Early Childhood Program. It's crucial for the JCCNS to manage its operating budget effectively to ensure we can maintain the quality of education and services provided, while also balancing affordability for our students and members. If there is a financial hardship please reach out to the Early Childhood Office so arrangements can be made. Monthly tuition is based on pre-registered contracted fees.

## **Membership**

A monthly JCCNS membership is required for all families in our program. You must sign up for one of our family plans, such as 1 Adult with children or 2 Adults and children. Please reach out to Andrew Dalton our Director of Operations and Membership at [adalton@jccns.com](mailto:adalton@jccns.com) or at 857-285-7915 if you have any questions.

## **Refunds/credits are not given:**

- When the JCC Early Childhood Program closes due to inclement weather
- When a scheduled school day falls on a Holiday in which we are closed
- When your child is absent

## **Absentee Policy**

The best way to notify your child's teacher if your child is going to be absent is through our parent portal on Procure. You can also contact Stephanie Walsh at [swalsh@jccns.com](mailto:swalsh@jccns.com) or Brianna Lapointe at [blapointe@jccns.com](mailto:blapointe@jccns.com) to notify them of your child's absence. As stated above, we do not give credit or refunds for absences. Additionally, the day in which your child was out can not be swapped for another day that week.

## **Late Policy**

The Early Childhood Program is open from 7:30am to 5:00pm, Monday to Friday. It's important that we maintain a structured schedule and adhere to the pickup times to provide a smooth transition for the children and our staff at the end of each day. We understand unforeseen circumstances may arise occasionally and we will do our best to accommodate your needs. If possible, please arrive a few minutes before your scheduled pick up time so you can gather all your child's belongings.

## **Late Fees**

For the first late occurrence, you will receive a warning. After receiving a 5 minute grace period, the following rates will be applied to your next bill.

\$8.00 per ½ hour

\$11.00 per hour after 30 minutes

## **Late Fees after 5:00pm**

For the first late occurrence, you will receive a warning. Any additional late pickups will be charged at the following rates.

\$15.00 anytime between 5:03pm and 5:15pm

\$2.00 per minute after 5:15pm

## **Withdrawal Policy**

We understand that circumstances may arise that require you to withdraw your child from our preschool. Please submit written notice of withdrawal to our Early Childhood Director. Notice needs to be given at least one month in advance to be considered for a credit or refund.

No refunds or credits will be issued unless it is for medical issues that are verified by a physician and/or you are moving out of state.

## **Snow/Inclement Weather Policy**

In the event of severe weather conditions, we follow the Marblehead School district on whether to close or not. Please note that after the 1<sup>st</sup> snow day and for a delay or early closing the JCCNS Administration will make its own determination whether to close or open based on the safety and accessibility of our premises. The determination will be made as early as possible at which time you will receive a message through Parent Portal on Procure or an email from the Early Childhood Director.

## **Transportation**

The JCCNS Early Childhood Program does not provide any type of transportation to or from our facility. It is the responsibility of the parents to clearly specify who is authorized to transport their children. This list may include family members, neighbors and babysitters. Please see our enrollment packet for the emergency contact and transportation form.

**Drop off:** We kindly ask that you bring your child to their classroom and assist them in putting their belongings away. If you are doing an early drop off, please go to their primary classroom first and drop off their things before going to the designated early drop off room.

**Pickup:** We kindly ask that you pick up your child in their primary classroom at their dismissal time. If you are participating in preschool plus, please pick up your child in their designated afternoon room or on the playground.

**Field Trips:** If the preschool organizes a field trip, we will send home a notice that outlines all transportation arrangements, emergency procedures and parent/guardian permission requirements.

## **Non-Discrimination Policy**

At the JCCNS we are committed to creating an inclusive and welcoming environment for all children, families and staff. Our non-discrimination policy ensures that everyone associated with

the JCCNS is treated with respect, fairness and equality regardless of their race, color, religion, national origin, gender, gender identity, sexual orientation or disability.

## **Diapering, Toilet Training and Toileting Policy**

We understand the importance of maintaining a clean, safe and hygienic environment for all the children in our care.

**Diapering:** Our staff follows strict sanitary practices during diaper changes, including wearing disposable gloves and handwashing before and after each diaper change. Diapering surfaces are cleared and disinfected after each use. Disposable diapers are disposed of in secure and odor sealed containers. Diapers containing solid waste are bagged to minimize odor and maintain a clean environment. These containers are emptied regularly throughout the day.

**Toilet Training:** In preschool toilet training is an important milestone for young children as they develop self-care skills. Our priority is to create a positive and supportive environment during the toilet training process. We understand that accidents are a natural part of this process, and we respond with patience and empathy, never using shame or punishment. All children are required to wear a diaper, pullup, swim diaper or underwear at all times.

**Toileting:** We establish a consistent toileting routine, which includes scheduled bathroom breaks throughout the day. The children are always supervised while in the bathroom. The teachers will help if needed, while respecting each child's privacy. Proper handwashing is emphasized and is a crucial step for maintaining good hygiene.



# Healthcare Policy

## Illness

We ask that students who are sick or have been absent due to illness remain home until they are feeling better. We understand that children get sick, especially in a group environment such as daycare and preschool. If in doubt, please keep your child at home. Your child should be kept at home if a parent feels that they are not able to go outside or participate in activities for any reason. If your child's illness is infectious or if your child has any symptoms such as diarrhea, vomiting, or fever, please keep them home.

### **Some of the common conditions for which a child will be sent home are as follows:**

- A cold with fever, sneezing, heavy cough, or nasal drainage
- A temperature of 100.5 or above
- Continuous diarrhea
- Vomiting
- An eye or throat infection
- Any suspicion of a contagious disease or condition such as conjunctivitis, impetigo, strep throat, head lice, pinworms, and/or any suspicious rash

Please note, your child cannot attend school for one full day after they have had a temperature of 100.5 or above. For example, if your child has a fever, diarrhea or vomiting anytime on Monday, they may not return to the program until Wednesday, providing they are symptom free. If your pediatrician diagnoses any of the conditions listed above, the child should be kept home until they have been on the medication for one full day.

If your child is ill with a contagious disease, the staff needs to be notified so that other parents in the program can be informed. The Early Childhood Director will reach out to the parents in that class via email and provide details about the situation, symptoms to watch for and precautions to take. This will be done in a manner that respects the privacy of the affected individuals while still providing general information to parents and staff. In cases of highly contagious illnesses, the child may have to remain out of school for longer and require a doctor's note to return. This is to ensure the health and wellness of our families and staff.

If your child becomes sick while in our care, the parents or legal guardian will be contacted immediately and informed of the child's condition. The child will need to be picked up as soon as possible. If we are unable to reach the parents, we will contact the next person listed on the emergency contact list. Children who are ill and waiting to be picked up will be cared for by a classroom teacher or the Director/Assistant Dir. of our Early Childhood Program.

## **Individual Health Plan**

The Individual Health Plan is a written document that outlines specific health related accommodations, procedures and medications for a child's health care needs such as asthma, seizures and life-threatening allergies. Please contact the Early Childhood Office for the necessary paperwork. The form must be completed and signed by your child's doctor as well as a parent or legal guardian.

## **Prescription Medication**

Any prescription medication that needs to be administered while a child is at the JCCNS must be in the original bottle or packaging with a label affixed by the pharmacy or physician showing the physician's name, the child's first and last name, and the dosage and schedule of administration. In addition, a medication authorization form must be signed by the parent in each case. We require the first dose of any new medication to be given at home.

It's the responsibility of the parent to fill out and hand deliver the form and medication to your child's teacher that day. See the Early Childhood Office or your child's teacher for the form. Parents are responsible for retrieving medication at the end of each day. No medication may be put in a child's backpack, lunchbox or cubby.

All teachers are trained in the five rights of medication administration.

1. Right Child
2. Right Route
3. Right Dosage
4. Right Time
5. Right Medication

**EpiPen:** If your child requires an EpiPen, the medication will be placed in the teacher's backpack. This backpack travels with the class or child at all times, whether we are on the premises or on a fieldtrip. Any child with an EpiPen is required to have an Individualized Health Plan. If a child has an expired EpiPen they can not return to school until a new one is issued with the proper paperwork.

**Non-Prescription Medication:** Any non-prescription medication that needs to be administered while a child is at the JCCNS must be accompanied by a medication authorization form and signed by the parent. In addition, a note detailing the type of non-prescription medication and dosage needs to be signed by the child's pediatrician. These forms will be kept on file at the JCCNS and need to be updated annually.

**Topical Non-Prescription Medication:** Topical non-prescription medication such as sunscreen and diaper cream must have the signed authorization of a parent. (See enrollment packet for permission).

Administration of medication for children shall be limited to staff who have been trained in medication administration. All medication is always stored out of reach of children. When medication is expired, it will be returned to the parent for disposal.

**Procedure for Medical Emergencies (Illness or Injury)**

- Assess the situation
- Administer first aid
- Contact JCCNS Emergency Staff, Early Childhood Program Director, and Assistant Director
- If a life-threatening situation occurs, 911 will be called immediately
- Notify Parents
- The child’s teacher, the Early Childhood Program Director, or Assistant Director will always stay with the child.
- If a child needs to go to the hospital, it is the responsibility of the Early Childhood Program to ensure the child’s personnel folder, a copy of the accident report and any medication the child may be taking is brought to the hospital.

**Emergency Numbers**

		Dialing on JCCNS Phones
Police Department	911	911
Fire Department	911	911
Ambulance	911	911
Marblehead Pediatrics 70 Atlantic Ave, Marblehead	781-631-7800	781-631-7800
Poison Control	800-222-1222	800-222-1222
Mass General Salem Hospital Pediatrics	978-741-1200	978-741-1200
Early Childhood Director Stephanie Walsh	857-285-7924	7924
Early Childhood Asst. Dir. Brianna Lapointe	857-285-7926	7926
Executive Director Marty Schneer	857-285-7905	7905
<b>JCCNS Emergency/First Aid Staff</b>		<b>JCCNS Phones</b>
Brandon O’Donnell	857-285-7921	7921
Ashley Vieira	857-285-7922	7922
Rachel Kidd-Levy	857-285-7930	7930

**First Aid Kits:** They are located in every classroom at the JCCNS. In addition to the classroom first aid kit, an additional one is placed in each teacher's backpack. The backpack is required to be with the class at all times. It is the teacher's responsibility to maintain and restock the first aid kit when needed.

### **Plan for Injury Prevention**

- Ensure equipment, furniture and play areas are inspected regularly for potential hazards
- Educate teachers and staff on child safety protocols, first aid and CPR
- Maintain a clean and sanitized environment to reduce the risk of infection and illnesses
- Good hygiene practices to prevent the spread of illnesses
- Develop and regularly practice evacuation plans and stay in place orders
- Routinely check toys for wear and tear and promptly remove any damaged or broken toys from circulation
- All injury reports are reviewed and signed by the Director or Assistant Director. Once signed, make two copies and have the parents sign one for the schools' records and one for them to take home.

### **Plan for Infection Control and Monitoring**

- Proper handwashing techniques using soap and water for at least 20 seconds
- Dry hands with an individual disposable towel

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

- Before eating and handling food
- After toileting or diapering
- After coming in contact with bodily fluids and discharges
- After outside time
- After cleaning
- After handling pets or their equipment

### **Regular Cleaning and Disinfection:**

- High touch surfaces such as tables, chairs, cribs, furniture and doorknobs
- Restrooms surfaces such as toilets, sinks and faucets
- Play Area and toys
- Diapering mat, sleeping mats, mouthed toys, bibs and thermometers after each use

## **Disinfectant Solution:**

The JCCNS Early Childhood Program uses only EPA-Approved disinfectants that are effective against a wide range of germs while also being safe for children. The CDC recommends a bleach and water solution for disinfection. This solution needs to be made daily and placed in clearly labeled spray bottles. We ensure disinfectants are appropriate for the types of surfaces we are cleaning such as tables, chairs, toys etc.

## **Child Guidance Policy**

Our policy outlines the principles and strategies for promoting positive behaviors, managing challenging behaviors and creating a safe and nurturing environment for the children in our care. Our principles and strategies are as follows.

- Age-appropriate behavior expectations for children
  - Emphasizing kindness, sharing, listening and cooperation
- Highlighting the importance of positive reinforcement
- Implementing proactive strategies such as visual schedules, clear routines and transitions to help children feel secure
- Allowing children a safe environment to express their feelings and needs
- Using techniques such as redirection, distraction, modeling and positive language
- Stressing the importance of working together with parents to create a consistent behavior plan for school and at home
- Committing to ongoing staff training in child development, behavior management and positive guidance techniques

## **JCCNS Early Childhood Program Prohibits:**

- Corporal punishment, including spanking
- Verbal or physical abuse, humiliation, neglect, and abusive treatment
- Speaking to a child in a manner or tone that is disrespectful, sarcastic, demeaning or threatening
- Withholding food, drink or sleep
- Force feeding children
- Disciplining a child for soiling themselves, wetting themselves, or not using the toilet
- Forcing a child to remain in soiled clothing or forcing the child to remain on the toilet, or using any other unusual or excessive practices for toileting

## **Suspension Policy**

Behavior that endangers the safety or emotional well-being of others, or disrupts the learning environment of others, will not be tolerated. Suspension may be considered in situations involving but not limited to:

- Physical aggression or violence towards peers or staff
- Violation of safety rules and procedures
- A behavior that poses a risk to the health, safety or well-being of others
- Intentional damage to property
- Repeated or severe disruptions to classroom activities

Parents or guardians will be promptly notified and informed of the nature of the incident. A meeting will be scheduled to review and discuss strategies for behavior improvement and to develop a plan to prevent future occurrences.

## **Termination Policy**

Termination of enrollment is a last resort. We strive to work together to create a supportive and inclusive preschool community for all children. However, after reasonable interventions and support, if it is determined that enrollment termination is necessary, these steps will be followed:

- A written notice of termination will be provided to the parents, outlining the reasons for termination and the effective date
- Parents will be assisted in finding alternative educational options
- Educational records and information will be shared as permitted by law

## **Policy and Procedures on Child Abuse and Neglect per the Massachusetts Department of Children and Families (DCF)**

**How does the Massachusetts Department of Children and Families (DCF) define abuse and neglect?**

Under the Department of Children and Families regulations (110 CMR, section 2.00):

**Abuse means:** The non-accidental commission of any act by a caregiver which causes, or creates a substantial risk of, physical or emotional injury or sexual abuse to a child; or the victimization of a child through sexual abuse or human trafficking, regardless if the person responsible is a caregiver. This definition is not dependent upon location (i.e., abuse can occur while the child is in an out-of-home or in-home setting). DCF defines “sexual abuse” as any non-accidental act by a caregiver upon a child that constitutes a sexual offense under the laws of the Commonwealth or any sexual contact between a caregiver and a child for whom the caregiver is responsible.

**Neglect means:** Failure by a caregiver, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care, including malnutrition or failure to thrive; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition.

Massachusetts law requires mandated reporters to immediately make an oral report to DCF when, in their professional capacity, they have reasonable cause to believe that a child under the age of 18 years is suffering from abuse and/or neglect. A written report is to be submitted within 48 hours.

If a JCCNS staff member has reasonable cause to believe that another staff member may have been abusive or neglectful toward an enrolled child, they shall immediately notify the JCCNS Early Childhood Director and the Executive Director, who will then immediately notify The Department of Children and Families.

If a JCCNS staff member has reasonable cause to believe that a parent/guardian may have been abusive or neglectful toward an enrolled child, they shall immediately notify the JCCNS Early Childhood Director and the Executive Director, who will then immediately notify The Department of Children and Families.

EEC is immediately notified after filing or learning that a 51A report has been filed alleging abuse or neglect of a child while in the care of the program or during a program-related activity.

If it involves a JCCNS staff member, they will be immediately suspended from the program with pay pending the outcome of the DCF and EEC investigations.

## **Early Childhood Program Emergency Evacuation Plan**

**Evacuation Plan:** Evacuation routes are posted by doors in all classrooms. Attendance lists and parent contact information will be carried by teachers when evacuating the Center. In the case of evacuation all classrooms will proceed to Epstein Hillel School, which is our safe spot. After arrival at the Epstein Hillel School, attendance for each group will be confirmed. We practice evacuation drills every month.

**Stay in Place Order and Lock-down:** In some emergency situations, it may be safer to remain inside the JCCNS until the emergency has ended. This involves gathering all the children

together and asking them to be as quiet as possible. The teachers are responsible for closing and locking doors, shutting off lights and keeping the children out of sight lines from the door.

## **Parental Rights and Program Responsibilities**

### **Parental Rights**

**Right to Information:** Parents have the right to receive clear and accurate information about the JCCNS programs, policies, curriculum and activities.

**Right to Participation:** Parents have the right to be involved in their child's education and to participate in JCCNS activities, meetings and events.

**Right to Communication:** Parents have the right to regular communication from the JCCNS, including updates on their child's progress and behavior.

**Right to Privacy:** Parents' and children's privacy rights will be respected. Personal information will be handled in compliance with privacy laws.

**Right to Provide Consent:** Parents' written consent is required for activities such as photographs, sharing personal information and fieldtrips.

**Right to Review Records:** Parents have the right to review their child's educational records.

### **Program Responsibilities**

**Quality Education:** The JCCNS is responsible for providing a high-quality educational experience that supports children's cognitive, emotional and physical well being.

**Communication:** The JCCNS is responsible for establishing effective lines of communication with parents, involving them in their child's learning and well being.

**Regular Assessment:** The JCCNS is responsible for conducting student evaluations to assess and communicate a child's progress, growth and development.

**Safe and Nurturing Environment:** The JCCNS is responsible for creating a safe, inclusive and nurturing environment where every child can learn and grow.

**Documentation and Records:** The JCCNS is responsible for maintaining accurate and organized records of each child's progress, assessments and relevant communications.



**Qualified Staff:** The JCCNS is responsible for ensuring that staff members meet the necessary qualifications and background checks required by the EEC to provide a safe and educational environment.

**Emergency Preparedness:** The JCCNS is responsible for having procedures in place for handling emergencies, including evacuation plans.

## Referral and Supportive Services

### **Department of Early Education and Care**

#### **Northeast Office**

360 Merrimack St  
Building 9, 3<sup>rd</sup> Floor  
Lawrence, MA 01843  
978-826-1300

#### **Massachusetts Department of Children Families**

Cape Ann Area Office  
45 Congress St  
Building 4  
Salem MA 01970  
978-825-3800  
Child-at-Risk-Hotline  
800-792-5200

#### **Marblehead Integrated Preschool**

9 Widger Rd  
Marblehead MA 01945  
Director of Student Services Paula Donnelly  
781-639-3140 ext10106

#### **Swampscott Integrated Preschool**

270 Forest Ave  
Swampscott, MA 01907  
Director Alyssa Brothers  
781-596-880 ext1385

#### **Mass General Brigham Salem Hospital – Pediatrics**

57 Highland Ave  
Salem, MA 01970  
978-741-1200

#### **Marblehead Pediatrics**

70 Atlantic Ave  
Marblehead, MA 01945  
781-631-7800

#### **Pediatrics Associates of Greater Salem and Beverly**

978-745-3050

The Mall Office  
84 Highland Ave  
Salem Ma 01970

Ayres D'Souza Medical Building  
30 Tozer Rd  
Beverly, MA 01915

#### **Marblehead Smiles**

Dr. Corine R. Barone DDS  
210 Humphrey St