

# The Sharon Cooperative School

## Summer Handbook 2018



29 North Main Street  
Sharon, MA 02067  
781-784-2966

[sharoncoop@me.com](mailto:sharoncoop@me.com)

[www.sharoncoop.org](http://www.sharoncoop.org)

The Sharon Cooperative School admits students of any race, color, national origin, ethnic origin, gender, gender identity, religion, cultural heritage, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, ethnic origin, gender, gender identity, religion, cultural heritage, political beliefs, marital status, sexual orientation, or disability in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

## The Summer Program – 2018

Summer is almost here! The Sharon Cooperative School Summer Program will begin on Monday, July 9th and will be in session for seven weeks until Friday, August 24th. The weeks we are closed from July 2<sup>nd</sup> - 6<sup>th</sup> and August 27th – August 31st, [Moose Hill Audubon Sanctuary](#) offers half day and full day programming to meet your needs

If you have any questions about the days or weeks you have enrolled your child, please contact Abigail Marsters at [sharoncoop@me.com](mailto:sharoncoop@me.com) or 781-784-2966. Tuition is billed on May 1<sup>st</sup> and due either in whole May 1<sup>st</sup> or half on May 1<sup>st</sup> and half on June 1<sup>st</sup>. Please see or email Abigail with any questions on billing - [sharoncoop@me.com](mailto:sharoncoop@me.com).

The daily schedule follows the same routine as our school year program with some extra water fun splashed in. We have the same hours: children may arrive as early as 7:20 AM and stay until 5:45 PM. We ask that parents arrive by 5:30 in order to insure a smooth pick up. Half-day children may come as early as 7:20 AM and leave after lunch at 12:30 PM. The daily schedule is included in this handbook.

The curriculum and activities will be posted on the classroom blogs that you will be subscribed to with daily posts and photos as well. Please use your teachers' email or drop off a note in the mornings to communicate with them during the summer. Your messages are important and sometimes need to be seen by more than one teacher. We are also available by phone at 781-784-2966; the best time to speak with us is between 12:00 and 2:00 PM but you can call anytime and reach one of us.

The school will provide morning snack and the menu will be posted in the classrooms. Families will provide a lunch and afternoon snack **with ice packs** for each child. The food can be kept cold or warmed up as is appropriate. **No peanut, nut, tree nut or strawberry products are allowed including those processed in a facility that makes things with nuts.** Also please do not send in candy, soda, or gummy treats. Please ask your teacher if you have any questions. There are great ideas posted on [sharoncoop.org](http://sharoncoop.org) for lunches.

If you would like to share a treat with your child's classroom, we ask that you consider coming in and doing a project with us, reading us your favorite story, or sharing a small treat such as pinwheels, stickers, bubbles, small balls, sunglasses, or Matchbox cars. Due to medical conditions and allergies, we are not allowing any food to be brought from home for sharing. We want every child to feel special and included!

As always there are forms to be updated and filled out, so that your child is safe and happy at all times. The forms will be mailed to you and will be available to new families on [sharoncoop.org](http://sharoncoop.org) and returning families will have the opportunity to renew their forms in the office. All forms must be completed and returned by May 1st in order for your child to attend the summer program. You must have a physical dated within 12 months including all

vaccinations, a lead test and doctor's signature and date. By state law, your child may not attend school without these forms and a current physical as described.

This year we are providing the Coppertone Kids Tear Free SPF 50 lotion sunscreen and Deep Woods VII insect repellent for all children that will be applied after rest. You may provide a different lotion, if you wish (no aerosols, please). Please arrange this with your child's teacher. We look forward to a wonderful, warm, fun summer together!

## The Summer Program – 2018

What your child will need:

1. **Each day:** a lunch and an afternoon snack **in a labeled lunch box with ice packs**. The school has a microwave to heat up food as needed. **No peanut, tree nut, nut or strawberry products are allowed.** We ask that you include a protein, fruits and vegetables, some crackers or small snacks and a drink. Please label all containers so we can get them back to you. Please no candy, gummy treats, or soda. **Four to five small items to choose from in each lunch box each day are ideal.**
2. **Each week if your child is staying for rest:** A small thin yoga mat, light blanket, small pillow and one small sleeping friend. Please enclose all in a small to medium sized zippered plastic or vinyl bag labeled with your child's name. Ikea bags are available from the office for \$5. Please label everything with your child's name. The bag and contents will be sent home at the end of every week to be washed.
3. **Each day children should come to school dressed in a bathing suit with play clothes over and socks and sneakers on their feet. Please sunscreen your child before they come to school.**
  - Please send in every day in a labeled beach bag or large reusable shopping bag:
    - easy to put on water shoes (*Croc* like shoes with backs are fine),
    - a second bathing suit,
    - hat and sunglasses and
    - labeled beach towel
    - a second set of dry clothes: underwear, shorts, shirt and socks
  - a. We always need extra clothes, as we love to get messy! Please send your child in clothes that can get dirty, messy and wet. It's part of the fun!
  - b. Sandals are **not** allowed because they get caught on playground equipment, are hard to run in and do not fully protect your child's feet. Toes and heels must be covered.
  - c. If your child is toilet training, please provide the diapers, pull-ups, lotions and wipes necessary (and labeled) to make your child comfortable. We will remind you when we need more.

## The Summer Program – 2018

### Daily Schedule

|               |   |
|---------------|---|
| 7:20          | School opens; children start arriving   |
| 7:30 – 10:30  | Outside free play with water play (weather dependent), snack  |
| 9:30 - 10:30  | Children come inside and get changed into play clothes  |
| 9:30 - 11:30  | Meeting, story, project, and free play  |
| 11:30 - 12:30 | Lunch   |
| 12:30         | Children staying for a half day go home   |
| 12:30 - 2:00  | Rest: children will rest for about 60 minutes. Children who are awake may engage in quiet activities of their choice. |
| 1:30 – 2:30   | Mats away and clean up, bathing suits on, sunscreen on  |
| 2:30          | Afternoon snack from home   |
| 3:00 – 5:45   | Outside play  |
| 3:30 - 5:45   | Dismissal   |

## The Summer Program – 2018

The following reminders are excerpted from the complete policies in the school handbook. If you need a copy of the handbook, please visit [sharoncoop.org](http://sharoncoop.org).

### **Parent/Teacher Communication**

All families will have access to daily blog posts describing the day's activities and events. Please use the teachers' contact information to communicate anything your child's teachers should know: sleeping habits, eating habits, visitors or changes in schedules. This information will help us meet your child's needs most completely each day.

Please email your child's teacher if you have any questions, concerns, or comments about his/her progress in school. Such communication is important and confidential. Therefore we ask that you telephone or email us rather than trying to speak over the heads of the children in the mornings or at pick up. We are most able to respond fully to you when we are not fully engaged in taking care of your children.

Please call us at 781-784-2966 if you need to reach us. One of the teachers will always have the phone near her. If all hands are busy with the children, you may need to leave a message. We will get back to you as soon as we are able to. The best time to speak with us is between 12:00 and 2PM. It is always helpful to know when a child is going to be absent, please call the school with absences.

### **Health Care Policy**

It is inevitable that preschool children will have a cold, flu or any of the multiple childhood diseases that will go with this age. The educators will take every precaution to keep the environment as safe and germ free as possible.

#### **Please notify us if:**

- 1. Your child will be absent and for how long. Call 781-784-2966.**
- 2. Your child has contracted any of the contagious childhood diseases, so that we may take any necessary precautions and alert other parents.**

#### **Your child may not come to school if she has had:**

- a fever (100° F), diarrhea or**
- has vomited within the last 24 hours, or**
- is showing signs of illness (vomiting, diarrhea, unexplained rash, etc.).**

It is not fair to them, the other children or the staff. The one thing we don't want to share is germs, please use your discretion as to your child's health, and consider the well being of their classmates.

#### **Head lice:**

The school has a No Nit Policy that encourages each family to do its part at home with routine screening, early detection, accurate identification, and thorough removal of head lice

and nits. Early intervention provides the needed assurance for those who have successfully eliminated an infestation that everything possible is being done to prevent new outbreaks when children return to groups where close contact is inevitable. If nits are present upon screening or re-screening, the child is dismissed from school immediately for follow-up.

### **Getting sick at school**

Occasionally symptoms will come on suddenly, in which case we will call you immediately. If you cannot be reached or cannot pick up the child within an hour of receiving this phone call then the people on your designated emergency list will be called. We will keep your child as comfortable as possible until their departure. No child may remain at school if deemed ill by their educator.

### **Prescription Medications**

If a child has recovered and is well enough to return to school but still needs to finish a prescription or medication prescribed by a doctor, the educators will administer such medication if the following criteria (DEEC regulations) are met:

1. All medications must be in their original container and accompanied by a physician's statement specifying the dosage, times and conditions under which it is to be administered. (Some parents find it easier to have the pharmacy put prescriptions in two bottles, one for school, and one for home).
2. No educator will administer the first dose of any medication to a child except under extraordinary circumstances and with parental consent.
3. Non-prescription medicines such as Tylenol or cough medicines may only be administered to a child with written parental authorization and a written order by a physician, which states the medication name, dosage, and criteria for administration. For standing orders this authorization is only valid for a year from the date on the order. The parents will be notified before any non-prescription medication is administered other than first aid or ointments such as diaper cream.
4. All medications must be given directly to the educator. Do not leave it in your child's backpack or cubby.
5. Educators will be annually evaluated and authorized to administer medication.
6. A requirement that parents provide written authorization by a licensed health care practitioner for administration of any non- topical, non-prescription medication to their child. Such authorization shall be valid for one year unless earlier revoked.
7. Parents have signed an Authorization for Medication form and a photo of the child is attached.
8. Each time a medication is administered, the educator must document in the child's record the name of the medication, the dosage, and the time and the method of delivery along with who administered it. Missed and refused doses will be noted as well.
9. Educators will then post the times and dosages on this form in the child's notebook.
10. The Authorization for Medication form will be placed in the child's file when medication is complete.
11. When possible, all unused, discontinued, outdated, finished, or unfinished prescription medicines will be returned to the parent and such return documented in the child's

record. When return is not possible or practical, such prescription medication will be destroyed and recorded as destroyed.

### **Non-prescription medications**

Non-prescription medication will be administered only when a standing order from a physician is present, valid for one year from date signed.

No non-prescription medicine will be given until parents are contacted other than ointment for cuts, abrasions or diaper rash. Topical non-prescription medications such as petroleum jelly, diaper rash ointments and antibacterial ointments that are applied to wounds, rashes or broken skin, must be stored in their original container and used only on an individual child. The container shall be labeled with the child's name and only administered as described above.

Sunscreens and insect repellents should be applied before coming to school. If parents want them reapplied after rest, medical authorization forms must be completed and kept on file.

### **Individual Health Care Plans**

The school must maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered. The educator may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.

### **Toothbrushing**

Educators will help all children brush teeth after lunch and do so in a safe and healthy manner. The school will provide toothbrushes and toothpaste as mandated by the DEEC.

### **Emergencies**

In the event of an accident, emergency or injury, you will be called and if not reached, the next person designation on your Emergency Form will be called. All educators are certified in First Aid and CPR. The educator will attend to minor incidents and injuries and an Incident and Accident log will be kept. Two copies of an Incident/Accident Report will be made: one for the child's record and one for the family. Please sign both copies. You will be called whenever and if ever your child requires first aid.

### **First Aid**

Educators may administer minor first aid. They will administer first aid until relieved by EMS if necessary. In this case the educator stays with the injured child. Other educators will stay with the other children in separate area. This educator will call the EMS and the child's parents. If the child needs to be transported the ambulance will transport the child to the nearest hospital deemed by the EMS able to stabilize the child. An educator will accompany the child in the ambulance and will stay with them until family arrives. Please have your Emergency and Authorization Form notarized to facilitate this procedure at the hospital.

## **Parental Rights**

As parents, before enrolling your child into our program, you have the right to meet with the school's director and your child's educator. At this meeting, you will be provided with the school's statement of purpose, services provided, procedures for parent conferences, visits and input into school policy, procedures relating to children's records and procedures for providing emergency health care. You will be provided the opportunity to visit your child's classroom at this meeting or at a later date. As parent/legal guardian you have the right to:

1. Make unannounced visits to the school at any time while your child is present.
2. Offer suggestions for the improvement to the school's policies, procedures and programs. Suggestions should be made in written form and be given to your child's classroom educator. If your suggestions are not adopted, you have the right to request an explanation in verbal or written form and the school must respond to your request.
3. A written progress report to be done periodically but at least every six months. A copy of this progress report will become a part of your child's file and will be kept on file for a minimum of five years. For children with disabilities these progress reports will be done every three months. The progress report will be based on observations and documentation of the child's progress in a range of activities over time and will address the domains of cognitive, social/emotional, language, fine and gross motor skills and life skills. The educator will bring special problems or significant developments to your attention as soon as they arise.
4. Request a conference and meet with your classroom educator on an individual basis.
5. Access your child's file at reasonable times. At no time shall your request be delayed more than 2 business days. The complete file must be given to you. Children's records will be kept for 5 years

Your child's record will be treated as confidential, privileged information. The school will not release or reveal information contained in a child's file to anyone outside or unrelated to the implementation of the child's program without the written consent of a parent/guardian. The school will notify a parent if a child's records have been subpoenaed.

If you wish any or all of your child's records to be released to another party outside of the school, you must make this request in writing. The school will charge a reasonable fee for duplicating all or parts of your child's records upon receiving your written request.

The school will maintain a written log in your child's file that lists: the name, signature, position and date of the person doing the copying; the portion of the records that were copied and disseminated; the purpose of the dissemination/release and the signature of the person to whom the information was released. This log will be available only to the child's parents/guardians and the school will be responsible for record maintenance.

Upon request of an employee of the DEEC involved in the regulatory process, the school may make available any information required to be kept and filed by the DEEC regulations or reasonably related to its regulations. Employees of the DEEC shall not move identifying case material from the school's premises and will maintain the confidentiality of individual records.

A copy of the DEEC regulations will be kept on the schools premises and will be made available upon request. Families may always contact the local DEEC office for a copy of the school's regulatory compliance history.

## **Behavior Management**

The educators provide positive, consistent guidance based on the children's individual needs and development. We emphasize positive social interactions between all members (adult and child) of our school community by:

- Thinking about the needs of others
- Listening to each other
- Respecting each other
- Telling people how we feel and
- Taking care of each other

At the start of each program, fall and summer, children are given the opportunity to create and post rules for their classroom with their educators, which will be revisited and may change with group consensus.

The environment, schedule, and routine of the classrooms have been carefully arranged to allow children to function easily and safely within understandable boundaries and will consider:

- The children's interests, needs, and abilities
- A balance of both active and quiet time and
- A consistent yet flexible routine

The educators will

- Recognize children and their positive behaviors and actions in a positive way
- Be aware of the children's activities at all times and try to intervene before a problem arises
- Will offer support, guidance and alternatives to children who need assistance
- Intervene as needed in the form of redirection
- Assist children in the process of problem solving
- Will allow children to come to their own solutions

Each classroom will provide a quiet space to help children regain self-control and a child may rejoin the group when they feel ready. No child will ever be left unattended.

Families can assist in creating a consistent and expected routine by following the rules of the school as noted above. For your child's safety, we ask that you follow these rules, too, at pick up and drop off. When home and school both agree and act consistently, children respect and understand the rules.

- Walking not running in the halls, stairwells or on the paths outside the building.
- Adults only open doors and gates both inside and outside.
- Staying off of the front lawn, using only our school door, and holding hands in the parking lot.
- Playing in the classrooms and playground only when an educator is present.

## **The school prohibits:**

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  
Forcing a child to remain in soiled clothing  
Forcing a child to remain on the toilet or using any other unusual or excessive practices for toileting.

### **Schedule and Routine**

In addition, the daily schedule includes a variety of activities that will satisfy the children's interests without over stimulation and balance the children's needs for both active physical movement and for quiet time. All classrooms have a consistent but flexible routine. Children know which activity follows the next but the educator and the ambiance of the room will determine the amount of time spent at any one activity. Children are reassured by a consistent routine and welcome the opportunity to display their independence while they master new skills. Educators are attentive to and respond to individual children's needs.

### **Evacuation and Emergency Procedures**

#### **Authority and overview:**

In the event of an emergency situation, the Director shall implement an emergency evacuation plan. In the case of the Director's absence, the Director will designate a person in charge who will assume his/her role and will leave contact information in case of an emergency. This designated educator shall assume the authority to take action in an emergency or event that requires evacuation of the premises and act as the coordinator for the evacuation. All educators and the Director are responsible for insuring that all children with special needs are evacuated safely along with their peers.

Children are instructed in outside and inside emergency evacuation procedures. Emergency evacuation drills are conducted by the school administration bi-monthly and by the Sharon Fire Department four times a year.

The building is equipped with a fire alarm system directly wired to the Sharon Fire Department. Fire extinguishers are located in the hall outside Room 10 and 16 and in each classroom. Each classroom has a phone and educators are allowed to carry their personal cell phones for emergency purposes.

These protocols are reviewed regularly in educators' meetings, published to all members of the school community, posted in the classrooms, shared with Town of Sharon safety officials, and practiced at least once a year.

#### **Evacuation of the Building:**

In the event of an emergency situation that requires an evacuation of the school, the educator in charge of each group when evacuating shall take their emergency bag containing:

- An accurate attendance list
- Emergency contact information for the children in their care.
- Emergency medications and consent forms as appropriate for all children.
- A count of all children and educators at every transition and at all times.

- Supplies and materials to keep children busy as needed.
- A cell phone to be used for emergency notifications.

Each teaching team is responsible for insuring that all children are evacuated safely and for meeting the designated coordinator of the evacuation at the specified location. All educators and the Director are responsible for insuring that all children with special needs are evacuated safely along with their peers.

**Notifications:**

Families will be notified of the circumstances and the location of the children in any of these events, by phone call, email, school voice mail, school blogs, etc. The DEEC will be notified as soon as possible in the event of an evacuation or emergency. The numbers of locations available to us:

- |                          |              |
|--------------------------|--------------|
| ▪ Congregational Church  | 781-784-2631 |
| ▪ Sharon Public Library  | 781-784-1578 |
| ▪ Cottage Street School  | 781-784-1580 |
| ▪ Sharon High School     | 781-784-1554 |
| ▪ Norwood Hospital       | 781-769-4000 |
| ▪ Sharon Fire Department | 781-784-1522 |

**Outside emergency evacuation drills:**

1. If the emergency allows us to stay on the property, classes will meet at their designated places on the front lawn. Teachers will take attendance, report it to the person in charge, and everyone will wait until allowed back into the school. If a class is in the playground, they will gather and take attendance there and move to the front of the building if directed to do so.
2. If the environmental emergency is confined to the immediate area of the school, e.g. fire or toxic fumes, and the children cannot stay on the premises, the children will be brought to The Sharon Public Library at 11 North Main Street by foot where they will remain accompanied by educators while families/emergency contacts are notified and arrangements for transportation home are made.
3. In the event of exposure to toxic materials or gasses and a physical examination is recommended, children will be transported by the Sharon Fire Department to Norwood Hospital or another local hospital where they will be examined and families/emergency contacts will be notified.
4. If the environmental emergency is more widespread and encompasses a larger area such as a neighborhood or several homes, due to a non-confined environmental threat, e.g. toxic fumes from a spill, floodwaters, brush fires, etc., and the children cannot remain in the area, the children will be brought to the Cottage Street School or Sharon High School by foot where they will remain accompanied by educators while families/emergency contacts are notified of the situation and arrangements for transportation home are made.

5. In the event of a major environmental hazard that necessitates a larger area evacuation such as several neighborhoods, the town or geographical area, due to a large non-confined hazard, e.g. a nuclear incident, earthquake, hurricane, etc. the children will be transported to a Red Cross designated shelter by the Sharon Fire Department where they will remain accompanied by caregivers while families/emergency contacts are notified of the situation and arrangements for transportation home are made.

### **Indoor Safety Drills/Sheltering in Place:**

In some emergency situations it may be safer to remain on site until the emergency has ended. Once alerted that there is a situation, the town emergency service personnel will help the Director or educator in charge make the determination of whether to remain in place or to evacuate.

Indoor safety drills are conducted regularly during the year. The Director or educator in charge will quickly and quietly alert each classroom that we are doing a safety drill. When notified that there is a drill:

- Teachers close and lock their doors from the inside and pull down the shades.
- Children get under or behind tables and out of view. Attendance is taken.
- Everyone is silent.

If told to, educators can also shelter the children in the school bathrooms, which can be locked from the inside. Classrooms and bathrooms have access to water and educators will have their emergency bags. Educators will remain in this state until the Director or educator in charge or the police or firefighters releases them.

### **Missing Child:**

In the event of a missing child, the educator in charge will call an inside safety drill. Classes will follow the procedures for sheltering in place. When the attendance is confirmed for all other children, the lockdown will be released, and educators will remain inside with children in ratio. At this point, one educator will call 911 and the Church secretary to report a child missing. All other educators will commence a building and property search starting downstairs within the school and moving upstairs room to room and then outside around the building. The missing child's family and the DEEC will be notified as soon as possible.